



Blue Ash Recreation Department

Summit Park

Event Application and Guidelines

Blue Ash Recreation Department

Summit Park

1000 Summit Place Suite B

Blue Ash, Ohio 45242

www.summitparkblueash.com

513-745-8444

Welcome

Summit Park, located in the center of Blue Ash, is a 130-acre world-class park where visitors will enjoy interactive programming, unique learning opportunities and year-round experiences in one of the region's most beautiful settings.

Thank you for your interest in applying for an event at Summit Park. We are excited to be able to offer opportunities to make memories, present different events and programs at Summit Park with potential partners.

Accepted applications will be those most in-line with the parks overall programming vision as well as those which fit our current capacity for both city resources and amenities available.

Application Process

Completed applications should be emailed or mailed to the following:

Casey Troutman
Assistant Events Coordinator
Blue Ash Recreation Department
Summit Park
1000 Summit Place Suite B
Blue Ash, Ohio 45242
ctroutman@blueash.com

Application Information & Definitions

1. Event Defined

Defined as: For this application process, events are defined as activities taking place within Summit Park, not organized by the City of Blue Ash, which directly impact park spaces, park patrons and facilities beyond the regular day passive activities that come naturally with general park usage. There are three types of events that will be considered.

Community Events: Events open to the public with a main focus to benefit the community with no intentions of raising funds for a private entity, non-profit or business.

Non-Profit Cause Event: Events open to the public with a main focus to raise funds for a charitable or non-profit cause.

Private Events: Events not open to the public or events with a main focus to raise funds or create exposure for an individual, organization or business regardless of a non-profit status or main focus.

- Final definition of event application's type will be determined by the City of Blue Ash based on the organizers application.

2. Application Procedures

A. Timeline of applications/acceptance

- a. Organizers can apply between August 1, 2018- September 30, 2018
- b. Notification of acceptance or denial will be send via email by October 20th, 2018
- c. **Returning events & programs are not guaranteed last year's dates, however these will be taken into consideration.** The city reserves the right to schedule events at its discretion regardless of who currently holds that date from the following year.

B. Organizers must individually re-apply each year regardless of acceptance or denial of previous applications.

C. Applications should be mailed, or emailed to:

Casey Troutman
1000 Summit Place Suite B
Blue Ash, OH 45242
ctroutman@blueash.com

D. Applicants will be notified via email once the application has been received.

- E. Please do not assume your application was received, we highly recommend confirming acceptance by directly contacting Casey Troutman via email at ctroutman@blueash.com or by phone at 513-745-8444.
- F. The applicant/site coordinator/s will be the main contact for all event concerns.
- G. The applicant/site coordinator/s must be on site during the event at all times.
- H. Applicants representing a third-party organization must disclose such information.
- I. It is the applicant's responsibility to comply with all city, county, and state requirements. All permits and/or inspections is the applicant's responsibility to acquire at the applicant's expense.

3. Insurance & Idemnification

- A. The liability insurance must be supplied within (30) days of the accepted application. Insurance should cover bodily injury and property damage with limits of at least \$1,000,000.00 per occurrence and \$1,000,000.00 in the aggregate. The City must be named as an "additional insured." Upon acquiring such coverage, and upon the City's reasonable request thereafter, the applicant shall provide the City a certificate of insurance evidencing that liability coverage related to or arising, directly or indirectly out of the signee's acts or omissions upon or related to its use of City property.
- B. The applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, departments, boards and commissions from any and all claims, causes of action, proceedings, liabilities, losses, damages, costs and expenses related to or arising, directly or indirectly out of the applicants acts or omissions upon or related to its use of City property.

4. Adjacent Property Impact

- A. The applicant is responsible for any impact that occurs to adjacent properties taking place from their event including clean up caused by overflow and/or parking usage.
- B. Any communication and agreements with adjacent property owners related to the event, (including parking allowances) must be disclosed to the City of Blue Ash.
- C. Note that these properties are private and owners have the right to control their property boundaries from usage during the event.

5. Site Responsibilities

- A. The applicant will be responsible for any and all damage to any equipment and/or the facility during the course of the period and agrees to reimburse the City of Blue Ash for such damage or loss.
- B. Applicants must abide by the equipment/vehicle surface allowances shown in the site map.
- C. No vehicles are permitted on grass areas. Only golf cart/utility carts are permitted in these areas.
- D. Use of landscaped areas such as planting beds, pots, planters or bioswales is prohibited.
- E. Vehicles parked anywhere other than the parking lots must have tar paper underneath them.
- F. All cooking areas must have tar paper (only acceptable material) underneath them secured by non-high stick (duct tape prohibited) at all edges. We recommend 6" wide "Gaffers Tape" for best results.
- G. A site layout must be provided with this application. Any changes to the site layout must be approved by the City of Blue Ash. Changes will be reviewed up to (14) days before the event.
- H. No tents or structures may be staked anywhere within the newly constructed park site. There are a few areas of exception west of the Great Lawn area in the open fields, however all tenting regardless of size must be properly secured and is subject to City of Blue Ash approval.
- I. The tethering technique of using water barrels is not allowed in the Blue Ash city limits. All tenting must be approved by local, county, state codes and approved within the site layout by the City of Blue Ash.
 - 1. There are built-in tie down points on the 12' x 12' concrete pads (18) surrounding the Great Lawn, on the flat surface of the Performance Stage. A more detailed layout of these tie-downs is available by request.
- J. The playground must remain open to the public at all times during events and made accessible to the public.
- K. Site rental fees do not cover any clean up. Applicants are responsible for their own clean up including trash removal.
- L. During event, renter must have a signed contract available for review upon request.

6. Sales on Site

- A. All Board of Health permits must be in place in order to sell food and beverage on site.
 - 1. Note that giving away food or beverages does not require a permit from the Health Department, nor does typically selling pre-packaged food or beverages however we recommend contacting the Health Department to discuss any/all food operations by calling 513-946-7600.
- B. Alcohol Sales
 - 1. If alcohol is to be sold on site, the applicant will be responsible for furnishing all necessary permits as well as Proof of Liquor Liability Insurance with a minimum of \$1,000,000 coverage naming the City of Blue Ash as additionally insured.

7. Utilities

- A. Electric is included with the site rental via 120v receptacles where available. Electric is available for larger needs through on-site transformers for an additional fee. The City of Blue Ash will provide an estimated fee for additional electrical needs based on your site layout and equipment to be powered.
- B. Reasonable water needs are included with the site rental and can be accessed via hose bibs. Appropriate hoses must be supplied by the applicant.
 - 1. Points of access for both electric/water are identified on the site map.
- C. Extension cords are to be provided by the applicant.
- D. Extension cords and/or cables must be covered so they are not imposing trip hazards. Covering cords with tape is not acceptable. Appropriately sized mats or cable ramps should be used where a tripping hazard exists.

8. Sound

- A. All use of amplified sound will need to be documented and approved with the City of Blue Ash. General sound guidelines are below:
 - i. M-TR 9:00A – 10:00P
 - ii. FRI 9:00A – 11:00P
 - iii. SAT 9:00A – 11:00P
 - iv. SUN 9:00A – 10:00P

9. Fees/Approval

- A. Estimated fees will be provided after a complete permit application is submitted and reviewed.
- B. Fees and event approval are determined by the following, amongst other considerations:
 1. General Event Type: Whether the event is public, private, commercial, promotional, informational, etc.
 2. Event Focus: Whether it is a music event, charitable run/walk, athletic competition, fitness focused, cultural, food/beverage centric, etc.
 3. Timing: Targeted dates and flexibility of applicants date choices compared to the parks availability.
 4. Facility Impact: Amount of space needed to accommodate the event and anticipated amount of wear the event will have on the parks infrastructure and amenities.
 5. City Services Impact: Amount of city services necessary to support the event.
 6. Public Impact: How the event will disrupt or enhance usage of the park.
 7. Length: Amount of time that is needed from load-in to load-out.
 8. Connection to Vision: Correlation to the City of Blue Ash's vision regarding the operations of Summit Park and the community it serves.

10. City Services

- A. Additional fees related to Police, Emergency Services, Service Department, Facilities Maintenance or Recreation staff coverage may be required for your event. Assigning the need for these services is at the sole discretion of the City of Blue Ash.
- B. The applicant will be notified at the time of approval if additional city services are required and will be provided with a fee structure for each service needed.

Date Received:

EVENT APPLICATION

Applicant

Name

Phone

Email

Organization

Address

City

State

Zip

On-Site Coordinator

Name

Phone

Phone (Cell)

Email

Address

City

State

Zip

Event Information

Name of Event

Date

AM/PM

2nd Choice

AM/PM

3rd Choice

AM/PM

AM/PM

Load In

Event Start

Event End

Load Out

Estimated Attendance

Previous Years Attendance

Previous Years Location

Event Description

Please list the overall purpose and general overview of your event:

Park Locations Requested

Please check all locations that apply:

Great Lawn	Walk/Run Route	Pavilion	Addl. Parking
South Pergola	Picnic Grove	Biergarten	Glass Canopy
North Pergola	North Parking Lot	Community Building	Stage
Tower Room North	Tower Room South		

Alcohol Sales

Will alcohol be sold at the event? YES NO

If yes, please explain extent of sales and any relevant details:

General Sales

List any sales occurring at the event:

Merchandise

Registration/Ticket Fees

Food

Beverage

Other; Please specify:

If yes to any of the above, please explain extent of general sales and any relevant details:

Cooking Operations

Will food be cooked on site? YES NO

If yes, please explain type of cooking (grills, open flame, propane, fryers, food truck contained, etc.):

Utilities

Will **electric** be needed at the event? YES NO

If yes, please explain extent of need and any relevant details:

Will **water** be needed at the event? YES NO

If yes, please explain extent of need and any relevant detail:

Run/Walk Routes

Will your event be hosting a run and/or walk? YES NO

Do you need a certified course? YES NO

Are you working with a race director? YES NO

If so, specify name of race director:

Please list any other details of your run/walk (Specify distances, number of expected attendees, etc.):

Sound

Will there be amplified sound equipment at the event? YES NO

If yes, please explain extent and any relevant details including types of amplification and times:

Equipment

Explain types of equipment that will be on site. (Trailers, vehicles, staging, lighting, etc.):

Tenting

Explain types/amount of tents that will be on site and planned anchoring techniques:

Vehicles

Will there be vehicles/trailers traveling on or parked on any of the sidewalks/driveways? (See "Site Map"):

YES NO

If yes, please explain extent and any relevant details:

Site Layout

Map Provided

The included map (located on the following page) is for the applicant to provide a detailed site layout.

Please provide your detailed site layout by sketching and/or highlighting your event areas and labeling them appropriately. Please be sure to include the following:

- Food/Beverage
- Support Vehicles parked in areas other than parking lots
- Tents
- Booths
- Seating
- Staging
- Ceremony/Presentation Areas
- Merchandise Sales
- Electric locations being accessed
- Water locations being accessed
- Run/Walk route requested
- Run/Walk start/finish requested
- Any additional areas of importance

Contract

A formal contract will be sent once your application has been approved with detailed information regarding your event. Contract will include costs, amenities and other necessary permits for your event.

Thank you again for your interest in Summit Park!

Best regards,

Casey Troutman
Assistant Events Coordinator
Blue Ash Recreation Department
Summit Park
ctroutman@blueash.com

Please provide your detailed site layout below:

