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SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

The review and approval of a Special Event Permit application is coordinated through the Cleveland Metroparks Department of Special Events & Experiences (hereinafter "Park District"). The Park District will accept applications by submitting this application via email to slb@clevelandmetroparks.com, fax 216-661-3312 or mail to CM Sales, 3900 Wildlife Way, Cleveland, OH 44109

1. Visit <https://www.clevelandmetroparks.com/SpecialEvents>
2. The Park District will email you (using the email address you provided) regarding the status of your application. If conditional approval is given, this communication will include a link to your pending permit which indicates additional fees, documents and deadlines in order for your application to be approved. The Park District reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. Moreover, the Park District may postpone approval/pending approval of permits until receipt of additional information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a special event permit pursuant to ORD. 747.06.
3. **Applicant shall purchase and maintain, or cause to be purchased and maintained, the following insurance:**

Commercial General Liability insurance, including personal and advertising injury, insuring against claims for bodily injury (including death) and property damage with a limit of liability of not less than one million dollars (\$1,000,000) per occurrence, and;

Commercial Auto Liability insurance for owned, hired and non-owned automobile insuring against claims for bodily injury (including death) and property damage with a limit of liability of not less than one million dollars (\$1,000,000) per occurrence.

These policies shall name the Board of Park Commissioners of the Cleveland Metropolitan Park District as additional insured on a primary, non-contributory basis and must be submitted for the event and the date(s) of all preparation for such event occurring on Park District property.

Applicant shall not contract with any entity nor procure the services of any vendor, including but not limited to, Food Trucks and Inflatables companies, without assuming the responsibility for, and requiring each vendor to purchase and maintain the same type of insurance with the same terms, conditions and limits of liability as set forth above.

For more detailed information regarding insurance requirements refer to **Addendum A: pg 19**

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Board of Park Commissioners of the Cleveland Metropolitan Park District, its officers, agents, employees and volunteers against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Board of Park Commissioners of the Cleveland Metropolitan Park District, its officers, agents, employees and volunteers will survive the termination or expiration of the Permit.

Your permit may be canceled if the Certificate of Insurance has not been received and approved five (5) business days prior to an event set-up.
4. Applicants are required to secure and submit to the Park District, a minimum of 45 days prior to the reservation start date, all necessary permits, licenses and approvals from the applicable local government authority, the State of Ohio and/or the U.S.
5. If all the Park District's requirements have not been fulfilled, including receipt of all requested documents (including those of all applicable City, Municipality, Township, State, and/or Federal agencies) and full payment, a Special Event Permit will be canceled.
6. **PLEASE NOTE:** Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Park District and changes/modifications relative to the event from the Park District is at the sole expense and risk of the Event Organizer.



Cleveland Metroparks SPECIAL EVENT APPLICATION

INSTRUCTIONS: <https://www.clevelandmetroparks.com/SpecialEvents>

Proper Insurance is required for most events. Depending on the type of event, a separate event contract may be required.

APPLICANT INFORMATION

NAME OF APPLICANT		TODAY'S DATE
ORGANIZATION NAME		
E-MAIL ADDRESS	DAYTIME PHONE	CELL PHONE
MAILING ADDRESS: STREET		SUITE/APT.
CITY	STATE	ZIP CODE

Event SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Please check NO or YES below. If yes, please provide additional information requested below. If No, please skip to Event information section below.)

NO YES → **Name of Organization:**

SPONSORING ORGANIZATION CONTACT NAME (if applicable)

ADDRESS OF SPONSORING ORGANIZATION (if applicable)

EVENT INFORMATION

EVENT NAME		NUMBER OF PARTICIPANTS	NUMBER OF SPECTATORS
1ST CHOICE			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
2ND CHOICE			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
3RD CHOICE			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
EVENT DAY ON-SITE CONTACT (if different from Applicant)			CELL PHONE

NOTE: Cleveland Metroparks reserves the right to not permit events. Permit requests on national holidays may not be available.

WATER ACTIVITIES

NO YES → Describe in detail (Additional requirements of lifeguards, water safety plan & USCG permits may be required)

EVENT FEATURES

All event features are subject to the approval of Cleveland Metroparks. Additionally, certain event features such as street closures and those mentioned below may require separate permits from the City of Cleveland, applicable township, and/or the State of Ohio.

ALCOHOL

Alcohol is only allowed on Cleveland Metroparks property when an event permit has been issued and alcohol is being provided by a company that has appropriate licenses from the State of Ohio Division of Liquor Control. Some Cleveland Metroparks locations have an existing liquor license in place held by either Cleveland Metroparks or its management services company and alcohol must be served and purchased through Cleveland Metroparks or its management services company, depending on the circumstances. If your group requires a temporary permit for your event, Cleveland Metroparks, in cooperation with its Chief of Rangers, will determine if a temporary permit is authorized. Upon approval of your event permit and authorization to obtain a temporary permit by Cleveland Metroparks, you may then obtain a temporary permit from the State of Ohio Division of Liquor Control. Cleveland Metroparks reserves a right of first refusal for alcohol sales on its premises.

ALCOHOL SALE: Are you requesting permission to sell beer, wine or liquor at your event?

(Please check No or Yes below. If yes, please provide description.)

NO YES → **Description(s):** _____

PRODUCT SALES, SAMPLING & VENDORS

Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate licenses from the appropriate health department and/or State of Ohio prior to Park District approval of the request. If any question below is answered "Yes," then provide additional information in the description section below.

FOOD AND NON-ALCOHOLIC BEVERAGES

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check No or Yes below. If yes, please provide description.)

NO YES → **Description(s):** _____

Are you requesting permission to sell food and/or beverages?

(Please check No or Yes below. If yes, please provide description.)

NO YES → **Description(s):** _____

MERCHANDISE

Are you requesting permission to give away/sample merchandise?

(Please check No or Yes below. If yes, please provide description.)

NO YES → **Description(s):** _____

Are you requesting permission to sell merchandise?

(Please check No or Yes below. If yes, please provide description.)

NO YES → **Description(s):** _____

COOKING/GRILLING/CULINARY FIRES

Park ordinance prohibits fires other than small fires used for culinary purposes. Fires used for culinary purposes may be limited by time and location by the Ranger Department. Grills are located at most facilities, and permittees are encouraged to use these for events. Portable propane and charcoal grills, fryers, brick ovens and other cooking devices may be used with prior approval by Cleveland Metroparks and/or the Ranger Department. Cooking devices must be properly tended to at all times. Fire and open flames must be properly contained and located at least 30 feet from a structure or other combustible materials. Fires and open flames must be properly and fully extinguished immediately after use.

Does your event plan to use cooking equipment to prepare/cook food?

(Please check No or Yes below. If yes, please provide description.)

NO YES → **Total number of equipment:** _____ **AND/OR number of charcoal grills** _____

→ **Description(s):** _____

FOOD TRUCKS

See Addendum A

Will your event include food trucks or concessions of any kind?

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → **Total number of food trucks:** _____

→ **Description(s):** _____

HEATING

PROPANE HEATER(S) MAY BE USED FOR THE EVENT WITH PRIOR APPROVAL BY CLEVELAND METROPARKS AND/OR CLEVELAND METROPARKS RANGERS. USE OF HEATER(S) MAY BE LIMITED IN NUMBER, MANNER, TIME AND LOCATION BY THE RANGER DEPARTMENT. PROPANE HEATER FLAME MUST BE ENCLOSED. HEATER(S) MUST BE APPROVED BY A NATIONALLY RECOGNIZED TESTING LABORATORY (SUCH AS, UL OR CSA). HEATERS MUST BE USED PER THE MANUFACTURERS INSTRUCTION INCLUDING PROPER CLEARANCES FROM STRUCTURES AND OTHER COMBUSTIBLE MATERIALS.

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → **Total number of heaters:** _____

→ **Description(s):** _____

AMPLIFIED SOUND

Are you requesting permission to have amplified sound? Amplified sound must be directed away from residences and please describe your purpose and plans for amplified sound, including hours of sound.

(Please check No or Yes below. If yes, please provide additional information requested below.)

NO YES → Hours of amplified sound: _____ to _____

Please indicate hours for sound check(s): _____ to _____

Describe sound system: _____

Please describe purpose and plans for amplified sound: _____

Are you planning to provide live entertainment as a feature of your event?

(Please check No or Yes below. If you check Yes, please describe the artists/talent you plan to provide. Document(s) with this information may be attached.)

NO YES → Description: _____

TENTS AND CANOPIES

Will your event feature tents and/or canopies?

(Please check No or Yes below. If yes, please indicate the number of tents with the corresponding size. Document(s) with this information may be attached.)

NO YES → Total number of tents/canopies: _____

Tent/Canopy dimensions: _____

(If you have multiple tents/canopies with varying sizes, indicate the number of each with corresponding size.)

NOTE: Once Cleveland Metroparks authorizes, a tent application will then need to be submitted to the State of Ohio. More details available on the following website: http://www.com.state.oh.us/documents/bdcc_TentPermitPolicy.pdf All application fees are the responsibility of the applicant.

Tent inspections cannot take place on weekends, please be sure to factor inspections into your set up days/time.

CORPORATE SPONSORSHIP

Will your event include sponsors that will make either in-kind or monetary contributions for the purpose of conducting this event?

(Please check No or Yes below. If yes, please provide description. Document(s) with this information may be attached)

NO YES → Description: _____

VEHICLES

NOTE: Driving and parking vehicles on grass, athletic fields, beaches and All Purpose Trails (APT) is strictly prohibited without prior approval from Cleveland Metroparks and is at the sole discretion of Cleveland Metroparks.

