



CITY OF AKRON

COMMUNITY EVENT APPLICATION

A Community Event is an event open to the public, and which uses property of the City of Akron. An application must be processed for each community event and written approval must be received from the City of Akron before a public announcement of the event can be made. Submitting this application does not guarantee that your event will be approved.

INFORMATION ABOUT YOU AND YOUR ORGANIZATION

NAME OF ORGANIZATION			
_____	_____	_____	_____
ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____
PHONE	FAX	E-MAIL	
_____	_____		
INDIVIDUAL MAKING APPLICATION	POSITION WITH ORGANIZATION		
_____	_____	_____	_____
ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____
APPLICANT'S: DAY PHONE	EVENING PHONE	FAX	E-MAIL

Organization Tax Identification Number: _____

Is this organization tax exempt? ___ Yes ___ No

If yes, under which section of the Internal Revenue Code has the exemption been granted? _____

Does your organization file a Form 990? ___ Yes ___ No

If yes, please note that the City has the right to request this form and may request it from your organization. If no, complete information on request for sponsorship.

INFORMATION ABOUT YOUR EVENT

NAME OF EVENT _____

EVENT LOCATION _____

PROPOSED DATE(S) _____ TIME(S) _____

SET UP DATE(S) & TIME(S) _____

TEAR DOWN DATE(S) & TIME(S) _____

____ NEW EVENT ANNUAL EVENT, # OF YEARS HELD _____

EXPECTED DAILY ATTENDANCE AT EVENT _____

DETAILED DESCRIPTION OF EVENT *(please attach flyer or additional sheet if needed)*

PLEASE CHECK ALL THAT WILL APPLY TO YOUR EVENT:

____ ADMISSION CHARGED, WHO WILL RECEIVE PROCEEDS FROM THE EVENT _____

____ ALCOHOL SERVED *Permitted at limited sites – must have State of Ohio Liquor License, approval from Akron Police Department and the Service Director, have contained areas, and have additional liability insurance.*

____ FOOD CONCESSIONS *Must have a license, approval, and inspection from the City of Akron Health Department.*
____ ON SITE COOKING

____ # OF TENTS *Any tent larger than 10' x 12' must have a tent permit from the City of Akron Fire Department.*
_____ TENT SIZE(S)

- ____ SECURITY
- ____ TRAFFIC CONTROL
- ____ STREET CLOSINGS
- ____ PARADE PERMIT
- ____ ELECTRIC NEEDED
- ____ TRASH CONTAINERS
- ____ RECYCLING CONTAINERS
- ____ DUMPSTER NEEDED
- ____ WATER (FROM HYDRANTS)
- ____ BARRICADES NEEDED
- ____ PORTABLE TOILETS, # OF UNITS _____

- ____ PYROTECHNIC DISPLAY
- ____ STAGE, SIZE OF STAGE _____
- ____ GENERATOR
- ____ SOUND EQUIPMENT
- ____ VENDOR BOOTHS
- ____ ENTERTAINMENT SCHEDULED
- ____ BANNERS/SIGNAGE
- ____ FIRST AID SERVICES
- ____ DESIGNATED PARKING AREAS
- ____ HANDICAPPED PARKING
OF SPACES _____

OTHER EQUIPMENT BEING USED ON SITE _____

ARE YOU REQUESTING USE OF THE SHOWMOBILE? _____ Yes _____ No
(Complete separate application)

SITE/ROUTE OR MAP

If your event is a parade, walk or run using the streets or sidewalks of Akron, attach a map or drawing showing the intended route. Prior to completing this step, you should consult with the Akron Police Department Traffic Bureau, Sgt. Mike Vavro, at 330.375.2273. Please indicate the direction of travel.

If your event involves the set-up of equipment or a stage, attach a drawing showing the desired set-up. Site plans for Lock 3 are available at www.akronperforms.com or by calling Tish Jernigan, 330.375.2578.

Include the location of any equipment you will be using for your event: stage, tents, vendor booths, food concessions, onsite cooking areas, portable toilets, barricades, parking, trash dumpsters, parking, street closings, etc.

SPECIAL CONDITIONS

- A. This application is to request the use of City property, equipment, or personnel. **Submitting this application does not guarantee that your event will be approved.** All requests must be approved by the City of Akron.
- B. Use and or rental of City equipment and personnel are limited to City of Akron approved events.
- C. City of Akron has priority over any request for use of premise/property.
- D. No motor vehicles are permitted on premise/property without prior approval.
- E. The Applicant will be charged for any damage to city property arising from the Applicant's event, including clean up and site or equipment repair costs.
- F. The Applicant agrees to save the City harmless from any liability arising from accidents or injuries suffered by the Applicant, his agents or employees, or patrons visiting the premises by the Applicant. The City of Akron requires a minimum \$1,000,000.00 Certificate of Insurance; naming the City of Akron as the additional insured.

Cost charged under this contract are of an administrative nature and do not constitute a fee consideration under Ohio Revised Code Chapter 1533, and further, the City of Akron does not waive any of the defenses or immunities available to it under Chapter 2744 the Ohio Revised Code by granting this rental application permit.

TERMINATION: The City may terminate this contract immediately, if the Applicant fails to adhere to any conditions set forth hereinabove, and all rights and privileges herein granted shall cease and the Applicant shall, upon termination of this contract by the City, immediately vacate the premises and all monies previously paid to the City shall be retained by the City as liquidated damage.

WHERE TO RETURN YOUR APPLICATION

Brittany Schmoekel, Community Event Coordinator, 220 S. Balch Street, Akron, Ohio 44302, or fax 330.375.2883, or email BSchmoekel@akronohio.gov

Lock 3 or Canal Park event sites: Tish Jernigan, Downtown Operations Manager, 166 S. High Street, Room 200, or fax 330.375.2538, or email TJernigan@akronohio.gov

**Applications must be received (60) days prior to event.
Final payment and insurance must be received (14) days prior to event.**

APPLICANT SIGNATURE

DATE