

Time Stamp:
permit application

Answer all questions
and submit event



Permit No. _____ - _____

Washington Park Restoration LLC respects and honors the City of Cincinnati's obligation to maintain Washington Park as a public forum that is open to the public pursuant to the constitutions of the United States and the State of Ohio. Approval, denial or inclusion of restrictions and/or special conditions of the event permit is based solely on Cincinnati Park Board Rules.

Washington Park Event Permit Application

no less than 30 days prior to event.

Contact Information

Your Name Organization (if applicable) Address 1 Address 2 City State and Zip Phone: Day

Evening Mobile Fax E-mail

If you are producing this event on behalf of another organization(s), please list below:

If there are any co-producers, please list below:

Event Information

Event Name: _____

Provide a detailed description of the event below:

Fundraiser Promote Regional Attraction or Event Introduce New Business or Product Other

Preferred Date(s) Alternative Date(s)

PLEASE NOTE: Permits are issued on a first come, first served basis. You can apply one year in advance of the requested date(s). 30 day maximum per event. You must apply for separate permits for non-consecutive days. Washington Park operating hours are 6 a.m.-11 p.m. daily.

AM/PM AM/PM AM/PM AM/PM Load In Event Start Event End Load Out

On-Site Person in Charge On-Site Person's Mobile

Emergency Contact Person Emergency Contact Phone

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Estimated Attendance:

If estimated attendance is 3,000 or more, you are required to obtain a Special Events Permit issued by Cincinnati Police Department's Special Events Unit (513-352-4569). ****This needs to be submitted no later than 60 days prior to the date of your event.** Liability Insurance (see Insurance section) is required for all events in Washington Park.

Will the event be promoted? Yes _____ No _____

Handouts Posters Print Radio TV Web Other _____

Sponsors

Are sponsors involved? Yes _____ No _____

If yes, please list below:

Signage, Handouts and Sampling

Will there be sponsor visibility/signage? Yes _____ No _____ Will information, food, beverages, goods, or promotional materials be distributed? Yes _____ No _____ If yes to either of the above, you are required to submit samples of signage or distributed items at least one month prior to the event.

THERE IS ABSOLUTELY NO STAKING ANYWHERE IN THE PARK -IF ANY STAKING OCCURS, YOU WILL BE FINED

PLEASE NOTE: *Serving any food or beverages does not require a permit from the Cincinnati Health Department; however, it is recommended you contact the Health Department at 513-564-1753. Washington Park is an exclusive Coke product venue. If you are serving beverages, they must be Coke products, including water. You may purchase cases through WPR at a discounted rate.*

Sales

Will sales occur during your event? Yes _____ No _____

Food Beverage Merchandise Registration Fee Other _____

If yes to beverage, Washington Park is an exclusive Coke product venue, therefore you must sell Coke products, including water. You may purchase cases through WPR at a discounted rate.

If yes, please describe items below:

If yes, the following are required:

1. Samples of items one month prior to the event
2. Permit from the Cincinnati Health Department (513-564-1753) or (513-564-1751)

PLEASE NOTE: *Prepackaged food or beverages do not require a permit from the Health Department.*

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Cooking or Open Flame

Will you be using a grill/barbecue or have an open flame (e.g., candles, fire pit, propane heater)? Yes _____ No _____

If yes, the following is required:

- 1 Permit from the Cincinnati Fire Department's Event Planning Unit (513-263-8064)
- 2 Mats or tarps to protect the granite/grass from grease. **NO EXCEPTIONS!** -Please visit: www.cincinnati-oh.gov/fire/safety-prevention/special-event-permits

Alcohol

Will alcohol be sold during your event? Yes _____ No _____

If yes, the following is required: **Special Events Permit** issued by CPD Special Events Unit (513-352-4569) -*this must be done no less than 60 days prior to the event.*

- 2 Liability Insurance (see Insurance section)

PLEASE NOTE: WPR holds a liquor permit for the Square. It is not necessary to get one from the State.

Sound

Will there be amplified sound? Yes _____ No _____

Pre-recorded Music Speaker/Presenter Singers/Acoustic Act Band

To request services from Washington Park Restoration LLC regarding PA rental, A/V technicians, etc., please use the Washington Park Services Form attached to the permit. ****If you choose to supply your own sound equipment, it must be approved by WPR at least 10 days prior to the event and you must abide by the City's sound ordinances and levels.**

PLEASE NOTE: Amplified sound is permitted during the following times:

- Monday through Thursday – 11:30 AM to 1:30 PM and 4:45 PM to 10:15 PM
- Friday – 11:30 AM to 1:30 PM and 4:45 PM to 10:45PM Saturday – 9:00 AM to 10:45PM Sunday – 9:00 AM to 10:00 PM

Utilities

Will you require utilities? Yes _____ No _____

- Water – Be sure to check if you need to fill buckets or barrels to weigh down structures and/or displays.
- Electricity – Be sure to bring your own extension cords.

