



# City of North Ridgeville Parks and Recreation SPECIAL EVENTS APPLICATION



**The following named organization is sponsoring the event of which is to be held on city owned property.**

Organization: \_\_\_\_\_ Event Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
 Location Desired: \_\_\_\_\_ Date(s) Of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Event Hours Desired: \_\_\_\_\_

**NO ALCOHOLIC BEVERAGES ALLOWED ON ANY CITY PROPERTY**

Full schedule and description of all events to be covered (brochure or flyer required):

---



---



---



---

Diagram / site plan required of all activities, services and vendors. THE INDEPENDENT CONTRACTOR OR VENDOR SHOULD HAVE AT LEAST \$1,000,000 IN LIABILITY COVERAGE NAMING THE CITY OF NORTH RIDGEVILLE AS ADDITIONAL INSURED AND HAVE A HOLD HARMLESS / INDEMNIFICATION WAIVER FOR MUNICIPALITY. If event includes outside contractors, vendors, or other services (i.e. food vendors, etc.), YOU, the independent contractor, are responsible for verifying that each of them has the proper insurance and licenses.

Describe security protection (include Police, Fire, Ambulance on call & Emergency vehicle staging)

---



---

Describe emergency evacuation procedures (in case of medical emergency, fire, weather, etc.)

---



---



---

Estimated total attendance expected per day: \_\_\_\_\_ Number of year's event has been held: \_\_\_\_\_

*I, the undersigned, understand that by signing this agreement I am the person responsible for any and all situations that may arise during said event.*

Name: (Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STOP P & R STAFF ONLY**

Event application approved: [    ] Yes or [    ] No

P&R Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_