



Special Event Permit Application

Event Name:	
Tax ID #	

Contact Person(s)/Agent(s) responsible for and authorized to represent this permit on all matters.

	PRIMARY CONTACT	SECONDARY CONTACT
Name:		
Title:		
Street Address:		
City, State, Zip:		
Email:		
Primary Phone:		
Secondary Phone:		

NOTICE TO PERMIT APPLICANTS

Applicants are advised to review and comply with ALL requirements listed herein.

Completed special event applications must be submitted a minimum of thirty (30) calendar days prior to the date the event is scheduled to begin.

Submit Permit Application to Franklin Township Administration Building, 418 Fairview Drive, Carlisle, Ohio 45005 – 937-746-2852

Please provide a brief description of the event:

Will your event take place in the: Shelter ____ \$25.00
 Whole Park ____ \$50.00

* If renting whole park, event must be open to the public

Event date(s): From:				To:	
List Event Hours Below:					
Date:	Open:	AM	PM	Close:	AM PM
Date:	Open:	AM	PM	Close:	AM PM
Date:	Open:	AM	PM	Close:	AM PM
Date:	Open:	AM	PM	Close:	AM PM

Will anything be sold at this event?

If No, skip to page (3) three. If yes, answer the following:

Event fee(s):	
Will an admission fee be charged to persons attending the event?	Circle One: YES NO
If an admission fee will be charged, how much is the fee?	\$
Will vendors, concessionaires, runners, parade floats, vehicles, etc be charged a fee?	Circle One: YES NO
If any fee is involved, identify and describe, How much? To Whom? For What? Etc.	
Does the sponsor/producer intend to generate revenue as a result of food, beverage, souvenire, service and/or program sales?	Circle One: YES NO
If yes, what will be sold?	
Will alcohol be sold?	Circle One: YES NO
If yes, please list types, serving sizes and prices.	
What is the estimated cost of producing this event?	\$
What is the estimated revenue raised by this event?	\$

Event Location: Franklin Township Park, 4049 State Route 122 Franklin, Ohio 45005

Attendance:	
What is the estimated attendance for this event?	
If this event was held in the past, what was the estimated attendance at the last event?	
What percentage of the attendants will be under age 17?	%
What percentage of the attendants will be 18 -21 years old?	%

What percentage of the attendants will be 22-29 years old?	%
What percentage of the attendants will be 30 years and older?	%

Food & Alcohol Permits:

If you plan to sell food, participating food vendors must obtain temporary food license from the county health department. If you plan to sell alcohol, participating vendors must obtain a liquor permit from the Ohio Division of Liquor Control.

_____ Initial

If you are serving foods that are cooked in deep fat fryers, it will be necessary for you to ensure that grease is disposed of properly. Grease cannot be disposed of on Township property, in Township trash cans/dumpsters, or poured into any sewer whatsoever. You must take the grease with you when you leave.

Security & Safety Procedures:

If your event is expecting more than 250 attendees or will have alcohol available, security is required. You may contract with a private security firm or with the Warren County Sheriff’s Office. You must develop a security plan that includes the number, hours, and locations for deployment of security personnel and equipment provided by the sponsor for crowd control, collection and depositing of cash, VIP areas, entertainer and stage security, media areas and private security services. You must provide Franklin Township with a copy of the security contract and plan thirty (30) days prior to the event. If you wish to have this requirement waived, you must submit a request in writing along with this application.

If your event takes place at night, the safety of patrons coming to and leaving the event is of concern. There is NO existing lighting at Franklin Township Park. How will you provide lighting?

If you plan to install temporary lighting or electric services please call Warren County Building Department to obtain the appropriate permits. All electric work must be done by a licensed and insured electrician.

If you plan to use fireworks at any time during the event, a Franklin Township Fire Officer must be on site and consulted during set up and use. The location of the fireworks must be shown on the event map. A fireworks permit and fee **may** be required.

Please list a name and number for the person who will be in charge of the event during the event. This person must have authority to modify or cancel any event plans necessary in the event of an emergency.

Name	Cell Phone Number	On Duty Date/Time

This Agreement is made as of this ____ day of _____, year 20____, between the Event Host, Name/Organization: _____ (hereinafter “Event Host”), located / residing at:

and the Franklin Township Board of Township Trustees, 418 Fairview Drive, Franklin, Ohio 45005, (hereinafter “Trustees”) for the purpose of hosting the above named and described event at the Franklin Township Park located at 4049 State Route 122, Franklin, Ohio 45005 (hereinafter “Township Park”).

TERMS AND CONDITIONS

The parties agree as follows:

Trustees hereby grant permission to Event Host to conduct its above described event at the Township Park in exchange for a reservation security fee (amount stipulated on page 1 of this agreement). Said reservation security fee shall be paid at the time the reservation of the Township Park is confirmed by the Township. Additionally, a \$75 cleaning deposit will be held and is refundable upon inspection and approval of the condition of the park following the event. Refunds can be picked up at the Franklin Township Administrative offices Monday - Friday 8:30 am - 4:30 pm. The rental period shall be limited to a 1 to 3 day period Monday -Thursday 8 am to 10 pm, Friday and Saturday 8:00 am to midnight and Sunday 8:00 am to 10 pm. Any organization having a pre-existing lease agreement with Franklin Township will not be subject to these fees. Organizations with a 501©(3) status will have their rental fee returned so long as the park passes it’s cleaning inspection. Documentation of tax status is required.

