

A. SECURING PARK FACILITIES FOR EVENT USE

1. Advance Annual Reservations

To allow optimum planning time, Columbus Recreation and Parks Department has an Advance Annual Reservation Policy that allows Event Coordinators of annual events to reserve park facilities prior to the general public. This benefit is reserved for events that have been held a minimum of three consecutive years in the same city park. Contact the CRPD Office of Special Events to determine eligibility.

For events that are not eligible for an Advance Annual Reservation, event reservations may be made up to one year in advance. To begin the reservation process, contact the CRPD Office of Special Events to determine park availability and provide basic details on requested event location, proposed date and estimated number of participants.

2. Riverfront Parks

Rental fees are charged for use of downtown riverfront parks (Bicentennial Park, Genoa Park, Battelle Park, North Bank Park, East Bank Park, West Bank Park, and McFerson Commons) and other parks determined by the Director. Regular park operating hours are from 8am-11pm daily. Public events that are free and produced by a non-profit organization will be provided one set-up day and one tear-out day at each park being utilized at no charge (Monday - Friday). Events that are produced by a for-profit entity or are gated/private must pay for all park use. Set-up may occur prior to park hours, however access to buildings and utilities are not available until 8am. Items in park(s) outside the permitted set-up to tear-down period is subject to fee equal to one set-up day for each day above or beyond the permitted period. Rental fees will also apply to facilities used in conjunction with park events, such as North Bank Pavilion and Bicentennial Park Stage. If an event includes any activity where a donation or fee is required for access to all or a portion of a park then the gated/private event fee will apply to each day the activity is conducted.

<input type="checkbox"/> Set-up day rental	\$500/park/day
<input type="checkbox"/> Half day park use (6 hours including set-up)	\$300.00
<input type="checkbox"/> Full day park use	\$600.00

If your event is being held in Bicentennial Park and you plan to use the stage and/or sound system within the park, you must submit the Bicentennial Park Performing Arts Pavilion Stage & Sound System Agreement (**Appendix U**) to the CRPD Office of Special Events with the Special Events Permit Application (**Appendix A**).

<input type="checkbox"/> Bicentennial Park Stage rental- ½ day (6 hours including setup)	\$200.00
<input type="checkbox"/> Bicentennial Park Stage rental- full day	\$400.00
<input type="checkbox"/> Bicentennial Park Sound System rental (rental optional)	\$500/day

If your event is being held in North Bank Park, use of the plaza/building/lawn, or closure of Long Street will require rental of the pavilion for a minimum of the six hours per day at the rate listed below. Additional hours can be rented for pavilion use.

<input type="checkbox"/> Monday- Thursday	\$125/hour
<input type="checkbox"/> Friday-Sunday	\$225/hour

**Prices subject to change*

3. **Gated/Private Events**

It is the intention of CRPD to provide the greater community with unrestricted access to all community parks. Providing the community with opportunities to experience unique recreational opportunities such as admission based concerts and events can contribute to the economic vitality of the City. The following locations can be used for gated/private events on a limited basis. Genoa Park, West Bank Park, North Bank and McFerson Commons may be used for gated/private events. To balance public access and private event use, no more than three gated events will be permitted at each venue in one calendar year. The Director of Recreation and Parks may elect to solicit proposals for a series of gated events (movie nights, concert series, etc...) if it is determined that there is a value to the community by allowing such events to be held on multiple occasions and that the event requires participant contributions to be sustainable.

Prior to approving requests for private/gated event activities, the Director will review the type of activity, duration of impact, effect of the event on surrounding properties and the general public, proposed method of controlling site access, and the applicants plan for management of the park to be used. If a park will be used for a gated/private event the applicant is required to enter into a park use agreement with the City of Columbus Recreation and Parks Department, in addition to obtaining park use permits.

If an event includes any activity where a donation or fee is required for access to all or a portion of a park then the gated/private event fee will apply to each day the activity is conducted. Private/gated events must pay all daily set-up and tear down fees in conjunction with any fees associated with park buildings and facilities.

- | | |
|---|------------------------|
| <input type="checkbox"/> Set-up day rental | \$500/park/day |
| <input type="checkbox"/> Event day rental | \$1200/park/day |

4. **Regional and Neighborhood Parks**

Events held in a regional or neighborhood park will not incur park rental fees for use of the park. Applicants will only pay a permit application fee and fees for rentable structures or buildings located within the park. Rental is required for event days, when event set-up is on a Saturday or Sunday, and when access to rentable facilities within the park are used or impacted. Enclosed shelter houses are rented in the following time blocks: 8:00 am - 12:00 pm, 1:00 pm – 5:00 pm, and 6:00 pm – 11:00 pm. When booking multiple blocks the hour(s) in between will be included at no additional charge.

