V

Columbus Recreation and Parks Department
Marine Event Permit Application

Receipt Number: _____

Name/Title: _____

Organization/Name of Event: _____

Mailing address: _____

Daytime phone number: _____ Evening/Weekend phone number: _____

E-mail Address: _____

Name and cell phone number of person who will be the primary contact on site, during the event: _____

Will this event interfere with or impede the normal flow of reservoir traffic? Yes No

Will this event provide vending or fundraising services? Yes No
If "Yes", please complete the attached Marine Event Vendor Application.

Size and type of vessels: _____

Please provide the total number of vessels to be used for the duration of your event. Failure to accurately account for total number of vessels (including any spectator/support vessels) may result in cancelled Permits and may affect your ability to apply for future Permits: _____

Will any hazards or obstacles to public boating be introduced to the reservoir during this event (such as buoys, course markers, oversize vessels, etc.)? Yes No

Reservoir	Date	Time(s)	Event type (regatta, fishing tournament, etc.)

If you are requesting more than five dates please attach the additional dates in chronological order on an additional page.

The undersigned has read all of the information on this form and represents that he/she has full authority to represent the sponsoring organization in accepting these or any added conditions of use.

Signature: _____ Date: _____

Return application to: Columbus Recreation and Parks Department, Attention: Permit and Rental Services Section, 1111 East Broad Street, Columbus, Ohio 43205. Call 614-645-3337 if you have any questions. Thank you.

Columbus Recreation and Parks Department
Marine Event Permit Application

Please read this form carefully. You (your organization) are accountable for the information it contains.

1. There is an application processing fee to be remitted with this application. Payment of the application fee does not guarantee issuance of a permit (**this application is NOT a permit**). The application fee is $25.00 per date, up to five dates. For more than five dates the application fee is $125.00 plus $10.00 for each additional date above five. ***Application processing fees are not refundable.*** A $50 expediting fee will be applied for requests made less than 7 days prior to the event date.
2. Additional dates needed for course set-up, practice times, or anything else requiring an additional date are subject to the fee requirements stated above.
3. Applications must be submitted a minimum of 30 (thirty) days prior to the first event date requested.
4. If the Marine Event Permit applicant is planning a fundraising activity or selling food, beverages, clothing items, and/or providing any other service of which a fee will be collected on Park property; the Marine Event applicant is required to submit a completed **Marine Event Vendor Application** and pay the associated fee(s) as determined by a representative of this office (see application for details).
5. A completed Marine Event Vendor Application must be submitted with a completed Marine Event Permit Application a minimum of 30 (thirty) days prior to the first event date requested.
6. Applications which are incomplete or filled out incorrectly will be returned and the requested dates will not be held. The sponsoring organization and contact person(s) prior to and during the event must be stated on the application.
7. Applications may be submitted up to one year in advance. All dates submitted on that application must be within the one year in advance.
8. The City reservoirs have a limited number of vessels permitted for any waterway event. All applicants are required to state the expected number of vessels for each event. False reporting of the number of participating vessels will be grounds for revoking currently issued permits or denying future applications to the same organizer or organization.
9. The City of Columbus may require liability insurance naming the City as an additional insured. In the event this is required, proof of insurance must be provided no less than 10 days before the event. (Event insurance guidelines available on request.)
10. The sponsoring organizations and signatories agree that the City of Columbus shall be held harmless in all matters of liability. The person or organization to which this permit has been issued agrees to indemnify the City of Columbus and all its employees, agents, officers or other from all harm.
11. All City of Columbus Codes apply. Submission of this completed form shall be construed as an acceptance of all provisions of Columbus City Code chapter 921. (copy provided upon request)
12. The applicant/organization will be assigned a specific launch ramp and parking area at the chosen reservoir. **Watercraft participating in this event must launch and return to the assigned ramp**.
13. Two or more organizations may be permitted at the same reservoir on the same date. The first group to apply will have first choice of start/finish times. Subsequent groups (if approved) must schedule start/finish times at least one hour different than the first group.
14. Changes or modifications to this application must be requested in writing. No requests for changes or modifications will be considered less than 10 days before the scheduled event.
15. Permits are not transferable.
16. **All City, State and Federal regulations apply.** Your cooperation with all agencies is expected and appreciated. In addition to any applicable criminal penalties, failure to comply with any request by any enforcement agency or employee of the Columbus Recreation and Parks Department or Columbus Division of Water, Watershed Management Section may result in the revocation or non-issuance of future permits.
17. Large events (as determined by this office) may be requested to attend a pre-event meeting and will be expected to present additional information, including but not limited to:
    a. Parking plan for participants and spectators.
    b. Site map showing the location of all proposed activities.
    c. Plans for: trash pick up; portable toilets (placement and pick up); first aid; staging areas; headquarters; communications.
    d. Notification of the public.
    e. Plans for any course markers, additional docking, mooring, etc.
    f. Plans for fundraising, vending or providing any other service of which a fee will be collected.