_____ Initial when read

Franklin Township makes every effort to make sure its parks are in good condition, unfortunately, circumstances may arise that are out of our control. Event Host is required to leave Franklin Township Park in good condition. This means all trash must be placed in the dumpster, all equipment must be removed from park grounds. If the Event Host arrives and finds less than pristine conditions, it is the responsibility of the Event Host to take pictures and contact the Franklin Township staff member on duty immediately at the following phone number _____ . The Event Host should take pictures of the conditions and text them to the number provided to ensure that the Event Host is not held accountable for the damage. Furthermore, at the end of the event, the Event Host is required to call the number provided to arrange for inspection. It may take the Staff Member on duty up to thirty minutes to arrive at the park, please plan accordingly. Events concluding after 9 P.M. will receive a cleanliness and damage inspection the following day at 10 A.M.. The Event Host must meet the Staff Member on duty at the park at that time or risk losing their cleaning deposit.

_____ Initial when read

At least 72 hours before the event taking place Event Host will provide to the Township a map or schematic of the layout and staging of the event, event booths, attractions etc., if applicable. If the consumption of alcohol is properly and lawfully permitted at the event, Event Host will restrict alcohol consumption to no more than two (2) designated areas in the Township Park, and will indicate the same on the map or schematic of the layout.

_____ Initial when read

At least 72 hours before the event taking place, Event Host will provide to Township in writing the names and contact information of all vendors or service providers, if applicable, that are under contract with the Event Host to provide entertainment and accommodations at the event.

_____ Initial when read

Event Host shall at all times during the term of this agreement and any holdover period maintain proper insurance that fully secures against loss or damage any and all Event Host owned or controlled property located in or about the Franklin Township. Event Host shall also maintain at all times during its use and occupancy of the Township Park premises general liability insurance coverage in the amount of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate, listing Trustees as an additional insured party, said insurance coverage to be primary and require no contribution from Trustees. Event Host shall require that its vendors, service providers and any other entities that it authorizes to use Township Park facilities to carry the same insurance coverage described herein and to provide adequate proof of such coverage upon request of Trustees.

_____ Initial when read

Each individual signing this application further agrees to waive any and all claims for negligence against the Trustees and its officers, directors and employees, and each such individual agrees to indemnify and hold the Trustees and its officers, agents and employees harmless from any and all liability for property damage, personal injury or death or other claims of any nature whatsoever arising from the individual and group's use of Township Park property during the preparation for, duration of and clean-up after the event.

_____ Initial when read

Cancellation notice must be made in writing, and your event cannot be cancelled until the notice is received. Notices received more than 180 days (six months) prior to the event date will receive a 100% refund. Notices received more than 120 days (four months) but less than 180 days (six months) prior to the event date will only receive a 50% refund. Reservations cancelled less than 120 days (four months) prior to event date will not be refunded. All cancellations are subject to a \$25 processing fee.

_____ Initial when read

The contact person shall be personally liable for the full cost of any damage to Township Park property that occurs during the event period.

_____ Initial when read

If alcohol is being served, the Event Host must comply with applicable liquor laws. Beer, liquor and wine are permitted by reserving groups within reserved area only. If alcohol is being sold, in any manner, the Event Host is to contact the State for applicable liquor permit requirements. If a permit is required, the Event Host must provide the Trustees in advance of the reservation with a copy of the permit and proof of liquor liability insurance naming Event Host as an additional insured.

_____ Initial when read

An adult supervisor 21 years of age or older must accompany groups that include persons aged 14 and under at all times during the agreed upon rental period outlined below. Contact person (individual signing the agreement) must be 21 years of age or older.

_____ Initial when read

Event Host is responsible for providing and paying for event security and safety measures by contracting with Certified Law Enforcement, Fire and EMS responders to provide on-site security, safety, and fire protection. For this event, the following minimum security and safety staff shall be provided by Event Host: One (1) security officer for every two-hundred fifty (250) attendees. If event is expecting less than two-hundred fifty (250) attendees but will sell alcohol, one (1) security officer is required.

_____ Initial when read

MISCELLANEOUS PROVISIONS

1. Cumulative Rights and Remedies. All rights and remedies of Trustees herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law, and, said rights and remedies may be exercised and enforced concurrently and whenever and as often as occasion therefore arises.
2. Choice of Law and Venue. The Agreement shall be construed and interpreted in accordance with the laws of the State of Ohio, and venue for any actions related to the Agreement shall be in the courts of Warren County, Ohio.
3. Paragraph Headings. All paragraph headings in this Agreement are for the convenience of the parties only and shall not be deemed definitive of any of the contents contained herein.
4. Parties Bound. Each and all of the terms, agreements, covenants and conditions of this Agreement shall inure to the benefit of and shall bind not only parties hereto, but their respective successors and assigns; provided, however, that neither party has the right to assign any of its rights or obligations under this Agreement without first obtaining the other party's prior written consent.
5. Independent Contractors. Event Host and Trustees shall be independent contractors and no joint venture or agency relationship shall exist by virtue of the execution or performance of this Agreement.
6. Severability of Provisions. The provisions of this Agreement shall be deemed separable, and if any term or provision of this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is invalid or unenforceable, shall not be effected thereby, and each term, covenant, provision or condition of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
7. Collection Cost. To the extent not prohibited by law, all of the Trustees' expenses for the purpose of enforcement of this Agreement, including reasonable attorneys fees and all costs and disbursements if legal action is necessary and all reasonable expenses of Trustees including, without limitation, title evidence, surveys, appraisals, travel expenses and insurance shall be added to the Obligations and shall become due as incurred and be included in any judgment or award obtained hereunder.

Both parties warrant and represent that they are duly authorized to enter into this Agreement, and that the signatories below are authorized to enter this Agreement. Moreover, both parties warrant and represent they have not entered into any other agreement which would preclude them from entering this agreement. Event Host hereby agrees that if Event Host fails to comply and adhere to any of the above terms, conditions, or provisions Trustees may immediately cancel the event without refund.