- | | |
|--|------------------|
| <input type="checkbox"/> Whetstone Park: 3 of 4 wedding time slots must be rented on event day in order to reserve full day (\$1500). No charge for wedding slots if event occurs on a city holiday | |
| <input type="checkbox"/> Daily rate for enclosed shelter | \$70/hour |
| <input type="checkbox"/> Non-profit rate (proof of non-profit designation required) | \$65/hour |
| <input type="checkbox"/> Daily rate for Goodale Park Gazebo | \$700.00 |
| <input type="checkbox"/> Non-profit daily rate for Goodale Park Gazebo | \$560.00 |
- *Prices subject to change*

5. **Event Insurance**

The Columbus Recreation and Parks Department requires each event to carry commercial liability insurance naming the City of Columbus as an additional insured. The policy must provide a minimum of \$1,000,000 of insurance for general aggregate liability losses, personal injury, property damage, product liability, and cover all operations of the event including but not limited to participants, contractors, subcontractors, vendors, exhibitors, staff, volunteers, etc. The coverage should be written on a “per occurrence” basis and should include event “set-up” and “tear down” dates. The City reserves the right to require more coverage as deemed necessary. The insurance coverage is to be written by a company licensed to do business in the State of Ohio. The applicant, not the agent, must submit a copy of the ACCORD Certificate of Insurance (**Appendix A**) to the CRPD Office of Special Events 30 days prior to the event. Organizations whose certificate of insurance will expire after the application deadline and prior to the event must submit a copy of the existing policy, but are required to submit an updated certificate to the CRPD Office of Special Events no less than 5 days prior to the date of the event or the event permit will be revoked. It is understood that the City of Columbus is held free and harmless from any liability associated with a permitted activity. An additional specialized alcohol liability insurance policy in the amount of \$1,000,000 is required if an event obtains permission from the City and a permit from the State of Ohio to have alcohol at the event.

B. SITE POLICIES FOR PARK FACILITIES

1. **Tents in Public Parks**

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Applicants must consult with the CRPD Office of Special Events prior to locating any tents within a park. Tents over 400 square feet require inspections and permits. Refer to Section III. C. 1 and 8 to determine if you will need to complete a Festival Tent Registration Application for the Building and Zoning Services Department or a Temporary Event Permit for the Division of Fire.

Irrigated Parks

Tents less than 400 sq. ft. must be anchored by water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or arranged through the Division of Water via a fire-hydrant. The Division of Fire will not fill water barrels to anchor tents. Dollies or hand carts must be used to transport ballasts to the location of the tent (no vehicles/atv's).

Tents over 400 sq. ft. can be anchored by stakes provided placement is reviewed with CRPD Maintenance and the tent supplier, on-site, prior to the event. Park Maintenance staff is not available on weekends to verify the location of underground utilities and can only provide the general location of such utilities based on above ground identifiers. Tent quantity, size and placement may be limited due to underground utilities. Permit holder must agree to accept responsibility for any damage/repair costs resulting from the actions of subcontractors.

Hard Surfaces

No tent stakes may be driven into any asphalt, brick or concrete surface within a park with the exception of Franklin Park amphitheater where tent stake locations currently exist. All tents must be anchored with water ballasts (barrels) or concrete ballasts

capable of anchoring the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or arranged through the Division of Water via a fire-hydrant. The Division of Fire will not fill water barrels to anchor tents. If concrete ballasts are to be placed on a concrete surface a rubber mat must be placed underneath to avoid damaging hard surfaces.

Non-Irrigated Parks

Tents may be anchored by water ballasts (barrels), concrete ballasts, or stakes capable of anchoring the tent during high winds. Dollies or hand carts must be used to transport ballasts to the location of the tent (no vehicles/ATVs). Permit holder must agree to accept responsibility for any damage/repair costs to site utilities resulting from the actions of subcontractors.

Protective Flooring

Depending on soil conditions, extended weather forecast, estimated attendance, duration of the event and type of planned activities, the CRPD Office of Special Events may require the use of a temporary tent flooring system to create a zero footprint when a city park is used as a venue site.

2. Mobile Stages/Platforms

When a mobile stage/platform must be placed within a city park, plywood must be placed under the tires and stabilizing jacks as well as under all tires used during ingress and egress to minimize damage to park property.

3. Park Electricity

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of qualified event personnel. Access to electric distribution panels is not guaranteed. Applicant may be required to hire a licensed electrician and schedule an on-site meeting between event electricians and CRPD prior to the event. The Building and Zoning Services Department may also require an electrical permit and inspection if the proposed electrical assembly cannot be verified as listed and labeled by a recognized testing agency or if the electrical assembly is used within a tent.

