



Special Event Application & Information

Updated 7/2021



City of Greenville Special Event Planning Introduction

Our community would like to thank you for choosing historic Greenville, Ohio as the host city for your event. Events, Festivals and Tourism have an important impact on the civic and economic life of Greenville. We are sure that you will find a cooperative and friendly spirit among the businesses, merchants, employees and residents of Greenville. The City of Greenville is the primary contact for scheduling special events in Greenville. (Please Note: Residential block party requests are scheduled and approved through the Safety Service Director. If you would like an application, please call (937) 548-1819 or access the application from our website at www.cityofgreenville.org.)

Please complete the attached packet as completely as possible in order for us to best determine the needs of your event. If a section of the application does not apply to your event, please mark "not applicable" (N/A) on the application.

This packet includes:

- 1) *Event Application Instructions***
- 2) *Event Application***
- 3) *Hold Harmless/Indemnity Agreement***
- 4) *Fee Schedule***
- 5) *Street Closure Request***
- 6) *Electrical Use Form***
- 7) *Sound Device Request***
- 8) *Traffic Island Sign Request***

All documents are also available electronically upon request.

A variety of departments are involved in the logistical process required to produce a safe and successful community event; so upon completion of the required event application, you will meet with the City of Greenville representatives. This meeting will be coordinated by the City. In addition, the City requires a variety of permits and approvals before an event may take place. This event application packet has been designed to help guide you through the planning process.

Please note that the event organizer is responsible for any applicable fees and wages for all City services as determined by the respective departments. In addition, the event organizer may be charged a rental fee for use of City equipment and facilities. A fee is also charged for lost or damaged items.

If you have any questions, pertaining to this event application, please contact Ryan Delk, Safety Service Director at (937) 548-1819.

Thank you for your interest in the City of Greenville and good luck with your event!



City of Greenville Special Event Planning Policy Guidelines & Definitions

Purpose

The City of Greenville is committed to meeting the recreational and leisure needs of the community. This policy is established to monitor, control and prioritize street closures, and other facility use within the City when requested by organizations and other agencies for the purpose of conducting special events (i.e. 5K road races/walks, parades, block parties, etc.) in a fair and non-discriminatory manner.

All City of Greenville Special Events for City Park, Streets and Right of Ways permit applications (for other than construction/utility work on streets) must be submitted through the Public Service Department, 100 Public Square, Greenville, Ohio, (937) 548-1819.

Note: Residential block parties are exempt from insurance requirements and fees but still need to have the "Hold Harmless Agreement" and "Road Closure Application" with approval by Police and Street Dept.

Definition of Facilities

Facilities are defined as any land or buildings falling under the jurisdiction of the City of Greenville including but not limited to grounds; trails; buildings and parking areas; city parking lots; and public streets (see definition of City Street below).

Definition of City Street

City Street is defined as any thoroughfare, whether within a residential, industrial, commercial or other type of development, which carries traffic from one property to another and located within a public right of way.

Definition of Right of Way

Right of way is defined as a strip of land taken or dedicated for use as a public right of way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting and drainage facilities, and may include special features such as grade separation, landscaped area, viaducts and bridges.

Scheduling Priorities

The scheduling for use by common organizations and other agencies are based on the following criteria:

- Level of affiliation to the City of Greenville
- Greenville/Darke County non-profit organizations
- Level of broad based benefit for City of Greenville residents
- City of Greenville residents/businesses
- "For Profit" organizations who are not City of Greenville residents/businesses

Approval of requests will be evaluated based on the organization classification by the following and availability of facilities: (Please note that Category “A” events will be given highest priority in scheduling of events.)

Category A: City of Greenville sponsored events.

Category B: City of Greenville Public and Private Schools and their affiliated programs (Booster Groups, Parents Associations, etc.)

Category C: Darke County non-profit organizations with official mailing address (no PO Boxes) located within Darke County, Ohio.

Category D: An event hosted by a resident/business of the City of Greenville in which **no fees** are collected and/or charged for participation in the event.

Category E: An event hosted by a resident/business of the City of Greenville in which **fees are collected and/or charged** for participation in the event but are non-profit in nature.

Category F: An event hosted by a “for profit” organization where fees are collected and/or charged for participation in the event and all proceeds benefit the “for profit” organization.

Definition of Resident

Resident is defined as a person who lives or works within the City of Greenville corporation limits. This is different than a Greenville mailing address.

- Verification of residency must be submitted with each request. Non-profit organizations of Greenville/Darke County, Ohio must provide a tax identification number; have an organized governing board and organizational by-laws; and be willing to provide copies upon request.

Non-Profit Organizations

Non-Profit organizations must provide a tax identification number; have an organized governing board and organizational by-laws; and provide copies upon request.

Profit Organizations

Profit organizations must provide tax payer identification number and must provide a written statement explaining the reason why facilities and/or streets of Greenville are necessary for the event. An explanation of where the profits from the event will be distributed is also required.

Schedules

All requests for Special Events facility use, or for City Street(s) closures permit applications must be received in writing with exact dates and times stated on the Special Events Permit for City Facilities and Streets permit application including description of event and a **notarized “Hold Harmless Agreement”** must accompany the usage request (organization categories B, C, D, E and F). Requests must be received no later than two (2) weeks before the event. The scheduling of events will follow the procedures outlined under “Scheduling Priorities” section of this policy. If a request is reviewed and approved by the City staff, the event takes precedent over any later request unless it is needed for use by the City of Greenville.

User Fees

- If shelters or pavilions are reserved, user fees when applicable, must be paid at the time of the reservation or dates will not be reserved. (See **Shelter/Pavilion/Pool Rental Contract**).
- If a rain date is scheduled for an event, fees must be also paid to hold that date as well. *(If rain date is not needed, a refund of fees shall be returned to the person/organization paying for the reservation.)*
- Renting of shelters and/or pavilion for an event does not reserve the entire park; *only the area where the shelter, pavilion and surrounding area in close proximity to that specific area of the park*. Entire park facilities can never be rented or reserved for exclusive use. If the shelter or pavilion is not rented, the facility is not guaranteed to be available for the event.
- Any City services that are needed must be paid immediately following the event, such as police coverage, street closure barricades, and/or additional clean up. Billing costs shall be the actual cost to the City to provide the requested services. Needed items shall be itemized on the Fee Schedule.

Restricted Activities

Unless otherwise approved in writing by the City Administration, City Council, the Safety Service Director and/or the Superintendent of Parks and Recreation. (These restrictions may not be applicable to the City of Greenville sponsored events.)

- Alcoholic beverages **are not permitted** in a City of Greenville Park facility nor in the right of way or on any city streets.
- Inflatable play structures are **not** permitted.
- Exotic or specialized animals or reptiles; whether they are for display, hands on and/or for riding purposes, are **not** permitted.
- Commercial tents are permitted, **but no anchor spikes (ground penetrating) at any park**.
 - User shall be responsible for damage to underground utilities.
 - Removal of tents is required immediately following the event and may not be left overnight.
- Musical bands, electrical instruments, or amplified sound systems that interfere with other facility patrons or neighbors are **not** permitted.
 - **All music and amplified sound must stop before dark. (Unless prior approval is received.)**

Denied Request

Requests for City of Greenville facilities and special events will be refused when any of the following apply, as determined by staff:

- **Risk and Liability** – Activities deemed by City Insurance/Risk Management and or the City Law Director that involve high risk to participants or high liability to the City of Greenville.
- **Delinquent User or Group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility itself and/or the inability to make restitution of damages from previous facility usage in the City of Greenville or any neighboring communities or the user/groups failure to pay for previous or current City services.
- **Right to Exclude** – The City of Greenville reserves the right to exclude any program/activity that is determined to be detrimental to existing City programs and activities or is not in the best interest of the City and its residents.
- **Damage to Facilities** – The Safety Service Director, or his designee may cancel scheduled events to negate damage to facilities.

Security and Public Safety

Greenville Division of Police will identify general security issues to consider at the event. Police officers may be required for traffic control on public streets. Greenville Police will work with event organizers to find what meets their specific security needs. The City may require the applicant to provide security and Firefighters/Paramedics for medical care if deemed necessary by the City Administration for the safety of the general public with costs paid by the applicant.

