

Special Event Request Form

Applicant Name: _____ Email: _____

Organization: _____ Phone: _____

Mailing Address: _____ Date(s) of Event: _____

Hour(s) of Event: _____

A \$100 Refundable Security Deposit is required with Application

(in your estimate of hours, please include set-up and take-down time)

Type of Event: Please provide a specific, detailed description of the event. Include site plans, maps and any special requirements. Special requirements include portable toilets, trash cans, amplification, how the event is being promoted, and potential impacts on trails. **Attach additional pages as needed.**

Will you be staking anything into the ground? Yes___ No___ If yes, this requires prior approval and a site plan.

Will your event require amplification? Yes___ No___ If yes, it will require prior approval by TOPS Commission if the proposal specifies using a park area other than the Nederhouser Community Hall. The amplification limit is 1.5 hours, no louder than 75 decibels, and ending by 8:00pm.

How many people will participate? _____

Is this event a fundraiser? _____ If Yes, who will benefit? _____

Is the organization responsible for coordinating the event a 501 (c)(3)? _____

If yes, please include the tax ID number _____

Is there a fee associated with the event? _____ If yes, how much? _____

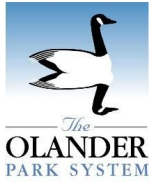
Please describe your plan for recycling during the event and clean up during and after the event. The organizer is responsible for the removal of all garbage, litter and debris created by the event that does not fit into the trash cans provided. Removal of debris, temporary containers and general park clean-up around the event area should occur immediately after the actual event and be completed within the scheduled permit time.

Please complete the following if you are applying to hold a special event at Olander Park

Will your event require the use of a rental facility? A separate Rental Agreement and payment is required for facility use.

Nederhouser Community Hall _____ Open Air Shelter #1 _____ Open Air Shelter #2 _____

I understand that we are responsible for leaving Olander Park's restroom facilities is clean, working condition at the end of our function. Initial Here: _____



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Please complete the following if you are applying to hold a special event at Sylvan Prairie Park or Fossil Park.

Requirements for Bathrooms at Sylvan Prairie Park/Fossil Park: Event organizer is responsible for providing portable toilets if they estimate there will be more than 200 people in attendance. Please describe your plan.

Plan for Potable Water at Sylvan Prairie Park/Fossil Park: There is no potable water available. This means the event organizer is responsible for bringing in any drinking water for the event. Please describe your plan.

Approval Process

The Olander Park System staff will review your completed application and respond as soon as possible. Submission of application does not mean that the event has been approved. Staff will contact you directly by email or letter.

Please note that some events do require The Olander Park System’s Board approval and may require you to present your request at a TOPS Board meeting. Event requests should be turned in three months prior to the requested event date(s).

Insurance

A \$300,000 Certificate of Insurance policy named The Olander Park System as additionally insured is required no later than 30 days prior to event date.

Other Permits

Some events may require obtaining additional approvals/permits through the city offices.

Damage to Property

Permit holders will be held responsible for any loss or damages that may occur during facility use.

I have read the event guidelines and agree to abide by these guidelines as well as all ordinances and regulations of the City of Sylvania and by all the conditions placed on the event by The Olander Park System. I do swear and affirm that all of the information given is true and complete. I understand that the submittal of this application does not guarantee approval.

Applicant Signature

Date

For Office Use Only

Total Fee _____

PAID Check _____ Cash _____

Date Paid _____

EVENT IS: Approved _____ Denied _____

Date _____



Special Event Request Form

Indemnity Agreement

In consideration of The Olander Park System granting permission to host an event on TOPS property, I _____, the undersigned, hereby indemnify and hold harmless The Olander Park System, its officers, agents, and employees from:

- Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of User, its officers, employees and/or agents in connection with the performance of the Agreement.
- Any claims, damages, costs and attorney fees arising from any failure of User, its officers, employees and/or agents to observe applicable law, including, but not limited to, labor laws and minimum wage laws.
- User shall pay TOPS any expenses incurred as a result of User's failure to fulfill any obligation in a professional and timely manner under the Agreement.

I understand that I am responsible for my own general and product liability insurance.

In the event that I fail to indemnify and hold harmless as herein agreed, The Olander Park System shall have full rights to defend, pay or settle said claim on its behalf without notice to me and with full rights to recourse against me for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

In the event of default, I further agree to pay all reasonable legal fees and expenses necessary to enforce this agreement.

Signature _____

Date _____