



CITY OF
MARION
LOVE YOUR CITY
MAYOR BILL COLLINS

DOWNTOWN SPECIAL EVENTS APPLICATION

Unless specifically approved by the City of Marion, this permit is only for the park area detailed on the form below. This permit does not entitle the permit holder to exclusive use of the park or a waiver of any applicable state, city, or local park codes. To confirm your reservation, this form must be completed and returned within fourteen (14) days after initial call-in reservation.

Please send completed form to: Michael Bodine II, Service Director
 City of Marion
 233 W. Center St.
 Marion, OH 43302
 Phone: (740) 387-5865

Name of Downtown Park requested _____

Area of Downtown Park to be utilized (attach map if possible) _____

Event Description _____

Event Date/Time _____

Anticipated Attendance _____

Contact Information for Applicant

Name of Applicant _____

Address of Applicant _____

City _____ State _____ Zip _____

Telephone Primary _____ Business _____

Applicant Email _____

List details of planned use/activity of Downtown Park (use additional piece of paper if necessary)



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TO BE COMPLETED BY APPLICANT

I verify that I have read the Rules and Regulations for Reservation of Downtown Parks Facilities for Special Activities and understand this permit and the conditions under which it is granted.

Applicant Signature

Date

TO BE DETERMINED BY SERVICE / SAFETY DIRECTOR

If checked, please complete and forward a copy of insurance.

____ The City of Marion requires the sponsoring group to carry public liability insurance for certain events.

INSURANCE

Insurance Co. Name _____

Address _____

City _____ State _____ Zip _____

APPROVAL IS GRANTED WITH THE FOLLOWING CONDITIONS

____ No Special Conditions

____ Special Duty Police Officers needed: # of Officers Required _____

Required police officers must be obtained by contacting the Marion Police Department's Special Duty Coordinator in advance of your event at (740) 387-0541 extension 1146. Police supervision will be determined on the approval of this permit.

____ Other Special Conditions as outlined below

Safety Director, Service Director, or Mayor

Date

For Internal Use Only

Date Application Received: _____

Copy to PD Special Duty Coordinator _____

Added to Administration Calendar _____

Copy of Insurance Received (if required) _____

Added to RecDesk Calendar _____

Notes: _____





**RULES AND REGULATIONS FOR RESERVATION OF DOWNTOWN
PARKS FACILITIES FOR SPECIAL ACTIVITIES**

The following regulations have been required by the City of Marion to ensure proper use of Downtown Park property and provide quality service to all the citizens of Marion:

1. The sponsoring group agrees to abide by all City of Marion Codified Ordinances, City of Marion rules and regulations as delineated in the Ordinances. The sponsoring group or permit holder agrees that they will not discriminate against any participants because of race, color, religion, sex, or national origin.
2. A signed copy of this permit along with a letter outlining the total special activity program must be returned to the City of Marion for their determination of whether insurance is necessary within fourteen (14) days after initial call-in reservation. If insurance is deemed necessary, the City of Marion must receive a copy of the Certificate of Insurance no less than seven (7) days prior to the date of the special event.
3. Public Liability Insurance may be required by the City of Marion for certain events. The amount and type of insurance will be determined from the permit outline when completed and returned by the applicant. The City of Marion must receive a copy of the Certificate of Insurance no less than seven (7) days prior to the date of the special event. The Certificate of Insurance will contain type and amount of insurance as well as the policy.
4. The Safety or Service Director may require a security deposit to be paid in advance to the City of Marion to insure the proper use of park property. Any cost incurred by the City of Marion because of the special activity, such as cleanup, repair, or damage to the park or its improvements, shall be withheld from the security deposit. If damage is greater than the deposit, the City of Marion will bill the sponsoring agency. If a security deposit is required, the deposit must be received no less than seven (7) days prior to the date of the special event or the permit will be cancelled. Return of security deposit is made through the Auditor's Office upon request of the City of Marion. It is not necessary for the applicant to request this return. An inspection report is made by the City of Marion on completion of the special event and used as a basis for determining the amount of refund. Return of deposit usually takes three (3) weeks minimum.
5. The sponsoring group must secure adequate police protection, plus volunteers to assist with first aid, crowd, and parking control. A minimum of one (1) patrolman also may be required by the City of Marion depending on the type of event at sponsoring group's cost.
6. A Temporary Liquor Permit must be obtained if alcoholic beverages are going to be served.
7. The sponsoring group must practice safe and sanitary housekeeping during the event. All trash must be placed in receptacles. Arrangements for dumpster receptacles will be made by the sponsoring group with the Sanitation Department at (740) 382-1479.



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8. No person shall erect or construct a concession stand or area, maintain, or in any way, operate a concession business, sell a product as part of a business, or operate a commercial vehicle for the purpose of advertising a product or commodity for sale in any park or on any park property (unless approved by the Service or Safety Director).
9. The sponsoring group must leave the Downtown Park property as found to the satisfaction of the City of Marion.
10. Mechanical ride apparatus **WILL NOT** be permitted on any park land.
11. The sponsoring group agrees to pay the reasonable cost to repair any damage, which may occur to city property because of the permit. Cancellation of event due to inclement weather and/or other circumstances is the responsibility of the sponsoring group.
12. Downtown Park maintenance is performed on a routine schedule. The City of Marion does not guarantee the condition of any park on any given day. Any special requirements that sponsoring group may wish must be detailed on paper attached to this permit.
13. The permit holder agrees to indemnify and hold harmless the City of Marion from any and all claims, loss or damage or injury to persons on property of any kind or nature whatsoever occurring because of the issuance of this permit.

FAILURE TO ADHERE TO THESE REGULATIONS COULD CAUSE FAILURE TO ISSUE THIS PERMIT FOR FUTURE REQUESTS.