

APPLICATION TO HOLD A SPECIAL EVENT / ACTIVITY

Division of Parks and Recreation, ODNR

INSTRUCTIONS:

1. *This application must be submitted directly to the park office at least 21 days in advance.*
2. *A processing fee of \$40.00 will be charged for all permits issued by the division chief unless the event is co-sponsored by the park. The permit fee may be increased to cover direct costs of the event to the division for additional personnel, utilities, etc., or when food or other items are sold. Exempt from this fee are fishing tournament events which have been approved by the park manager.*
3. *All division rules shall remain in effect except as specifically exempted by the permit.*
4. *The applicant and/or event sponsor(s) must agree to indemnify and hold harmless the State of Ohio (and the United States of America at federal sites) and any of their respective employees or agents from any and all liability for any loss, costs, injuries, or damages resulting from the event.*
5. *The applicant certifies that he or she is at least 18 years of age and has the authority to act in an official capacity for any named event sponsor in signing this application.*

I agree to all the statements listed above: _____
Signature of applicant date

Applicant should complete this section and attach any additional information as appropriate.

NAME OF STATE PARK (and specific event site): _____

NAME OF EVENT: _____

DATES AND TIMES OF EVENT OR ACTIVITY: _____

EXPECTED NUMBER OF PARTICIPANTS: _____ # OF SPECTATORS: _____

BRIEFLY LIST ALL ACTIVITIES THAT ARE INCLUDED IN THE EVENT:

LIST BELOW ANY ITEMS OR FOOD OR BEVERAGES TO BE SOLD OR GIVEN AWAY:

INDICATE AMOUNT OF REGISTRATION OR ENTRY FEE (if any): _____
 (If any type of registration or entry fee is to be charged, see note on reverse re: liability insurance.)

CONTACT PERSON: _____ EVENT SPONSOR(S): _____
 (Please type or print)

Daytime phone number (____) _____ Evening phone number (____) _____

ADDRESS: _____
Street City State ZipCode

NOTE TO APPLICANT: Please do not complete any information below. Please forward the application directly to the state park office where the event or activity is to be held. To obtain the mailing address of specific state parks, visit www.ohiostateparks.org or call (614) 265-6561.

PARK EVALUATION OF PERMIT APPLICATION:

(To be completed by the park manager or designee)

List all division rules that need to be waived by the permit:

List any conditions that should be incorporated into the permit:

Specific safety-related items: _____

NOTE: Park Manager is to complete and sign only one of the sections below:

For activities that do not require approval of the division chief,

 NO PERMIT REQUIRED (NO FEE CHARGED) BASED ON THE INFORMATION ABOVE

PARK MANAGER

DATE

--

 APPLICATION BEING FORWARDED TO DIVISION CHIEF FOR ACTION

____ event is co-sponsored by the park (waive \$40.00 processing fee)

____ add the following amount to the \$40.00 permit fee to reimburse park for additional costs of park security, utilities, etc. AMOUNT: _____

____ recommend denial of permit (submit justification memo)

PARK MANAGER

DATE

LIABILITY INSURANCE REQUIREMENTS: If the event requires participants to pay a registration or entry fee for access to a specific park area where general public access is restricted, the event sponsor will be required to furnish comprehensive general public liability insurance covering participants (and spectators) in the amount of \$1 million per person, per occurrence for bodily injury or death. The State of Ohio (and United States of America at Corps of Engineers facilities) must be named as “additional insured” on the policy and a certificate of insurance must be submitted to the park at least ten days in advance of the event date. The chief may also require liability insurance at an event with no admission fee if the event poses a significant risk of injury.