

Special Event Request Form

Contact Information

Name of Organization: _____ Date of Request: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Event Details

Name of Special Event: _____

Requested Event Date(s): _____ Alternate Event Date(s): _____

Requested Park(s) Location(s): _____

Alternate Park(s) Location(s): _____

Brief Description of the Event (including any additional needs): _____

Logistics and Attendance Estimates

Event Start Time: _____ Event End Time: _____

Set-Up Time: _____ Tear Down Time: _____

Anticipated Number of Attendees/Participants: _____

Anticipated Number of Staff/Volunteers (if applicable): _____

Age Range of Participants: _____

Estimated Gross Income/Profit from Event

Estimated Gross Income: \$ _____

Amount Charged per Person: \$ _____

Event Beneficiary (if applicable): _____

CWPD Park Rental Pricing

All rentals require a \$100 refundable deposit.

Rental Options			
Item	Fee	Occurrence	Check all that apply
Full park* (<i>includes shelter and athletic fields</i>)	\$500	per day	☐
Shelter only	\$200	per shelter/per day	☐
Sports fields	\$100	per field/per day	☐
Add-Ons			
Additional garbage cans (10 cans)	\$50	per day	☐
Dumpster	\$200	per dumpster/per day	☐
Portable restroom	\$100	per unit/per day	☐
Tennis/Pickleball courts	\$20	per court/per day	☐
Sheriff/Police at event	\$85	per hour (<i>4 hour minimum</i>)	☐

**A full park rental blocks other formal reservations, events/programs, or athletics within the park during your rental. The park's paths, trails, playground, and nonrequested amenities remain open to the general public.*

Capacity Limits / Parking

Charging for parking is not permitted.

Park	Parking Spaces	Event Capacity Limit
Activity Center Park	138	300 people
Forest Field Park	289	400 people
Iron Horse Park	162	300 people
Oak Creek South Park	122	250 people
Oak Grove Park	1,046	1,000 people
Robert F. Mays Park	140	300 people
Schoolhouse Park	332	600 people
Yankee Park	252	500 people

Additional park information and maps can be found on our website: cwpd.org/parks/find-a-park/

Payment Due Date

Payment in full is due 30 days prior to the event. If the event is scheduled within 30 days of the event date, payment in full is due at the time of reservation.

Important Information

Playgrounds are not available to rent. Playgrounds at all CWPD rental locations will remain open and accessible to the public during the rental period.

All locations have indoor men's and women's restrooms with flushing toilets (*restrooms are open from the start of April until the end of November, weather permitting*).

All locations have seating under the shelter for up to 70 people. Oak Grove Park has shelters with seating capacity for up to 100 people.

Food Trucks and Rented Equipment

Organizations hosting events at Centerville-Washington Park District (CWPD) parks that include food trucks, inflatables, large tents, rented games, or other rented equipment must provide the following information and documentation prior to the event.

Food Truck and Rented Equipment Requirements

Organizations hosting special events are responsible for obtaining and providing CWPD with the following, as applicable:

1. Proof of Insurance from each vendor providing food, inflatables, tents, games or other rented equipment. Proof of insurance is due 30 days prior to the event.
2. Proof of a valid Food Truck Permit for each food truck. Proof of valid permit is due 30 days prior to the event.
3. The date, time and location for delivery, setup, and removal of all rented equipment and food trucks.

Items Not Requiring Approval

The following items are permitted without a separate permit, provided they comply with all applicable CWPD rules, regulations, policies, park conditions and safety requirements:

- **Pop-up Tents:** Pop-up tents that are 12' x 12' or smaller are permitted. Multiple pop-up tents may be used; however, pop-up tents may not be connected to one another.
- **Additional tables and chairs**
- **Small bounce house:** One bounce house smaller than 16' x 16' is permitted.
- **Catered food:** Catered food is permitted. However the food must be premade and delivered to the park.

CWPD Approval

CWPD reserves the right to refuse or prohibit any food truck, inflatable, large tent, game or other rented equipment if it conflicts with a CWPD event, rules, regulations, policies, park conditions or safety requirements.

All required information and documentation must be submitted to CWPD for review prior to the event. Approval of a vendor or rented item is required before it may be brought into a CWPD park.

