



CITY OF COLUMBUS

RACE EVENT APPLICATION

THIS APPLICATION IS USED FOR ALL
WALKS, RUNS OR BIKE EVENTS

RP#15 _____

1. INSTRUCTIONS

The CRPD Office of Special Events requires submission of a completed Race Event Application. See Section #12 for fees and application deadline. Incomplete applications will not be processed and submitting an application does not guarantee you will be issued a Race Event Permit. Payment, application and all support documents must be included at time of submission. Additional permits may be required to conduct your event, please refer to the Race Event Planning Guide (<http://columbus.gov/recreationandparks>) or contact 614-645-7855 for additional 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: _____ Is it a Non-Profit? _____

Charity Benefiting From Race Event Proceeds: _____

Applicant Name: _____ E-Mail: _____

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

Phone: _____ Cell: _____ Fax: _____

Race Coordinator Name: _____ Cell: _____

Race Web Site: _____ E-mail: _____

3. RACE EVENT OPERATIONS

Name of Race Event: _____ Anticipated Participation: _____

Type of Race Event: Running Race Walk A Thon Bike Race Pet Event Other _____

Existing courses are at <http://columbus.gov/recreationandparks> Will you be using an existing course? Yes No

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

Set-up Date: ___/___/___

Set-up Hours: ___ AM or PM

to ___ AM or PM

Race Event Date: ___/___/___

Registration Time: ___ 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

Will there be an entrance fee? Yes No

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

Is this a timed event? Yes No

Is this a certified course? Yes No

4. RACE EVENT COMPONENTS

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Portable Stage/Size _____ | <input type="checkbox"/> On-site Cooking | <input type="checkbox"/> Soliciting Donations |
| <input type="checkbox"/> Advertising Inflatables # _____ | <input type="checkbox"/> Food Giveaway | <input type="checkbox"/> Product Giveaway |
| <input type="checkbox"/> Bounce Amusements # _____ | <input type="checkbox"/> Shuttle Service | <input type="checkbox"/> Exhibits/Displays |

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, supply trucks, and/or vendors:

How many handicap parking spaces will you be providing? _____

RESTROOMS: Delivery date/time: _____ Removal date/time: _____

Name of company supplying restrooms: _____ Emergency cell: _____

Number of single units: _____ Number of multi-units: _____ Number of handicap units: _____

TEMPORARY STRUCTURES: Describe type of temporary structures to be used: _____

TENTS: Size(s): _____ Total number: _____

Name of tent supplier: _____ Emergency cell: _____

Delivery date/time: _____ Removal date/time: _____

FENCING: Date of installation: _____ Removal date: _____

Name of fence contractor: _____ Emergency cell: _____

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

What is the name your trash hauler? _____ Emergency cell: _____

Number of dumpsters ordered: _____ Size of dumpsters: _____

Delivery date/time for dumpsters: _____ Removal date/time: _____

Will your race event require pre-event or post event street sweeping? _____

MARKETING/ADVERTISING: How will the race be marketed (please check all that apply)?

- Newspaper Radio Web Flyers TV Other _____

4. RACE EVENT COMPONENTS (CONTINUED)

POLICE: Have you made arrangements to hire Columbus Police Officers? Yes No

Division of Police shall determine the number of officers and vehicles assigned and accompanying fees for race event.

FIRST AID SERVICES: Who will be providing your on-site first aid? _____

Division of Fire EMS shall determine if City EMS is required and accompanying fees to ensure safe conduct for race event.

5. COURSE LOCATION

A course map must accompany your Race Event Application– see Section 9 for course map requirements. The Division of Police, Public Service Department, and the CRPD Office of Special Events will collectively determine the safest course for participants, spectators, and businesses/landowners. The determination of whether a run, walk or race occurs on a trail or street will depend on the number of participants and course capacity. As a condition of permit approval, all property owners along the course must be notified of time, date, course and any street closings by the applicant. Notification must occur 15 days in advance to the race event with a copy provided to the CRPD Office of Special Events.

STREET CLOSURE: Will you be filing an application for a street closure? Yes No

If yes, completed Street Closure Application and Parking Meter Request Form (if applicable) must be returned to the CRPD Permits Office.

TRAFFIC CONTROL: If your race event is utilizing streets, you must identify a traffic control company and submit a diagram of all devices (i.e. arrow board, barricades, cones, etc.) with the application.

Name of Traffic Control Company: _____ Emergency cell: _____

6. ALCOHOL SALES

If you are planning to sell alcohol at your race, you will need to obtain permission from the City of Columbus to permit sales on city streets. The CRPD Office of Special Events can assist you in obtaining an Alcohol Variance from City Council.

Allow 120 days for processing. Do you plan to apply for an “F Permit” from the State of Ohio? Yes No

7. PARK USE IN CONJUNCTION WITH A RACE

The following Downtown parks rent for \$50/hour: Bicentennial Park, Genoa Park, McFerson Commons, & North Bank Park. **There is no charge for set-up time. Availability of Bicentennial Park is limited.**

8. BICENTENNIAL PARK STAGE

The Bicentennial Park stage and sound system are available for use during races held within the park. Stage rental includes use of covered stage, lawn, access to basic electricity, loading dock and restrooms. Stage rental rate is \$500 (up to 6 hours), \$1,000 (for 1 full day), and \$500 – each consecutive day for multi-day races. **Rental of sound equipment may be required as well as paying for sound technicians.** If renting the stage, applicant is exempt from paying the hourly park rental fee. Additional paperwork may be required.

9. COURSE MAP

You **MUST ATTACH** your course map to this Race Event Application. Course maps can be prepared on websites such as www.mapmyrun.com, www.runmyroute.com, and Google Maps. **PLEASE CLEARLY MARK THE ITEMS STATED BELOW:**

- An outline of the entire race event venue including names of all streets or areas that are part of the venue and the surrounding area. Indicate the direction of travel, start and finish lines.
- The location of all amplified sound sites, stages, first aid providers, fencing, barricades, scaffolding, tents, inflatables, portable restrooms, booths, cooking areas, dumpsters, and other temporary items.

10. 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.

“Non-commercial purpose” shall mean and include, but not be limited to philanthropic, political, patriotic, recreational and/or charitable purposes. “Amplified sound” is the use of any machine or device for the amplification of the human voice, music or any other sound, but shall not include vehicle radios, personal music devices, display screens and/or warning devices on lead/emergency vehicles.

Amplified sound is only permitted in areas “zoned commercial” (refer to Section II in Race Event Planning Guide for definitions) 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 (music, DJ, etc.) may begin 60 minutes prior to the start time and may not go beyond 11:00 PM. All amplified sound sites must be identified on the course map when submitting a Race Event Application.

What type of amplified sound will be used? _____

Will amplified sound be stationary or mobile? _____

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

Check all that apply: Music Broadcast Video Production Verbal Announcements
 Other _____

NOTE: When the Race Event Permit is issued it will include the Noise Abatement License if all city requirements are met.

11. RACE EVENT INSURANCE

In addition to completing the Race Event Application and paying all required fees for the park, stage, and/or sound system, applicant is required to submit an original **certificate of insurance**. A minimum of \$1,000,000 with combined single limit bodily injury and property damage for each occurrence is required. Your insurance certificate should list the certificate holder as: **City of Columbus, CRPD Office of Special Events, 1111 East Broad Street, Suite 101, Columbus, Ohio 43205-1303**. Please refer to the sample certificate on the last page of this application or in the Race Event Planning Guide as reference.

12. APPLICATION FEES

APPLICATION FEES	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE*)	FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE*)
TRAIL COURSE				
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

ATTENTION: 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.

MAKE CHECK PAYABLE TO "CITY OF COLUMBUS"

Please mail or drop off this application to the address stated below:

CRPD OFFICE OF SPECIAL EVENTS, 1111 EAST BROAD STREET, SUITE 101, COLUMBUS, OH 43205-1303

13. 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 to meet all city rules and regulations including submitting proof of proper insurance, a detailed course map, payment of all city fees (no refunds), and details for any contract services required to make the proposed race safe and successful. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting a race event before a permit is issued is the sole responsibility of the applicant.

Applicant's Signature: _____ **Date:** _____

14. RACE EVENT CHECKLIST

IF USING A TRAIL, SUBMIT THE FOLLOWING:

- ___ Non-refundable Race Event Application Fee
- ___ Course Map (See Section 9)
- ___ Certificate of Insurance
- ___ Park Usage Fee (If Applicable)
- ___ Bicentennial Park Stage Rental Fee (If Applicable)

IF USING A STREET, SUBMIT THE FOLLOWING:

- ___ Non-refundable Race Event Application Fee
- ___ Course Map (See Section 9)
- ___ Traffic Plan
- ___ Certificate of Insurance
- ___ Park Usage Fee (If Applicable)
- ___ Bicentennial Park Stage Rental Fee (If Applicable)

FOR OFFICE USE ONLY

(PLEASE DO NOT WRITE BELOW THIS LINE)

COLUMBUS DIVISION OF POLICE AUTHORIZATION

NOTIFICATION OF INTENT REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	PARKING METER REQUEST FORM REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
RACE EVENT COURSE APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF POLICE OFFICERS ASSIGNED:
APPROVAL SIGNATURE BY DIVISION OF POLICE:	DATE APPROVED:

COLUMBUS DIVISION OF FIRE AUTHORIZATION

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 BY DIVISION OF FIRE:	DATE APPROVED:

COLUMBUS RECREATION & PARKS DEPARTMENT AUTHORIZATION

TOTAL PARK FEES OWED: \$	DATE RECEIVED:
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(REVISED 1/13/15)