Are you requesting permission to temporarily operate staff/supply vehicles on Park District service roads for delivery of equipment and supplies? (Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → Total number of vehicles: _____

Description(s): _____

PROMOTIONAL FEATURES

Will your event feature any promotional vehicles, involve inflatables, banners, or other promotional elements? The location and quantity of all proposed promotional features must be identified on your Site Map.

INFLATABLES: Will your event feature inflatables that are interactive with attendees?

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES

→ Number of inflatables: _____

→ See Addendum C

→ Description(s): _____

BANNERS/SIGNAGE: Will your event feature banners?

Additional copy for banner details to be placed here.

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES

→ Number of banners: _____

→ Size of banners: _____

→ Location of banners: _____

→ Number of signs: _____

→ Size of signs: _____

→ Location of signs: _____

→ Description(s), including but not limited to font size: _____

PLEASE NOTE:

- NO advertising in park ahead of time.
- Temporary signs for road closures cannot be placed out more than 7 days.
- NO handwritten signs.

STAGES/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING, BARRICADES, GENERATORS, ETC.

STAGES/PLATFORMS: Will your event feature stages/platforms?

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

All stages/platforms shall comply with all applicable State of Ohio laws. Additional contract and permitting may be required.

NO YES → Number of stage(s): _____

→ Stage dimension(s): Height: _____ Length: _____ Width: _____

 Height: _____ Length: _____ Width: _____

→ Description(s): _____

PORTABLE TOILETS: Organizations are required to provide portable toilets. [See page 17]

Additional document(s) with this information may be attached.

REQUIRED → Number of portable toilets: _____ AND number of accessible portable toilets: _____

→ Description(s): _____

FENCING/BARRICADES: Will your event include the installation of fencing and/or barricades?

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → Description(s): _____

GENERATORS: Will your event include the use of generators? Generators must have GFI connection. All use of generators shall comply with all application State of Ohio laws.

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → Number of generators: _____

→ Description(s): _____

OTHER STRUCTURES: Will your event include the use of other structures not identified above?

(Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → Number of structures: _____

→ Description(s): _____

ADVERTISING AND MARKETING

You must notify Cleveland Metroparks prior to issuing any press release, media advisory, or invitation to the media to attend or cover your event.

Invitation copy, pamphlets and fliers must be sent to Cleveland Metroparks' Special Events and Experiences department for review and approval **PRIOR** to being printed for distribution. Community-wide or national publicity for the event must be approved by Cleveland Metroparks' Special Events and Experiences department, and must be submitted prior to printing. Please allow up to two weeks for approval.

NOTE: All promotions must be reviewed and approved.

How will your event attendees be notified of or invited to the event?

(Please describe. Document(s) with this information may be attached.)

└─→ **Description(s):** _____

Will your event be publicly advertised?

(Please check No or Yes below. If yes, identify all methods/medias you intend to use and submit examples of all marketing materials. Document(s) with this information may be attached.)

NO YES ─→ **Description(s):** _____

Will your event have a web page?

(Please check No or Yes below. If yes, please write-in the web address. Document(s) with this information may be attached.)

NO YES ─→ **Description(s):** _____

LOGO INFORMATION:

Cleveland Metroparks grants a limited, non-exclusive, revocable right to use its trademarked name ("Cleveland Metroparks") for the specific purpose of promotional literature, advertising, public service announcements or general information concerning the specific location of this event/activity. Promotional materials, including pamphlets, fliers, etc., associated with this event/activity require Cleveland Metroparks' approval. Community-wide or national publicity for the event/activity must be approved by Cleveland Metroparks' Marketing Division, and must be submitted prior to printing. Permit holders ARE NOT permitted to use Cleveland Metroparks' trademarked logos, including but not limited to the "leafman" logo or the Cleveland Metroparks Zoo logo. Cleveland Metroparks reserves the right to pursue all remedies, in law or equity, that might be available to it by applicable law, rule, or regulation related to the unauthorized use of its trademarked logos.

TRANSPORTATION/PARKING

Provide a transportation plan that explains how participants/spectators will get to and from the proposed event location.

Your description must identify proposed parking locations with recommended routes, public transportation modes and routes, and alternative modes of travel (such as bus, train, car pooling, shuttles, etc). You must also describe how you will inform participants/spectators about appropriate travel recommendations that will easily and safely guide them to your proposed event location. If you are planning a walk/run event, please provide sufficient time for registration. Parking is not allowed on Park District property other than at parking lots and designated street parking. Document(s) with this information may be attached.

The transportation plan must address compliance with Americans with Disability Act regulations and/or accessibility requirements.

Description(s): _____

STREET CLOSURES OR USE OF PUBLIC WAY

The Park District does not permit the public way. If your event is requesting the closure of/use of a public street or public way (including sidewalks, crosswalks or street crossings) you must obtain approval and all necessary permits from Cleveland Metroparks and/or other cities, townships, or municipalities that may be impacted.

Will you be requesting permission to close a street or other public way within Cleveland Metroparks for your event?

(Please check No or Yes below. If yes, please describe below. Document(s) with this information may be attached.)

NO YES —> **Description(s) and location(s) of sign(s)** _____

Please note a sign must be created if closing roads within Cleveland Metroparks (all signage must be submitted to Cleveland Metroparks' Special events and Experiences for prior approval). Applicable signage must be posted no less than seven (7) days before the event date at every intersection impacted. Signage must be professionally printed.

PLEASE NOTE:

- Temporary signs for road closures cannot be placed out more than 7 days.
- NO handwritten signs.

MAPS

ROUTE MAP *(Required for all 5ks, walks, runs)*

If your event is a run, walk, or other activity in which participants will be following a course, then you must attach a map (or sketch a map in the space provided below) and a written description of the proposed route. All proposed routes are subject to Cleveland Metroparks approval of the proposed route.

SITE MAP *(Required for all applicants)*

Attach a Site Map (or sketch a site map in the space provided below) if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents and canopies with sizes; stages, promotional vehicles, inflatables, portable toilets, dumpsters, fences & barricades and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on Park District property during the event; locations of alcohol, food and merchandise service/sale, proposed street closures, first aid, water stations, EMT and medical locations. All Site Maps are subject to the approval of the Park District.

OFF DUTY RANGER HIRES/EVENT SECURITY

Only Cleveland Metroparks Rangers may be utilized for security/law enforcement purposes on park property. Cleveland Metroparks Ranger for Special Events and Facilities policy applies to activities or events conducted on Park District property which may require the scheduling of "off-duty" park rangers. A variety of factors are assessed in determining the number of rangers assigned to cover a specific event or facility. Considerations include, but are not limited to: type of activity or event; presence of alcoholic beverages; attendance; road closures or traffic control.

Rangers are hired by the event client at the current rate of \$45 per hour. **Rate subject to change. There is a four (4) hour minimum for payment regardless of actual hours worked. Notice of event cancellation is required at least 24 hours prior to the scheduled off-duty ranger shift start time. Cancellations made without 24 hour notice will be charged the four (4) hour minimum.

Payment for park ranger services must be rendered by the client prior to the event. Payment will be invoiced at the time the contract is issued and must be paid in full. If an off duty ranger is not assigned or is absent a refund will be issued after the event date.

In the event the Ranger Department is unable to staff an event, the Chief of Rangers may authorize the use of an outside law enforcement agency with appropriate jurisdiction. The event client will be notified to work directly with the outside law enforcement agency. Payment for these services will be made directly to the outside law enforcement agency in accordance with their procedures and hourly rate.

Private security will not be used as a substitute for law enforcement officers. The use of private security officers on park property requires prior authorization from the Chief of Rangers and requests to use private security for a specific task at an event will be reviewed on a case by case basis. The Ranger Department reserves the right to approve/disapprove the use of external law enforcement or private security personnel at its sole discretion.

If you need assistance after hours or on weekends, please contact Ranger Headquarters at the non-emergency number of 440-331-5530.

MEDICAL SERVICES

Have you made provisions for on-site medical services?

Please check No or Yes below. If yes, please provide additional information requested below. Document(s) with this information may be attached.)

NO YES → **Please provide the information requested below:**

MEDICAL COMPANY		CONTACT NAME	
STREET ADDRESS			SUITE
CITY		STATE	ZIP CODE
E-MAIL ADDRESS			
PHONE	FAX	EVENT DAY CELL	

SIGNATURE

By signing this Special Event Permit application, I acknowledge that I have read and agree to abide by all Cleveland Metroparks permit rules and regulations, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all applicable rules and regulations pertaining to my permit.

By acceptance and use of this application, the permit holder agrees to indemnify, hold harmless and, if requested, defend Cleveland Metroparks, the Board of Park Commissioners and its officers, employees, volunteers, and agents from and against, and shall give Cleveland Metroparks prompt notice of any claim regarding, any and all liability for injuries to or deaths of persons or damage to property arising from activities under the event, or by reason of the permit holder's failure or neglect in complying with any of the conditions or obligations of this permit including loss caused by the active or passive negligence of the permit holder.

I affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I am 18 years of age or older and I have read the terms and conditions set forth in this document and the Cleveland Metroparks Rules and Regulations and agree to abide by them.

NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

DATE

THANK YOU for completing your Special Event Permit Application. Before you submit your application to Cleveland Metroparks, please make sure that the following steps have been completed:

HAVE YOU...

- signed and dated your application?
- attached your route map?

