



# CITY OF COLUMBUS

## RACE EVENT APPLICATION

THIS APPLICATION IS USED FOR ALL WALKS, RUNS AND CYCLING EVENTS

RP#15 \_\_\_\_\_

### 1. INSTRUCTIONS

The CRPD Office of Special Events requires submission of a completed Race Event Application with payment, all support documents, and required approvals. Incomplete applications will not be processed and submitting an application does not guarantee you will be issued a Race Event Permit. Additional permits may be required to conduct your race event, please refer to the Race Event Planning Guide ([www.columbusrecparks.com](http://www.columbusrecparks.com)) or contact 614-645-3371 for information.

The application fee is based on number of participants and if the race event is designated "For-Profit" or "Non-Profit." The designation of a race event as a "Non-Profit" does not involve the contributions it makes to a charity. A volunteer board of directors cannot profit personally from a race event and requires an IRS designation as a 501 (c) 3 organization.

### 2. APPLICANT INFORMATION

Organization Coordinating Race Event: \_\_\_\_\_ Non-Profit Tax ID: \_\_\_\_\_

Organization Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Registration Web Site: \_\_\_\_\_

On-Site Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

### 3. RACE EVENT OPERATIONS

Name of Race Event: \_\_\_\_\_ Anticipated Participation: \_\_\_\_\_

Start/Finish Location(s): \_\_\_\_\_

Type of Race Event:  Running  Walk A Thon  Cycling  Other \_\_\_\_\_

**COURSE DETAILS** (Check all that apply):  Park  Trail  Street  Sidewalk  Private Property

Set-Up Date: \_\_\_/\_\_\_/\_\_\_

Set-Up Hours: \_\_\_ AM or PM to \_\_\_ AM or PM

Race Event Date: \_\_\_/\_\_\_/\_\_\_

Registration: \_\_\_ AM or PM to \_\_\_ AM or PM

Start Time: \_\_\_ AM or PM End Time: \_\_\_ AM or PM

Tear-Down Date: \_\_\_/\_\_\_/\_\_\_

Tear-Down Hours: \_\_\_ AM or PM to \_\_\_ AM or PM

### 4. RACE EVENT AUTHORIZATION

Columbus Police Special Events Unit **MUST** approve your course and Columbus Fire Special Events Office **MUST** approve your first-aid plan prior to submission of your application. This application will be denied without required approval.

**POLICE:** Have you contacted Columbus Police Special Events Unit regarding your race event?  Yes  No  
Contact Columbus Police, 614-645-4375, to determine the number of officers and vehicles assigned for a race event.

**FIRST AID SERVICES:** Who will be providing your on-site first-aid? \_\_\_\_\_  
Contact Columbus Fire Special Events Office, 614-221-3132 ext.75010, to determine an approved first-aid plan.

5. COURSE LOCATION

STREET CLOSURE: Is Columbus Police requiring you to apply for a Street Closure Permit?  Yes  No

If "yes", an official Street Closure Application must be submitted to CRPD Permits Office 30 days prior to race event.

If "yes", what street(s) will be closed? Please list from intersection to intersection: \_\_\_\_\_

\_\_\_\_\_

If "yes", please provide the date and time the street(s) will be closed: \_\_\_\_\_

\_\_\_\_\_

METER REQUEST FORM: Are you planning to remove any parking meters from service?  Yes  No

If "yes", an official Meter Request Form must be submitted to Parking Violations Bureau 30 days prior to race event.

COURSE/PARK MAP: You MUST attach your approved course map and identify the following (if applicable):

- Start/Finish Lines
- Water Stations
- Portable Restrooms
- First-aid
- Tents
- Portable Restrooms
- Stages
- Amplified Sound Site(s)
- Inflatables
- Fencing

When utilizing city streets, a "Notification of Intent" must be distributed to all properties directly affected along the course 15 days prior to the race event. A copy must be provided to CRPD Office of Special Events.

If a city park is used in conjunction with your race event, an additional park map is required to identify the items listed above and/or other temporary items (i.e. dumpsters, cooking areas, vendors).

6. CITY PARK USE

The Race Event Application allows for use of city parks without the need to file for a separate park use permit. Prior to issuing a Race Event Permit, CRPD Office of Special Events must confirm availability of any park requested and collect facility rental fees. Please contact 614-645-3371 for fee information as it varies depending on the park and/or facility.

7. SUPPLEMENTAL NOISE ABATEMENT LICENSE

Section 2329.11 of Columbus City Code allows CRPD Office of Special Events to issue an exemption from the City Noise Ordinance to a Race Event that has met the requirements for having amplified sound for a non-commercial purpose.

Amplified sound is only permitted in areas "zoned commercial" when a Race Event Permit has been issued for a trail, road or combination course. Amplified sound can be used for pre-race announcements at the start/finish area up to 90 minutes prior to the start time. Continuous amplified sound may begin 60 minutes prior to the start time and may not go beyond 11:00 PM. The Race Event Permit will include the Noise Abatement License if all city requirements are met.