Traffic Control and Road Closures

For the City to allow for a street/parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up barricades and directional signage, traffic control and safety. City street closures for parades, foot races, etc. must be indicated on the permit application and accompanied by a detailed suggested route map. The Chief of Police will have final approval of the route and will work to determine the best route possible. The City may require the applicant to provide traffic control and road closures with Greenville Police Officers or other City staff at the rates established by the City.

Litter Control

Where dumpsters are located: All litter generated from the event shall be bagged and placed in the dumpster. Litter where dumpsters are not provided shall be bagged and containerized and placed in or next to existing refuse containers and/or removed. Failure to handle litter generated from the event in the proper manner may result in charges.

City of Greenville Rules & Regulations

It is the organizer's responsibility to assure the City that all the City of Greenville Codified Ordinances pertaining to the rules and regulations shall be followed. A complete list of rules & regulations can be found at: www.cityofgreenville.org.

Parking

The organizer shall develop a parking plan and submit it to the Safety Service Director upon request. Note that during the summer months at Greenville City Park, the Municipal Pool will be in operation with normal business hours.

Insurance

Applicant shall be responsible for carrying the required liability insurance policy with a minimum amount of \$1,000,000 per occurrence with an additional \$1,000,000 excess liability. Certificate of Insurance must be provided to the City of Greenville no later than **two (2) weeks prior to the event**. Also, the attached "**Hold Harmless Agreement**" must be signed at the time of signing the special event permit request.

Basis

- All coverage shall be written on an occurrence basis.
- Insurance company must have AM BEST rating of A- or better.
- **City of Greenville named as Additional Insured**
- Additional insured language, which must be on the insurance certificate as follows:
"The following are additional insured: The City of Greenville, Ohio, its elected and appointed officials, all employees and volunteers, thereof. Coverage shall be primary to the additional insured and not contributing to with any other insurance or similar protection available to the additional insured whether other available coverage is primary, contributing or excess."

- Location: Requested Site for Use
- Effective Date: Date(s) of Event

Cancellation Notice

During the life of the contract, or for a longer period as stipulated herein, the applicant shall provide the coverage as described above, which shall include an endorsement stating the following: "Thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: City of Greenville, 100 Public Square, Greenville, Ohio 45331, or dropped off, in person, at the same address.

Coverage Explanation

If any of the above coverage expires during the term of this contract, the organizer shall deliver renewal certificates and/or policies to the City of Greenville at least ten (10) days prior to said expiration date.

Enforcement of Laws

It is the organizer's responsibility to conduct the event in accordance with all the applicable Ohio Laws and Regulations. Nothing contained in this document shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under this permit if the conduct of such person violates the laws of the state, provisions of the codified ordinance of the City of Greenville, or if such person engaged in acts that cause or would tend to cause a breach of the peace.

Additional

100% of reservation fees are due at contract signing. City of Greenville services are payable upon billing from the City. Category "F" fee balances are due immediately following the event with proper documentation accompanying the payment.



City of Greenville Special Event Planning General Information

Event Organizers

Thank you for choosing the City of Greenville to host your special community event. If you are sponsoring an event that is open to the public with the City of Greenville, we thank you for your support. The City of Greenville wants your event to run smoothly and be enjoyable for you and your guests. Allow yourself enough time to plan and work through all of the detail because hosting a successful special event requires preparation. With that in mind, the following guidelines have been established:

Key Time Frames

- Submit your Greenville Special Event Application with the \$100.00 non-refundable application fee and all required paper work no later than sixty (60) days prior to event date to the Safety Service Director. The application will be processed within fifteen (15) days.
- Meet with the Greenville Safety Service Director or designee and representatives from other City Departments based on the event logistics at least forty-five (45) days prior to your event to review your event.
- If your event requires closing any roads or other public areas, authorization from the City Council may be necessary. Submitting a completed application at least sixty (60) days prior to the event should provide appropriate time necessary to recommend and seek Council approval.
- Applications and payment for any temporary Food Service Operation License(s) are due to the Darke County Public Health Department, no later than ten (10) days prior to the event.
- A deposit of 50% of the estimated cost is due to the City of Greenville at least five (5) business days prior to the event.
- The balance of the cost due to the City of Greenville (less the \$100.00 non-refundable application fee) is due ten (10) days after the completion of the event.

Special Event Planning Responsibilities

A. Event Organizer:

1. Contact the Safety Service Director; arrange date and location of event; obtain and complete application. Obtain/create park or area map for placement of events, parking, etc.
2. Attend special event meeting scheduled by Safety Service Director or designee.
3. Contact event's insurance company for a Certificate of Insurance naming the City of Greenville as additional insured for a minimum of \$1,000,000. Complete "Hold Harmless Agreement".
4. Notify the Safety Service Director of any changes to the event or information provided.

5. If applicable:
 - i. Contact Darke County Public Health Department for temporary Food Service Operation License.
 - ii. Contact portable toilet vendor
 - iii. Arrange for security, licensed and bonded.

B. Safety Service Director's Responsibilities:

1. Provide organizer the event application and park/facility rules.
2. Collect information from event organizer about event.
3. Review event application with event organizer, and verify appropriate forms and processes are in place.
4. Seek input from City departments regarding elements such as road closures, traffic control, trash collection, fire controls, etc. as necessary.
5. Schedule event review meeting.
6. After event has been reviewed and recommended by City staff, submit recommendation to Council if action is necessary.
7. Determine necessary level of City support and if any fees apply.
8. Obtain Certificate of Insurance and "Hold Harmless Agreement".
9. Collect samples of flyers, and publication information and review prior to public distribution.
10. Submit invoice (if applicable) to event organizer for reimbursement of fees.

Guidelines for Food and Event Features

Listed below are responsibilities of event organizers:

1. Check with vendors/entertainers/event features for their electrical needs. This will possibly prevent power outages during the event. Ensure electrical lines are secured and protected from the public at all times.
2. Ensure that all vendors selling food products are licensed with the health department. All permits must be applied for at least ten (10) days in advance of the event.
3. Vendors who are selling only canned or sealed bottled water or soda are not required to obtain a health permit.
4. Designate a set time for all vendors to arrive at event site.

5. Provide solid waste disposal. It is recommended to provide a garbage container for every food vendor.
6. Grease Disposal – Two (2) options:
 - 1) Vendors haul away grease waste
 - 2) Event Organizer provides grease removal service
7. Gray Water Disposal – Gray water cannot be dumped on ground at event site due to the potential of creating a hazard for people at the facility. Arrangements for disposing of gray water in sanitary sewer must be made in advance. Event organizers must notify the City of provisions made to protect guests from sewer openings to avoid trip and fall hazards.
8. Notify vendors of distance for potable water source. This will let vendors know how much food grade hose to bring. Ensure potable water source has a back flow device.
9. Ensure that all cooking equipment is protected from public access.
10. Vendors who have cooking equipment are required to have a fire extinguisher on site during the event.

Contact Telephone Numbers and Web Site

City of Greenville
100 Public Square
Greenville, OH 45331
PH: (937) 548-1819
FX: (937) 548-4103
www.cityofgreenville.org

Darke County Health Department
300 Garst Avenue
Greenville, Ohio
PH: (937) 548-4196
www.darkecountyhealth.org



**City of Greenville
Special Event Planning
Application**

Complete all questions and submit application to the City of Greenville.

1. NAME OF EVENT: _____

2. ORGANIZATION WHO IS APPLYING FOR SPECIAL EVENT PERMIT:

NAME: _____

Is this a Non-profit organization? Yes No (If yes, please provide non-profit #): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

3. ORGANIZATION'S EVENT COORDINATOR RESPONSIBLE FOR MANAGING THE SPECIAL EVENT:

NAME: _____ TITLE: _____

(If different than above):

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

4. TYPE OF EVENT: (Please check as many as applicable)

- Concert Entertainment Parade (*) Educational Environmental
 Cultural Sports Other (Please explain) _____

All Events: An event site map detailing the location of all aspects of the event will be required for all events. If any public street(s) need partially or completely closed/blocked off, please include specific streets and time with the map.

*** A copy of your proposed route must be attached to this application.**

5. PURPOSE OF EVENT: (Please explain and attach a detailed copy of your agenda or planned activities.)

6. EVENT LOCATION: _____

Facilities used (i.e. shelter, buildings, grounds, etc.) if any: _____

* If event is on City property or more than one facility is being used, please provide a map showing parking, activity venues, first aid, etc.

7. REQUESTED DATE(S) AND TIME(S) FOR EVENT:

Event Activity	Starting Date	Ending Date(s)	Starting Time	Ending Time	Set-up Date & Time	Dismantle Date & Time

Have a designated date for inclement weather? (Rain date) Yes No If yes, date: _____

8. TOTAL NUMBER OF ANTICIPATED PARTICIPANTS (i.e. volunteers, spectators, walker's etc.): _____

Peak Attendance: _____ At (time): _____ a.m. p.m.

9. IS THIS A FIRST TIME EVENT FOR YOU OR THE SPONSORING ORGANIZATION AT THIS LOCATION? Yes No

(a) If not, does this event differ any from previous year(s)? Yes No If yes, how?

(b) Attendance totals for last event: Daily: _____ Overall: _____

10. HOW DO YOU PLAN TO PUBLICIZE THIS PROPOSED EVENT? **Do not print for publication until approved by the City of Greenville.** (Please attach a copy of proposed publicity plan or flyer, if available.)

11. WILL ANY SIGNS, BANNERS OR FLYERS BE DISPLAYED OR POSTED ON CITY FACILITIES? Yes No

Describe the type of banner/sign and the proposed location(s) of them: _____

12. DO YOU PLAN TO ERECT TEMPORARY STRUCTURES SUCH AS STAGES, TENTS, BOOTHS, TABLES, AND BOUNCE HOUSES ETC. FOR THIS EVENT? Yes No

(a) If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map.

Item	Size	Quantity

(b) If contracting with a company that will be providing any of the above, list company information below:

Name: _____ Contact Person: _____

Address: _____ Phone Number: _____

Name: _____ Contact Person: _____

Address: _____ Phone Number: _____

13. WILL ANY TYPE OF SOUND AMPLIFYING EQUIPMENT OR DEVICES BE USED IN CONJUNCTION WITH THIS EVENT? Yes No

If yes, please list type of equipment:

Type of Equipment	Quantity

NOTICE: The sponsoring organization’s event coordinator must comply with all Greenville City Ordinances including park rules and regulations regarding acceptable noise levels.

14. DO YOU PLAN TO PROVIDE MUSICAL ENTERTAINMENT FOR THIS EVENT? Yes No

If yes, please describe (include times): _____

15. DO YOU PLAN TO PROVIDE OTHER ENTERTAINMENT FOR THIS EVENT? Yes No

If yes, please describe or attach copy of your planned program: _____

16. EVENTS WITH ANIMALS REQUIRE ADDITIONAL CONSIDERATIONS AND CITY APPROVAL. ARE YOU PLANNING TO PURSUE PERMISSION FOR ANIMALS AT YOUR EVENT? Yes No

17. WHAT POWER SOURCE ARE YOU PLANNING ON USING? Generator Facility Electric None

List items and the amount of power source, if any:

Type of Equipment	Power Source	Number of Amps

18. IS THIS EVENT OPEN TO THE PUBLIC? Yes No

19. PLEASE ADVISE WHAT ACCOMMODATIONS YOU ARE PROVIDING FOR PERSONS WITH SPECIAL NEEDS (PARKING, TRANSPORTATION, ACCESSIBILITY):

20. WILL DONATIONS/CONTRIBUTIONS BE ACCEPTED OR SOLICITED DURING THIS EVENT?

Yes No If yes, please explain how these donations will be generated or collected: _____

21. WILL THERE BE AN ADMISSION CHARGE TO ATTEND/PARTICIPATE? Yes No

If yes, please explain the type of fee and amount:

Type of Fee(s): _____ Fee Amount: _____

22. DO YOU PLAN TO SELL, DISTRIBUTE OR GIVE AWAY MERCHANDISE? Yes No

If yes, please explain: _____

23. DO YOU PLAN TO SELL, DISTRIBUTE OR GIVE AWAY REFRESHMENTS? Yes No

If yes, please explain: _____

What process will be used to dispose of cooking grease? _____

What process will be used to dispose of gray water? _____

What source of potable water will be used? _____

NOTICE: 1) A Temporary Food Service Operation License may be required if food/refreshments are served. Event organizer must file for a temporary food permit from the **Darke County Public Health Department** ten (10) days before the event, listing all food vendors. The Combined Health District of Montgomery County can be contacted at **(937) 548-4196**.

24. WHAT RESTROOM FACILITIES WILL BE USED? _____

25. ARE YOU PROVIDING PORTABLE TOILETS FOR YOUR EVENT? Yes No

If yes, How many? _____ Location: (show on site map) _____

26. DESCRIBE HOW YOU PLAN TO REMOVE TRASH FROM THE EVENT SITE: _____

Person responsible for clean up:

Name: _____ Relationship to organization: _____

Phone: _____

* The City of Greenville may be available to assist with trash removal for a fee.

27. DO YOU REQUIRE ADDITIONAL TRASH RECEPTACLES AND/OR DUMPSTERS? Yes No

If yes, how many and where will they be placed? Quantity: _____

Include location for trash receptacles and/or dumpsters on map.

If event location does not have sufficient trash receptacles, you may contact local waste management companies for cardboard receptacles.

28. WHAT ARE YOUR PLANS FOR PROVIDING SECURITY, TRAFFIC AND/OR CROWD CONTROL?

Company Name: _____ Contact Person: _____

Phone: _____

29. WHAT ARE YOUR PLANS FOR PROVIDING EMERGENCY/MEDICAL SERVICES? _____

30. WHAT METHODS ARE PLANNED FOR PROTECTING CITY FACILITIES FROM LOSS OR DAMAGES?

31. ARE THERE ANY PROVISIONS PERTAINING TO YOUR EVENT THAT HAVE NOT BEEN ADDRESSED ON THIS APPLICATION?

Event Insurance

The applicant will be required to sign an indemnification and "Hold Harmless Agreement" in favor of the City for negligence of the applicant, its agents, servants or employees in the performance of this event.

In any event to which the public is invited, or other events as determined by the City, the applicant shall be required to provide a Certificate of Insurance naming the City, its officials, employees and volunteers as "additional insureds" to a general liability insurance policy.

The City requires a minimum general liability limit of \$1,000,000 with a minimum aggregate limit of \$2,000,000, unless otherwise waived by the City.

Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing, or excess.

The City will provide the exact language required to be included on the certificate of insurance for the additional insured status.

Additionally, Event organizers are responsible for protecting against loss or damages to City facilities and are responsible for any expenses related to facility damages.

Agreement to Follow Laws, Ordinances and Rules

The following activities are examples of violations of this agreement: fireworks, pyrotechnics, dangerous activities, unauthorized vending, excessive guests, excessive noise or other activities which cause a disturbance to other nearby park activities.

City facilities must be used solely in accordance with Federal and State laws, City of Greenville Ordinance and Greenville Park Rules & Regulations.

The City of Greenville retains the right to revoke an event approval at any time upon violation of your agreement or the risk or threat of a violation of your agreement.

Application Submission:

Submitting this Special Event Application **is not** a confirmation to conduct your planned event. The event coordinator will be contacted regarding event approval by the Safety Service Director or designee after reviewing the application. Please do not send out event notices, publicity flyers, etc. prior to receiving approval. Please place a check mark next to all items included and/or attached to this application.

- | | | | |
|--------------------------------|--------------------------|-----------------------------|--------------------------|
| Additional Event Information | <input type="checkbox"/> | Event Site Plan | <input type="checkbox"/> |
| Certificate of Insurance | <input type="checkbox"/> | Hold Harmless Agreement | <input type="checkbox"/> |
| Application for Street Closure | <input type="checkbox"/> | Sound Device Request | <input type="checkbox"/> |
| Event Brochure/Promotional | <input type="checkbox"/> | Traffic Island Sign Request | <input type="checkbox"/> |

By signing and submitting this application the permit applicant agrees to abide by the rules and regulations of the City of Greenville and/or the Department of Parks and Recreation including, but not limited to the conditions as stated on this application and the Greenville Facility Reservation Form.

Applicant's Signature: _____

Date: _____

Return this application and the additional forms to:

City of Greenville
100 Public Square
Greenville, OH 45331
PH: (937) 548-1819 FX: (937) 548-4103

* * * * *

(For City use only below)

Date City Received: _____

Safety Service Director Approval: Yes _____ No _____

Comments: _____

Fire Chief Approval: Yes _____ No _____

Comments: _____

Police Chief Approval: Yes _____ No _____

Comments: _____

Street Superintendent Approval: Yes _____ No _____

Comments: _____

Parks & Recreation Approval: Yes _____ No _____ #

Comments: _____ #

Additional/Other: # # # #

#

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Ryan Delk
Safety Service Director

City of Greenville
100 Public Square
Greenville, OH 45331
P: (937) 548-1819
F: (937) 548-4103

SPECIAL EVENT HOLD HARMLESS AGREEMENT

PLEASE PRINT

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

The user shall hold harmless, defend and indemnify the City of Greenville, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgements, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the User/Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

Facility User, Contractor, User, Producer or Company Information:

TYPED OR PRINTED NAME	SIGNATURE	DATE
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ADDRESS: _____

PHONE: _____ EMAIL: _____

WITNESS TO SIGNATURE: _____

I (We) assume full responsibility for any damages to City of Greenville facility and/or property that occur as a result of the requested use. Furthermore, I (we) understand that the City of Greenville, its staff, its boards and members of the Parks Department, will not be held liable for any injury or damage which may occur to me, my guests, and or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.



EVENT REPRESENTATIVE SIGNATURE	DATE
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State of Ohio
County of _____ } ss.
Sworn to and subscribed in my presence on this _____ day of _____, 20____.

<i>Notary Signature</i>	<i>Typed or Printed Name</i>	<i>Notary Public, State of Ohio My Commission Expires: _____ Recorded in _____ County</i>
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Ryan Delk
Safety Service Director

City of Greenville
100 Public Square
Greenville, OH 45331
P: (937) 548-1819
F: (937) 548-4103

SPECIAL EVENT FEE SCHEDULE

PLEASE PRINT

NAME OF ORGANIZATION: _____

NON-PROFIT NUMBER OR TAX ID NUMBER: _____

CONTACT PERSON/EVENT ORGANIZER: _____

ORGANIZATIONAL CATEGORY (from page 1): A B C D E F

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

STREETS TO BE CLOSED, IF APPLICABLE (Include Map): _____

DATE(S): _____ DAY(S): _____ HOUR(S): _____

LIST OF REQUIRED CITY SERVICES:

Type of Service	Amount	Cost per Hour	Subtotal
Traffic Control: Officers			
Traffic Control: Cruisers			
Traffic Control: Other Personnel			
Fire Prevention/EMT: Staff			
Trash Removal: Personnel			
Street Barricades: Personnel			
Total Estimated Cost:			



Ryan Delk
Safety Service Director

City of Greenville
100 Public Square
Greenville, OH 45331
P: (937) 548-1819
F: (937) 548-4103

SPECIAL EVENT STREET CLOSURE REQUEST

SUBMISSION DATE: _____

NAME: _____

ORGANIZATION: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

REASON FOR CLOSURE REQUEST: _____

(Attach additional information as needed)