TO SUBMIT application,
Email to slb@clevelandmetroparks.com

or

Mail to:
Special Events & Experiences
3900 Wildlife Way
Cleveland, OH 44109

OFFICE USE ONLY

- Approve
- Deny

Notice of denial sent date: _____

EVENT RULES AND REGULATIONS

All events and applicant's staff, volunteers, guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Park District, the applicable local government authority in which the event will be held, the State of Ohio, and the U.S. Below is a summary of some of the Park District's Event Rules and Regulations.

Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests.

AID/WATER STATIONS

Aid/water stations on Park District property should be used for athletic races and swims. Event organizers of races and/or swims should submit an aid/water station plan to the Park District for review and approval.

AMENDMENTS OR REVISIONS

It is the responsibility of the applicant to properly inform the Park District in writing of any and all amendments and/or revisions to the original application. The applicant must inform the Park District upon the immediate discovery of such amendments and/or revisions to the original application. All amendments and/or revisions must be made in writing and are subject to the review and approval of the Park District. Some changes may incur additional fees.

AMENITIES

The Park District does **NOT** provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment. Amenities and event features require approval from the Park District but are provided at the sole expense and risk of the Event Applicant.

Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Park District, the applicable local government authority, and the State of Ohio, are at the sole expense and risk of the applicant.

AMPLIFIED SOUND

Amplified sound must be directed away from residences and must comply with section of the Cleveland Metroparks Park Ordinance 509.04. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.

All requests for amplified sound must be approved by the Park District and comply with Section 509.04

ASSIGNMENT

Permit Applications and Permits are not assignable and are non-transferable.

CANCELLATION

All cancellations must be made in writing.

All special event permits are non-refundable

The Parties shall not be liable, nor shall any credit or other remedy be extended, for a Party's failure, in whole or in part, to fulfill its obligations pursuant to this application where such failure arises from or is in connection with causes beyond a Party's control, including, but not limited to, acts of God, flood, extreme weather, fire or other natural calamity, terrorist attack, any law, order, or regulation or action of any governmental entity or civil or military authority, power or utility failure, cable cuts, unavailability of rights-of-way, national emergencies, riots, wars, strikes, lock-outs, work stoppages, or other labor difficulties (each a "Force Majeure Event"). If a Force Majeure Event occurs each Party shall be excused from performance hereunder.

EVENT HOURS

Event hours are 6:30am-10:00pm. Park hours are from 6:00am to 11:00pm, the Park District reserves the right to amend Park hours at its sole discretion.

Prior written approval by the Park District is required if access to the park is necessary for set-up or tear-down either before or after public hours.

GARBAGE/TRASH/RECYCLING CLEAN-UP

Dumpsters must be placed on a hard surface such as asphalt or concrete or other surface approved by the Park District in writing.

All events are required to recycle as many materials as possible generated at or by the event.

GRILLING

Cleveland Metroparks Ordinances prohibit fires other than small fires for culinary purposes. Grills are located at most facilities and should be used. Hot coals should be cooled or doused with water after use and must be properly disposed of. Portable propane fryers and charcoal grills, brick ovens, and other cooking devices may be used with prior approval by Cleveland Metroparks and/or the Ranger Department.

Disposing of coals on grass, at the base of a tree, or on any plants at any other location is strictly prohibited. ORD. 509.07

INCLEMENT WEATHER

The Park District reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to Park District property at the discretion of the park management team or Cleveland Metroparks Rangers.

No rain dates will be issued. Refunds will not be granted for inclement weather.

The Park District observes a predetermined snow/ice removal route to clear prioritized driveways, paths and areas. The Park District is not able to clear undesignated driveways, paths/areas or to disrupt the regular schedule for a privately organized event. Please be advised that, in the event of snow/icy conditions, your event participants are utilizing Park District paths, trails and open areas **AT THEIR OWN RISK**.

LIFEGUARDS

Aquatics special events and activities conducted on Cleveland Metroparks property may require the scheduling of special-detail lifeguards. A variety of factors are assessed in determining the number of lifeguards assigned to cover a specific event or activity. Some of these considerations include: location, type of activity or event, length of activity or event, number of participants, day of week, time of day, etc.

The determination for lifeguard services will be made at the sole discretion of Cleveland Metroparks. Events/activities will be evaluated on an individual basis. Only Cleveland Metroparks lifeguards may be utilized on Park District property unless otherwise agreed upon by Cleveland Metroparks and the permit holder.

Lifeguards are hired by the event client for a predetermined number of hours, but not less than two hours, at a rate of thirty (\$30) per hour. **Fee subject to change. If the event organizer cancels the event, notice must be received at least 24 hours prior to the scheduled event or the two hour minimum payment per lifeguard will be charged. If the event is canceled the day of the event due to unforeseeable safety conditions (weather, water conditions, visibility, etc.) payment for one hour per lifeguard will be charged. Cancellation of the event/activities due to safety conditions including but not limited to water conditions, weather, etc. are at the discretion of Cleveland Metroparks.

Payment for park lifeguards must be rendered by the event client not less than one (1) week prior to the event. Payment should be made by check, payable to Cleveland Metroparks.

Organizers of aquatics events must submit a water safety plan with the event application. The water safety plan must be approved by Cleveland Metroparks. Cleveland Metroparks reserves the right to ensure that the water safety plan is being followed, and terminate or postpone the aquatics event for any deviation from the water safety plan.

PAYMENT

Payment for permits may be made **ONLY** by cash, cashier's check, money order, Visa, Master Card or Discover.

Payment for permits **must be received by the due date** (two weeks after contract is sent) or it will be released for others to book.

PORTABLE TOILETS

All portable toilets must be located on an approved surface. All portable toilets must be clearly identified on the Site Map (refer to page 12) and the location must be approved by the Park District prior to delivery. See Addendum E for Accessibility Guidelines.

PROHIBITED ACTIVITIES

No bonfires pursuant to Cleveland Metroparks Ordinance.

No parking and/or driving vehicles on grass, athletic fields, beaches, recreation courts, service roads and pathways, without prior approval by Cleveland Metroparks.

Please refer to Cleveland Metroparks Ordinances for other prohibited activities at <http://www.conwaygreene.com/clemetroparks.htm>

Balloons or similar items may not be released.

SIGNAGE

Fastening or attaching any sign, banner, flyer or other object to any tree, shrub or park feature on Park District property is strictly prohibited.

All proposed signage (including notification postings along athletic routes) must be reviewed by the Park District prior to installation.

NO PAINT of any kind to be used as markers.

SPECIAL EVENT PERMIT

A copy of the Special Event Permit must be present on-site for inspection.

GENERAL DEFINITIONS

GENERAL DEFINITIONS

CORPORATE SPONSORSHIP: Support, either financially or in-kind (products/services), given to an event. A corporate sponsor is the individual or company that provides this support and is separate from the event producer/production company and/or sponsoring organization. **[See page 7]**

ENDORSEMENT: An endorsement is a document issued by your insurance carrier that amends the insurance policy to afford the coverage identified in the issued certificate. **[See page 2]**

EVENT PRODUCER/PRODUCTION COMPANY: Refers to an individual or company that is producing/organizing an event either on their own accord or as a hired contractor on behalf of another organization (i.e., sponsoring organization). **[See page 3]**

TRASH/RECYCLING REMOVAL PLAN: Trash/recycling removal plan refers to the acquisition, by the event organizer, of Park District maintenance staff or a professional trash hauler (as determined by the Park District) to remove refuse/recyclables during and after the event from Park District property in a safe and legal manner. All permit levels not required to provide a trash/recycling removal plan must properly dispose of refuse/recyclables in the proper receptacles.

SAMPLING: Sampling refers to the distribution of food, beverage or merchandise from a vendor or corporate sponsor to event participants or the general public at no charge. This does not include food, beverage or merchandise distributed from the event organizer or sponsoring organization. For example, if your organization is organizing a walk/run and would like to give participants water, this does not apply. However, if you have a water distributor as a vendor or sponsor, then you are required to apply for the appropriate permit level (**must indicate on page 5, Product Sales and Sampling**). **[See pages 5 & 6]**

SPONSORING ORGANIZATION: Refers to the organization that is hosting the event. The sponsoring organization should not be misinterpreted as the event producer/production company that may be hired by the sponsoring organization to produce/organize the event. **[See page 3]**

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required Endorsements. Forward documents to the Department of Special Events and Experiences via e-mail, fax or mail. Cleveland Metroparks reserves the right to withhold issuance of the permit until it receives the proper insurance documentation.

Applicant shall purchase and maintain, or cause to be purchased and maintained, the following insurance:

Commercial General Liability insurance, including personal and advertising injury, insuring against claims for bodily injury (including death) and property damage with a limit of liability of not less than one million dollars (\$1,000,000) per occurrence, and;

Commercial Auto Liability insurance for owned, hired and non-owned automobile insuring against claims for bodily injury (including death) and property damage with a limit of liability of not less than One Million Dollars (\$1,000,000) per occurrence.

These policies shall name the Board of Park Commissioners of the Cleveland Metropolitan Park District as additional insured on a primary, non-contributory basis and must be submitted for the event and the date(s) of all preparation for such event occurring on Park District property.

The Board of Park Commissioners of the Cleveland Metropolitan Park District must be listed as the Certificate Holder on the Certificate of Insurance as follows:

**Board of Park Commissioners of the Cleveland Metropolitan Park District
4101 Fulton Parkway, Cleveland, OH 44144**

The Board of Park Commissioners of the Cleveland Metropolitan Park District must also be added as additional insured by notation in the description box on the Certificate of Insurance and additional insured status shall be noted next to each coverage on the Certificate of Insurance by way of checking the appropriate box(es).

Please reference EVENT NAME on Certificate of Insurance, if applicable.

Such Certificate of Insurance shall be received by the Park District on later than five (5) business days prior to event set-up. Your permit may be revoked if the Certificate of Insurance is not received and approved five (5) business days prior to event set-up.

Cancellation Language: The Certificate of Insurance MUST provide 30 days notice of cancellation, except 10 days notice for non-payment of premium.

Applicant shall not contract with any entity nor procure the services of any vendor, including but not limited to, Food Trucks and Inflatables companies, without assuming the responsibility for, and requiring each vendor to purchase and maintain the same type of insurance with the same terms, conditions and limits of liability as set forth above.

In some circumstances, applicants may be required to submit evidence of an Endorsement issued under their General Liability policy of insurance, including coverage for property damage while property is occupied by the permittee, for the event that reflects that the Park District is an additional insured for the event.

Depending on the type of event, other insurance requirements may be required.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Board of Park Commissioners of the Cleveland Metropolitan Park District, its officers, agents, employees and volunteers against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Board of Park Commissioners of the Cleveland Metropolitan Park District, its officers, agents, employees and volunteers will survive the termination or expiration of the Permit.

ADDENDUM B: LIQUOR ACKNOWLEDGMENT LETTER

Alcohol is only allowed on Park District property when a Special Event Permit has been issued and the alcohol is being provided by the Park District or a company that has appropriate licenses, depending on the event location and circumstances, from the State of Ohio, Division of Liquor Control. Liquor liability insurance is required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate naming the Board of Park Commissioners of the Cleveland Metropolitan Park District as additional insured. A copy of the appropriate liquor license(s) issued by the State of Ohio must be submitted to the Park District 30 days prior to your event; otherwise, the Park District reserves the right to refuse alcohol sales on the premises. Therefore, please plan accordingly by submitting all appropriate paperwork to the Division of Liquor Control a minimum of 45 days prior to your event day.

ADDENDUM C: INFLATABLE USE POLICY

Organizer shall not contract with any entity nor procure the services of any vendor, including but not limited to, inflatables/pony ride/animal entertainment/game truck/dunk tank companies, without assuming the responsibility for, and requiring each vendor to purchase and maintain the same type of insurance with the same terms, conditions and limits of liability as required of the event organizer

GUIDELINES:

1. Only professional inflatable vendors should be used. Ask if the vendor is certified with the Safe Inflatable Operators Training Organization – SIOTO. See www.sioto.org for more information.
2. Only the vendor should be allowed to set up, operate and take down the inflatables. Set and operation of the equipment must be in compliance with the Consumer Product Safety Commission (CPSC) guidelines set forth in the CPSC Amusement Ride Safety Bulletin dated May 23, 2001; this is available on the CPSC website at www.cpsc.com as is additional information entitled Amusement Ride-Related Injuries and Deaths in the United States (CPSC, 2005 Update).
3. Cleveland Metroparks shall require that age groups of children be separated during operation and the manufacturers' recommendations for maximum load restrictions be strictly adhered to.
4. Per CPSC never allow the inflatable ride to be used when the wind speeds exceed the manufacturer's recommendation. Various manufacturer recommended wind speeds are between 15 to 25 mph. However, when wind speed exceeds 25 mph the inflatable ride should be unloaded and deflated.
5. Cleveland Metroparks retains the right to shut down or remove from service any inflatable amusement rides they deem to be unsafe or are not operated in compliance with the CPSC or manufacturer guidelines.
6. The inflatables vendor should provide at least one representative at a minimum to operate and supervise equipment use. (The CPSC has additional guidelines for two operators for large inflatable slides which are over 15 feet.)
7. Cleveland Metroparks will review the location for the inflatable keeping in mind possible hazards such as traffic flow, parking lots, water, shrubs and trees, power lines, playgrounds and water.
8. Rules should be clearly stated and should address proper use of equipment and safety precautions to include no jewelry, no horseplay, no foot wear (socks only) and how to safely enter and exit the ride, etc.
9. Parental permission for inflatable use should be obtained and parents should be informed that inflatable activities could be hazardous.

ADDENDUM D: GREEN EVENT GUIDELINES

The Park District is committed to being a good steward of the environment both through the over 23,000 acres of land that we manage as well as our policies and practices. When you host your event at the Park District, you can be a good steward of the environment by following some simple green practices.

RECYCLING (REQUIRED)

Recycling is **REQUIRED** at all events that occur on Park District property or in a Park District facility. Green waste containers or blue recycling containers are located throughout parks. Inside facilities, blue recycling containers are available. Any material that can be recycled should be recycled during an event.

Acceptable materials include:

- Paper (except napkins, paper towels, and tissue)
- Glass jars and bottles
- Aluminum cans, foil and pie tins
- Tin or steel cans
- Cardboard (flatten all boxes)
- Plastic bottles and containers (#1-5, #7 accepted)
- Paper bags
- Programs, fliers or agendas
- Beverage cartons (milk, juice, soy cartons)

Participants should be encouraged to place waste in the green containers and recyclables in the blue containers. If you are obtaining services from a private waste hauler, ensure that they provide containers for recyclable materials.

FOOD AND BEVERAGE

- POLYSTYRENE (Styrofoam or #6 plastic) **IS NOT PERMITTED.**
- Reusable dishes, cups and utensils are encouraged. If disposable dishes, cups and/or utensils are used, they should be made from sustainable or recycled materials.
- If disposable napkins are used, they must be made from sustainable materials or contain recycled content.
- Use reusable tablecloths.
- Recyclable food and beverage packaging and containers are encouraged.
- Provide fair trade organic coffee or tea, locally-grown (in season) produce, organic food, and free range chicken, eggs or meat.
- Offer condiments such as cream, sugar, salt, pepper, butter, jam, ketchup, mustard, mayonnaise, etc., in refillable containers instead of individual packets.
- Utilize multiple water fountains at the event as a substitute to handing out or selling plastic water bottles. Also, encourage participants to bring their own refillable/reusable bottles to the event.

Allow participants to take leftover food or beverages home, in non-Styrofoam containers, or donate any NON-PERISHABLE food items to charities or other organizations.

ADDENDUM D: GREEN EVENT GUIDELINES (continued)

PRINTED MATERIAL AND SIGNAGE

- Minimize the amount of printed material you need for your event.
- Use paper with at least 30% post-consumer recycled content for any printed material, publicity, signage, or invitations.
- Use double-sided copying for all printed material.
- Do not pass out programs or agendas for participants. Instead, print the agenda on poster boards that are located strategically at the event.
- Use name badges printed on recycled paper and/or recycled name badge holders.
- Recycle or reuse name tag holders, lanyards, wristbands, ID cards, etc. Provide collection and pick up at booth space to encourage this practice.
- Utilize non-paper, i.e. non-print forms of media; including internet, radio or television, to advertise or communicate details of the event.

WASTE

- Develop a waste minimization plan prior to the event. The plan should identify all potential waste sources and plans for recycling or disposal.
- Reduce the amount of give away material.
- Do not distribute plastic bags to participants at the event.
- Place all recyclable materials in the blue Park District recycling containers. Recyclables include paper, plastics, glass and metals.
- Place non-recyclables (garbage) in the appropriate Park District waste containers.
- Ensure that suppliers/service providers will recycle all of their applicable waste.
- Compost waste from your event.
- Minimize the amount of packaging or wrapping for gifts, handouts, giveaways, etc., in order to use as little as possible.
- Reuse or donate any materials, goods or products utilized during the event.
- Accurately measure attendance for the event in order to eliminate as much waste as possible.

TRANSPORTATION

- Encourage participants to use public transit or car pool to get to the event.
- Encourage participants to walk or bicycle to the event when possible. Provide additional bike lock facilities and/or a bike valet.
- Limit the number of vehicles used during the event.
- In order to transport people to the event, use shuttle buses, golf carts, etc., to reduce transport needs.
- Employ local vendors to supply the majority of goods, materials and equipment used at the event in order to reduce transportation requirements.

ADDENDUM E: ACCESSIBILITY GUIDELINES

All events and applicant's guests, vendors, and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Park District, the applicable local government authority, the State of Ohio and the U.S., **including the Americans with Disabilities Act.**

Below is a summary of some of the Park District's Event Rules and Regulations.

PORTABLE TOILETS

- All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets, including placement of wheelchair accessible toilets, must be clearly identified on the Site Map, **[Refer to page 17]** and the location must be approved by the Park District prior to delivery.
 - If multiple single-user portable toilet or bathing units are grouped at a single location, at least 5 percent, but not less than one toilet unit or bathing unit at each group, shall be wheelchair accessible.
 - Accessible routes to the portable toilets shall be maintained, and they must be located on a level area not-to-exceed a 2 percent cross-slope in any direction.
 - If only one portable toilet is to be provided, it shall be accessible.
 - If only one portable toilet is to be provided and the event is private/non-public, the portable toilet may be non-accessible.
-

PARKING

- If parking is provided for an event, accessible parking is required.
 - If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
 - Accessible parking spaces may only be used by vehicles displaying a state-issued disability placard or license.
-

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the International Symbol for accessibility and placed for maximum visibility.



BOOTH COUNTERS

- At least 36 inches of each sales counter must be set at a height of no more than 34 inches above the ground (remember to account for the height difference when the booth is up on a curb).
 - If only a portion of the counter is at the accessible height, it should be on the left side (as the customer is facing the booth).
 - Queue lines must be accessible.
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