



# PARK EVENT APPLICATION

[ 11/2020 ]

Village of Chagrin Falls

21 West Washington St

Chagrin Falls, OH 44022

440-247-5050

**ORGANIZATION** \_\_\_\_\_

**EVENT NAME** \_\_\_\_\_

**EVENT DATE** \_\_\_\_\_

Attached is an **application for a Park Event** in the Village of Chagrin Falls.

Upon receipt of the completed application, it will be presented to the Parks Commission for review.

## GENERAL INFORMATION

1. **APPLICATION:** A sponsoring group or person interested in planning an event in a Village Park shall complete an application to be approved by the Parks Commission and Village Council at a public meeting.
2. **INSURANCE:** The sponsoring group or person will be required to provide a certificate of insurance showing general liability coverage of \$1,000,000 during the event and naming the Village of Chagrin Falls as additionally insured.
3. **INFORMATION:** The application shall include all needed information and the Council, Police Chief, Fire Marshal or the Chief Administrator may set terms and conditions regarding these subjects:
  - type and name of event and proposed activity
  - estimate of attendance
  - day(s) and times of event
  - map showing set-up of event
  - electrical requirements and plans
  - plans for parking and traffic control
  - proposed advertising and directional signage
  - plans for waste collection and cleanup
  - noise to be generated, including music
  - fire prevention, emergency calling and access
  - rest room facilities
4. **DEPOSIT:** A minimum deposit of \$500 must be submitted before the event to cover the cost of any possible damage to the Village park resulting from the event. The deposit will be returned once it is established that no damage has occurred. If the cost of any damage repair exceeds the minimum deposit, the sponsoring group or person will be held responsible for the additional required expense. Excessive use of utilities, electricity and/or water, will be charged as necessary at the discretion of the Village.
5. **DAMAGE:** Vehicles are prohibited from driving on the grass in all Village parks without the express consent of the Village Administration. Damage to the parks, including tire ruts, will be charged at cost to the sponsoring group or person. No event activity should attach to, lean against or cause damage to any Village trees. The Village Shade Tree Commission will have authority in permitting activities near trees.
6. **UTILITIES:** Applicant will use electrical connections as prescribed by the Chagrin Falls Service Department and water connections as prescribed by the Chagrin Falls Utilities Department.
7. **SAFETY:** So as not to disrupt underground utilities, nothing may be inserted into the ground in the park grass, landscape beds or surrounding areas unless express consent is granted (i.e. tent stakes, signs, etc.). Alcohol is not permitted in Village parks.

# PARK EVENT APPLICATION

[ COMPLETED BY SPONSORING ORGANIZATION OR PERSON ]

## CONTACT INFORMATION

### SPONSORING ORGANIZATION

ORGANIZATION	
STREET	
CITY, STATE, ZIP	

### CONTACT PERSON

NAME	
EMAIL	
PHONE	

## EVENT INFORMATION

### VILLAGE PARK

- 1 – Riverside (Downtown)       4 – Bell Street       Other \_\_\_\_\_  
 2 – Triangle       5 – Franklin  
 3 – River Run (Solon Rd.)       6 – Founders Field

### WHO

ATTENDANCE ESTIMATE	
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### WHAT

EVENT NAME	
EVENT ACTIVITIES (describe)	

### WHEN

DATE(S)	
TIME(S)	

### OTHER

WILL ANY FUNDS BE RAISED?	
IF SO, HOW WILL THEY BE USED?	

**EVENT LOGISTICS & PLANS**

**ELECTRICAL REQUIREMENTS**

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**SET-UP PLANS**

- ❖ Describe the items being set-up in the park (i.e. tents, chairs, signs)
- ❖ So as not to disrupt underground utilities, nothing may be inserted into the ground without prior permission.
- ❖ Vehicles are prohibited from driving on the grass without the express consent of the Village Administration.

**PARKING & TRAFFIC PLANS**

- ❖ How will you handle parking needs and traffic?

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**PUBLIC RESTROOM PLAN**

- ❖ Required for events 100+ | 4 hours+ | serving food + beverage

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**WASTE COLLECTION & CLEAN-UP PLAN**

- ❖ If your event will generate waste, provide a detailed clean-up plan

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**TYPE OF NOISE BE GENERATED**

\_\_\_\_ None    \_\_\_\_ Description \_\_\_\_\_

**WILL YOU USE SIGNAGE?**

\_\_\_\_ No    \_\_\_\_ Yes (advertising or directional) \_\_\_\_\_

**CERTIFICATE OF INSURANCE**

\_\_\_\_ No    \_\_\_\_ Yes (attached) \_\_\_\_\_

**WILL OTHER VENDORS OR CONCESSIONAIRES BE PRESENT?**

\_\_\_\_ No    \_\_\_\_ Yes (describe) \_\_\_\_\_

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**IF AVAILABLE, PROVIDE A MAP OR LAYOUT SHOWING EVENT SET-UP AND SIGNAGE**

\_\_\_\_ No    \_\_\_\_ Yes (attached)