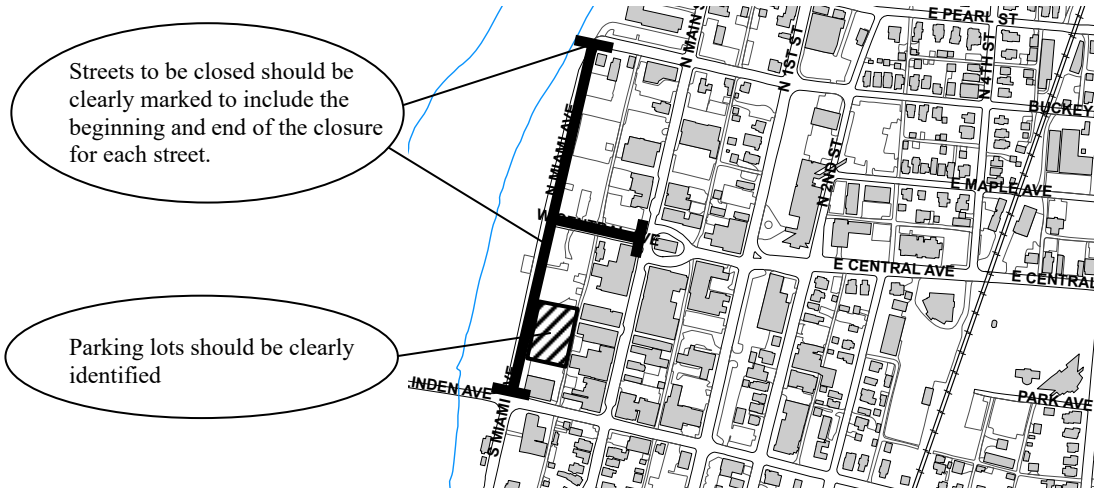
DATE AND TIME OF EVENT: _____

TIME CLOSURE SHOULD BEGIN: _____

TIME CLOSURE SHOULD END: _____

STREETS TO BE CLOSED: A downtown map can be provided. On the map, please mark the streets you are requesting to be closed. If you are requesting the use of a public parking lot for your event, please indicate that on the map as well.

See example below:





Ryan Delk
Safety Service Director

City of Greenville
100 Public Square
Greenville, OH 45331
P: (937) 548-1819
F: (937) 548-4103

SPECIAL EVENT USE OF SOUND DEVICE REQUEST

PLEASE PRINT

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

ORGANIZATION REPRESENTED (if applicable): _____

SPECIAL EVENT: _____

ADDRESS OF EVENT: _____

DATE(S) OF EVENT: _____

BEGINNING TIME OF EVENT: _____ ENDING: _____

**All requests must cease by midnight*

Please attach event schedules/brochures (if applicable). If additional space is necessary, please us the back of this form.

APPLICANT'S SIGNATURE

DATE

ALTERNATE CONTACT PERSON (if applicable):

NAME

PHONE NO.

(For City Use Only Below)

Approved: Yes No

SAFETY/SERVICE DIRECTOR SIGNATURE

DATE

Cc: Police Dept.



Ryan Delk
Safety Service Director

City of Greenville
100 Public Square
Greenville, OH 45331
P: (937) 548-1819
F: (937) 548-4103

**SPECIAL EVENT
TRAFFIC CIRCLE ISLAND SIGN REQUEST**

* Non-Profit Organizations Only **

PLEASE PRINT

ORGANIZATION NAME: _____

ORGANIZATION PHONE NUMBER: _____

CONTACT PERSON: _____

CONTACT PHONE NUMBER: _____

REQUESTED DATE FOR SIGN(S) TO BE ERECTED BY CITY: _____

**Not to be longer than (2) weeks prior to event*

DATE SIGN(S) WILL BE REMOVED: _____

1. There will be no signs erected or placed on the traffic circle or fountain.
2. There is a maximum of (2) signs per organization.
3. Signs shall be no larger than 2'x3' in size & be placement ready (already mounted on wires or posts).
4. Sign placement, which will be performed by the City, will be limited to the Northeast (Circle Mart) and Southwest (Rotary Park) Islands only. This is to ensure everyone's personal safety as there are water and electric lines buried on each island.
5. The Safety/Service Director shall have the right to reject any and all inappropriate requests.
6. It shall be the organization and/or contact person's responsibility to remove all signs at the end of the event.
7. Failure to adhere to these guidelines will result in loss of sign privileges in the future.

APPLICANT'S SIGNATURE

DATE

(For City Use Only Below)

APPROVED: Yes No

SAFETY/SERVICE DIRECTOR SIGNATURE

DATE