COLUMBUS RECREATION & PARKS DEPARTMENT

Marine Event Permit

VENDOR APPLICATION

Updated: 12-24-14

Please fill out this application to apply for permission to conduct vending or to have a commercial vendor on site during your **Marine Event Permit** activity. Submitting an application does not guarantee you will be issued permission. You must receive approval and pay the fee (if appropriate) before it becomes a valid permit. The **Marine Event Permit** applicant/organization is **required** to complete and submit this application, **not** the contracted vendor providing the service. This **Marine Event Vendor Application** must be completed and submitted with the completed Marine Event Permit Application a minimum of **30 (thirty)** days prior to the first requested date of the event.

Organization/Applicant Information

Organization: _____ Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ (Daytime) _____ (Evening) _____ (Mobile)

E-Mail: _____ Fax: _____ Website: _____

Vendor/Vending Information

Will the vending be conducted by the organization or a contracted vendor? _____

Will all profits be directed towards a student based organization? _____

If using a contracted vendor please fill in the following:

Business Name: _____

Contact Name: _____

Contact Phone Number: _____

Please describe exactly what will be sold (i.e. programs, t-shirts, sandwiches, bottled water, etc.). Please be complete and specific (use an attachment if necessary):

_____

_____

_____

_____

_____

Where will the vendor be set up (please try to be specific)?

_____

_____

Any organization or association that is granted permission agrees to abide by all rules, regulations and codes established by Columbus Recreation and Parks, City of Columbus and the following:

- The Department reserves the right to object to any and all operations that in its sole opinion are inappropriate, unsafe, discriminate because of race, color, sex, national origin, sexual orientation or are contrary to the mission and philosophy of the Department or City.

- Columbus Recreation and Parks must approve all items sold prior to sales. Vendor agrees to abide by their decision and not serve items that have not been approved.

- **No alcohol is permitted in city parks. Law expressly prohibits the sale, consumption and distribution of alcoholic beverages. Sale of tobacco products is also not permitted.**

- The organization is responsible for providing all labor and materials necessary to maintain a clean and orderly site. Trash containers must be provided, if permanent receptacles are not adequate, and must be removed and disposed of following the event. The organizer is responsible for all additional trash created by the vending opportunity (i.e. cups, wrappers, etc.).

- Food vending conducted by the organization is limited to sealed pre-packaged items only. Items might include, but are not limited to, snacks, crackers, cookies, granola or protein bars, etc. Beverages must be in plastic bottles and might include soda, water, etc. Cooking food on site or selling any pre-cooked food not packaged for individual resale (such as pizza by the slice or bagels) is not permitted unless you contract with a vendor with a current peddlers/vendors permit and Health Department permit to conduct on-site food preparation and sales.

    - There will be no on-site disposal of any cooking related trash, debris or byproducts (i.e. grease, charcoal ash, gray water, etc.). The vendor and the event organizer are responsible for the removal of all trash and cooking byproducts and for restoring the site to it's original condition.
    - There are no hook ups for potable water, electricity, gray water, sewage, etc. The vending unit must be entirely self contained.
    - All trailers, sales units, etc. must be set up on a paved or gravel surface in a legal designated parking area and will not be permitted to park anywhere that any other vehicle couldn't legally park (i.e. off road, fire lanes, in the grass, etc.).
    - The total number of approved vending units and locations will be determined by the Department and may not be exceeded.

- The organization or association must do the vending or designate whom they wish to vend on their behalf.

- Inspections will be conducted to make sure vendors are compliant. Any failure to maintain the terms of this agreement could result in a substantial charge to you for clean up or damages. Columbus Recreation and Parks have the right to terminate this agreement, with no refund, for disregarding policies.

- Student based organizations (i.e. high schools and colleges) agreeing to direct **all** profits to the organization will not be charged a fee. Non-profit organizations (with proof of 501C3 documentation) will be assessed a **$50.00** fee. All other organizations will be assessed a **$250.00** fee per year for the privilege of vending.

- The organization or individual named on this application agrees to protect, indemnify and save the City of Columbus harmless from and against any damage, cost, or liability, including reasonable attorney's fees, resulting from any claim by third parties or any injuries to persons or damage to property arising from intentional, willful, or negligent acts or omissions of organization or individual, its officers, employees, agents, volunteers or participants in the their activities.

- **Proof of liability insurance and non-profit status must be included with this application.**

- **Permission to conduct vending activities in the park is limited to the duration of the Marine Event Permit associated with this permission (permit # _____).** If the Marine Event Permit is not approved or cancelled by this Department, this associated permission to vend at the event is also cancelled.

I have read, understand and agree to the terms and conditions outlined in this vendor agreement. Please sign and date contract. Any unsigned contracts will not be accepted and will be returned for signature.

Signature : _____ **Date:** _____

Printed Name: _____

Department Approval: _____ **Date:** _____

Approved Fee (circle one): **No fee** **$50.00** **$250.00**

Return completed forms to:
Columbus Recreation and Parks Department
The Jerry Hammond Center
ATTN: Permit and Rental Services Section
1111 E. Broad St., Suite 103
Columbus, Ohio 43205

COLUMBUS
RECREATION AND PARKS