Special Event Regulations

1. All Park District Rules and Regulations must be followed by organizers, volunteers and participants at all times.
2. No person or company may use the parks for commercial purposes, without the specific written permit of the Centerville-Washington Park District (CWPD). Once granted, the permit is nontransferable and must be in the representative's possession while on park property, during the event.
3. It should be clearly understood that CWPD and its Board of Park Commissioners in no way endorses any

product or service connected with the event.

4. The holder of the permit is liable for any and all damage to parks or park property.
5. No vehicles are permitted on grass, sidewalks, or other park areas not designated as vehicle parking areas unless noted on the permit by Park District personnel, prior to the event.
6. The permit does not give exclusive use of the park; therefore, the park must remain open to the public.
7. If any emergency should arise during the event, call 911.
8. The renting party is responsible at the conclusion of the event for collecting and properly disposing of all trash, decorations, and other materials and debris generated by or associated with the event. All waste must be placed in the designated receptacles provided by the Park District. Additional cleaning or removal of trash and debris by Park District staff may result in additional charges to the renting party.
9. NO REFUNDS. Refunds are not given, other than if the cancellation is due to inclement weather that prohibits the event from taking place. However, if cancellation is necessary, for reasons other than inclement weather, a new date will be scheduled within one year of the scheduled date(s), provided the notification to CWPDP is made within seven business days of the scheduled event. Costs incurred for rentals, such as port-a-johns or trash dumpsters cannot be refunded due to inclement weather or cancellations after the cancellation deadline.
10. ANY MISUSE OF PARK PROPERTY OR FAILURE TO COMPLY WITH PARK DISTRICT RULES AND REGULATIONS WILL RESULT IN REVOCATION OF THIS PERMIT AND NO REFUND OF ANY FEE(S).

Rented Equipment, Inflatables, Large Tents, or Games (Will Require CWPDP Approval)

Will your event have rental equipment that will require approval? ☐ Yes ☐ No

Will food truck(s) be present at your event? ☐ Yes ☐ No

**There is a limit of two (2) food trucks per event.*

Release of Liability

Liability Insurance

Proof of Insurance is required. The organization agrees to forward a **Certificate of Insurance with the Centerville-Washington Park District named as an additional insured** to: Centerville-Washington Park District, 221 North Main Street, Centerville, OH 45459 or Fax to 937-433-6564.

(See attached COI example at end of form.)

Liability Insurance Policy Information

Name of Liability Insurance Carrier Agency: _____

Phone: _____ Agent's Name: _____

Limits of Liability: _____

General Requirements and Conditions

The CWPD reserves the right to publish photos taken on Park District property. If an emergency arises, please call 911. For all other problems and/or concerns contact Park District staff at (937) 433-5155 during regular business hours or (937) 470-9246 after business hours and on weekends.

Legal Compliance

I agree to follow and adhere to all local, state, and federal laws applicable to the rental of CWPD facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, and licensing laws, CWPD Rules and Regulations, and CWPD Special Event Regulations.

CWPD Rules and Regulations can be found on our website: cwpd.org/parks/rules/

Authority to Bind Organization

The Representative confirms and warrants that by executing this agreement and application, he/she has full authority to so act on behalf of the named organization and to bind the organization to the terms of this agreement.

My signature below indicates that I am 18 years of age or older, that I have read the above information concerning the usage of the identified park area, that I agree to the conditions stated, and that I attest to the accuracy of the details of my park usage.

Centerville-Washington Park District Release Agreement

I hereby, for myself and/or my organization understand the risks involved and hereby consent for myself and/or my child to participate in activities and/or use the facilities of the Centerville-Washington Park District. I hereby release, indemnify, and hold harmless the Centerville-Washington Park District, its Commissioners, Agents, Employees and Assignees from any and all liability claims, actions, demands and judgments arising out of injury or loss sustained by me or my child while participating in activities or using facilities of the Centerville-Washington Park District.

Organization Name

Date

Organization Representative Signature

Representative Name – Printed

Please return completed forms, fees and certificates to: Centerville-Washington Park District
Mail to: 221 North Main St., Centerville, OH 45459 | Fax to: (937) 433-6564 | Email to: mail@cwpd.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
INSURED	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE ☐ OTH-ER ☐
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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