4. Conducting Sales and Fundraising within Parks

All sales, commercial activities, and fundraisers occurring in a park must have written authorization from the Director of Recreation and Parks. If approved, the Event Coordinator must arrange for special duty police to be on-site when these activities occur. Event Coordinators are also responsible for meeting the licensing requirements of all other City and State agencies that regulate commerce.

5. Alcohol Policy for Park Shelter Houses

The privilege of serving alcohol in a city park shelter house is authorized when a lessee contracts with a Columbus Recreation and Parks Department approved beverage contractor for the service of beverage concierge (professional bartending). A lessee must contact the CRPD Permit & Rental Services Office (614-645-3337) for a list of approved contractors, authorized sites and to obtain an Alcohol Service Agreement 30 days prior to event. Alcohol may not be sold and no money or tickets may be exchanged. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time. No one under 21 may be served or consume alcohol.

- Service Fee in conjunction with Alcohol Service Agreement \$175.00**
- Expediting Fee if Agreement is less than 15 days prior to event \$100.00**

6. Banners and Signage

Banners and signage may not be posted in, or attached to, any park structures or facilities without permission from the CRPD Office of Special Events. The CRPD Office of Special Events will work with you to determine appropriate locations to affix temporary signage and banners. In most cases, light poles are not designed for the wind resistance that is created by affixing banners and signs to them. City departments will not use city equipment and personnel to assist with the placement of event signage. Flagpoles and banner brackets within parks are intended for use by the City of Columbus for displaying governmental and departmental flags.

7. Your Safety & Safety of Others

Responsible conduct is expected from those using park facilities to respect the rights and privileges of other participants and to assist city staff in maintaining safety and order. Permit holders are not allowed to operate their own maintenance or lawn care equipment in city parks. Mechanical rides, dunk tanks, inflatable pools, horses, livestock, petting zoos or other similar items are prohibited. The fencing of any area of park property is prohibited unless authorized by permit. The installation of stages, scaffolding, portable buildings, sport courts, grandstands or bleachers must be authorized by permit. Use of paint to mark hard surfaces, parking lots or trails is prohibited. Staples, nails and tacks cannot be used for hanging items on shelter houses, poles, bollards, bridges or trees. Parking is only allowed in designated areas. Vehicles, utility carts, golf carts, and ATVs are prohibited on playing fields, trails or any other grassy areas of parks without permission. It is also prohibitive to climb any tree, shrub, statute, fountain, fence or railing within any park or use any structure for purposes for which it is not intended.

8. Emergency Action Plan

All Event Coordinators should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel and on-site first aid providers. The Division of Fire will review each event's emergency plan before approving any permit requests. A plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the event.
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing site evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)
- Plans for securing cash control areas and fiscal staff and volunteers
- Methods for distributing rain gear, flashlights and radios to staff and volunteers

9. Post-Event Site Inspection

Following each event, CRPD will perform post-event inspections. These inspections

cover all parks, facilities, streets and adjacent sidewalks permitted for use by the Recreation and Parks Department and will focus on the removal of all event related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. If you are interested in attending this inspection, please contact the CRPD Office of Special Events to schedule a time.

Removal of all event related trash from the area used includes small scraps of ground litter (cigarette butts, straws, stickers and string), food waste and debris (bricks, posts, plastic ties, and blocks of wood). A site that is clean must be in the same condition the permit holder received it - all permanent trash receptacles must be empty with new can liners, signage event related supplies and equipment must be removed and hard-surfaces will be clear of stains from spills. Lawn areas shall be in-tact without ruts, broken tree limbs, and areas where event waste has been dumped by vendors or patrons. For events where parking is not contained on-site, permit holders should adopt the good-neighbor practice of surveying areas outside of the immediate area of use to make sure that event related trash and debris has not been discarded by patrons as they depart from the event.

City departments understand that there are unexpected damages that may result due to inclement weather, careless vendors or participants, but in all cases when a permit is issued for use of a public property it is the responsibility of the permit holder to take possession of the property and to maintain it throughout the event until returning it to the City. Event Coordinators are always given the first opportunity to rectify damages, however, failure to adequately perform restoration or to complete it in a reasonable time-frame (prior to future permitted events) will result in City departments arranging for restoration. Event Coordinators will not cause or permit any pesticides, herbicides, or other similar chemicals to be applied to any city park directly or indirectly without the written consent and approval of the CRPD Office of Special Events. City departments will seek restitution for any costs associated with work that is required due to the failure of a permit holder or associates, employees, volunteers, subcontractors and other agents to return city property in the same condition it was provided at the on-set of a permitted use. Failure to remove all items at the end of permitted use will result in charges for additional rental time.