What type of amplified sound will be used?  Sound System  Band  Other \_\_\_\_\_

What time will amplified sound begin for pre-race announcements? \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

What time will continuous amplified sound begin at the start/finish? \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Will amplified sound be stationary?  Yes  No If "no", please list additional locations and duration of sound: You must clearly mark locations and duration of sound on your course map to be exempt from the City Noise Ordinance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. RACE EVENT COMPONENTS

Will you be collecting money in a city park?  Yes  No

Is this a timed event?  Yes  No

Please check all boxes that apply to your race event and provide numbers when requested:

- Product Giveaway                       Soliciting Donations                       Advertising Inflatables # \_\_\_\_\_
- Food Giveaway                               On-site Cooking                               Bounce Amusements # \_\_\_\_\_

**VENDING:** Number of Food Vendors: \_\_\_\_\_ Number of Merchandise Vendors: \_\_\_\_\_

**WATER SERVICE:** The Division of Water can provide hydrant access to supply potable water for the race event.

Please list any needs for water access: \_\_\_\_\_

**PARKING:** Describe the parking arrangements you have made for staff, volunteers, vendors, & persons with disabilities:

\_\_\_\_\_

**RESTROOMS:** Delivery date: \_\_\_\_\_ Removal date: \_\_\_\_\_

Name of company supplying restrooms: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of single units: \_\_\_\_\_ Number of multi-units: \_\_\_\_\_ Number of handicap units: \_\_\_\_\_

**TEMPORARY STRUCTURES:** If you do not have any temporary structures, please write "N/A" in the following section:

**TENTS:** Size(s): \_\_\_\_\_ Total number: \_\_\_\_\_

Name of tent supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery date: \_\_\_\_\_ Removal date: \_\_\_\_\_

Describe other types of temporary structures to be used: \_\_\_\_\_

\_\_\_\_\_

Delivery date: \_\_\_\_\_ Removal date: \_\_\_\_\_

**CLEAN UP MANAGEMENT:** You are responsible for all trash/waste generated by the race event. Describe how you will collect and remove trash generated:

\_\_\_\_\_

Are you having pre/post event street sweeping?  Yes  No

Are you ordering a dumpster?  Yes  No

Size of dumpster: \_\_\_\_\_ Delivery date: \_\_\_\_\_ Removal date: \_\_\_\_\_

9. ALCOHOL SALES

Do you plan to apply for an "F Permit" from the State of Ohio?  Yes  No

If "yes", where will alcohol be consumed?  Public Property  Private Property

10. RACE EVENT INSURANCE

You are required to submit a Certificate of Insurance with a minimum of \$1,000,000, combined single limit bodily injury and property damage for each occurrence. Please list the Certificate Holder as: **City of Columbus, 1111 East Broad Street, Suite 101, Columbus, Ohio 43205-1303** (refer to sample certificate on the last page of this application).

**11. APPLICATION FEES**

ATTENTION: Make check payable to "City of Columbus" and submit to 1111 E. Broad St., Suite 101 Columbus, OH 43205.

APPLICATION FEES TRAIL COURSE	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE*)	FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE*)
Less than 1,000 participants	\$100	\$200	\$150	\$300
1,000 – 4,999 participants	\$200	\$400	\$250	\$500
ROAD or COMBINATION COURSE				
Less than 1,000 participants	\$100	\$200	\$500	\$1,000
1,000 – 4,999 participants	\$200	\$400	\$1,000	\$2,000
5,000 – 14,999 participants	\$500	\$1,000	\$2,500	\$5,000
Over 15,000 participants	\$1,000	\$2,000	\$5,000	\$10,000

\*Applicant will be subject to an expediting fee if filing after the deadline. Trail Course applications must be submitted 30 days prior; Road or Combination Course applications must be submitted 60 days prior.

**12. ACKNOWLEDGEMENT/SIGNATURE**

I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed race event will be issued a permit by the Columbus Recreation and Parks Department. I further accept responsibility to hold free and harmless the City of Columbus and will abide by all local, State, and Federal regulations applicable to conducting a race event. I verify that I have read and understand this application and the conditions under which my request will be considered and that the risk of promoting a race event before a Race Event Permit is issued is the sole responsibility of the applicant.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**13. RACE EVENT CHECKLIST**

YOU MUST SUBMIT THE FOLLOWING:

- Non-refundable Race Event Application Fee
- Certificate of Insurance
- Course/Park Map (See Section 5)
- Bicentennial Park Stage Rental Fee (If Applicable)
- Park Usage Fee (If Applicable)

<b>FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE (UPDATED LAST 1/03/2015)</b>	
<b>COLUMBUS POLICE SPECIAL EVENTS UNIT AUTHORIZATION</b>	
RACE EVENT COURSE APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTIFICATION OF INTENT REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO
APPROVAL SIGNATURE:	DATE:
<b>COLUMBUS FIRE SPECIAL EVENTS OFFICE AUTHORIZATION</b>	
RACE EVENT FIRST-AID PLAN APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	CITY EMERGENCY MEDICAL SERVICES REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO
APPROVAL SIGNATURE:	DATE:
<b>COLUMBUS RECREATION &amp; PARKS AUTHORIZATION</b>	
TOTAL FEES OWED:	DATE:

