

## **A. SECURING PARK FACILITIES FOR EVENT USE**

### **1. Park Reservations & Facility Rental Fees**

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.

Rental fees are charged for use of downtown parks while an event is in operation and for other facilities used in conjunction with park events, such as shelter houses, stages, sound equipment. The hourly rental rates for use of downtown parks vary depending on the location of the facility.

All park/facility rental fees, the Special Events Permit Application (**Appendix A**), Certificate of Insurance, and a site map must be submitted 30 days prior to the event. Contact the CRPD Office of Special Events to calculate rates for your event.

### **2. 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, and product liability. 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 Certificate of Insurance (**Appendix A**) to the CRPD Office of Special Events. It is understood that the City of Columbus is held free and harmless from any liability associated with a permitted activity. Alcohol liability insurance is required if an event obtains permission from the City and a permit from the State of Ohio to have alcohol at the event.