Water

There are multiple hose bibs dispersed throughout the park. The on-duty operations staff has a key to unlock the bibs and can provide a hose.

Electric

Ground fault protection is required. Amp requirements: _____

Generator

Will you use a generator at your event? Yes _____ No _____ If yes, who is your

electrical contractor: _____ Contact info:

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PLEASE NOTE: Extension cords and/or cables must be covered so they are not a trip hazard. Use cable ramps or mats. Do not use strong adhesives such as duct tape. Temporary electrical wiring may need to be inspected by the city's Building Inspections Department (513-352-6216).

Security

Will you have security needs for your event? Yes _____ No _____

PLEASE NOTE: Cincinnati Police Department's Special Events Unit shall review all permits for security needs and will determine staff required. Washington Park Restoration LLC will invoice on behalf of the Police. All costs associated with security shall be the responsibility of the event promoter. If an officer later appears in court for an arrest made while detailed to an event, the event promoter will pay for the officer's time in court.

Fireworks

Do you plan to use fireworks at your event? Yes _____ No _____

If yes, a pyrotechnic device permit must be obtained from the Cincinnati Fire Department (513-352-3970)

Rental Area

Permit holder is required to rent an area(s) that is adequate for audience size, structures and/or equipment. The rental fee is based upon the area (e.g., Civic Lawn, Bandstand, etc.). Place a check next to the diagram(s) below:



Civic Lawn Music Hall Plaza Bandstand South End

Is this a Public or Private event? Public _____ Private _____

PLEASE NOTE: A Public event is defined as one the general public is invited to and welcome to attend, either free or with an admission charge. Private events are events that are not open to the general public; however, the area outside the Rental Area will remain open to the public.

Structures and Equipment

THERE IS ABSOLUTELY NO STAKING ANYWHERE IN THE PARK -IF ANY STAKING OCCURS, YOU WILL BE FINED

Do you plan to have tents at your event? Yes _____ No _____ If yes, please see the Washington Park Tenting Overview. All

Washington Park guidelines must be met or you will be fined. Please list **structures**, displays, signage and/or props to be brought

on-site by permit holder for event, including load-in and load-out:

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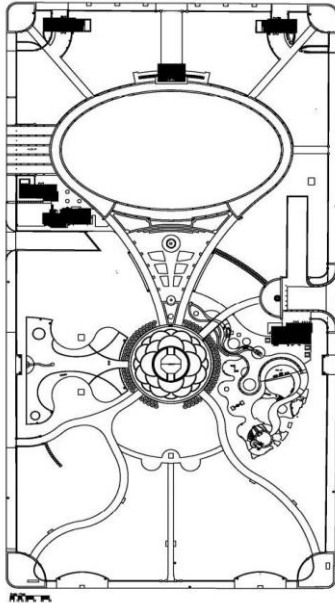
PLEASE NOTE: Structures require engineered drawings and a stamped submission. Additionally, you will be required to hold Liability Insurance and name the City of Cincinnati, 3CDC, Washington Park Restoration LLC and Cincinnati Park Board as additional insureds.

Please provide a detailed listing of the type of **equipment** that you intend to use during the course of the event or in preparation for the event, including but not limited to: sound amplification equipment, lighting equipment, construction equipment, motor vehicles, poles, sticks, tents, booths, temporary seating:

Anything beyond tables, chairs, 10'x10' pop-up tents, etc. will require a permit from City of Cincinnati Building and Inspections (513352-4793).

THERE IS ABSOLUTELY NO STAKING ANYWHERE IN THE PARK -IF ANY STAKING OCCURS, YOU WILL BE FINED

Use the diagram below to indicate where structures and equipment will be located.





Loading Zone and Vehicles at Washington Park

If you require **vehicles for loading/unloading** (limit 3), please indicate vehicle type (e.g., car, SUV, van, pickup truck, truck or semi) and if you are pulling any kind of trailer:

Vehicle 1: Vehicle 2: Vehicle 3:

Vehicles are not permitted inside the Park footprint at any time.

Insurance

Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$1,000,000 for Bodily Injury or Property Damage Liability Combined and a minimum \$2,000,000 General Aggregate is required to be purchased by the permit holder for all proposed events at Washington Park.

Other activities and circumstances (including a much larger than anticipated attendance or more hazardous exposure to those attending) may warrant the above requirement as well as higher required minimum Commercial Liability limits to provide higher limits of protection to those who will be attending the Event. This will be done in accordance with the custom and usual practices of the Insurance Industry. The permit holder shall be informed accordingly.

If the permit holder is an individual, he or she must provide a Certificate of Insurance evidencing proof of a "Special Event Policy" or a Certificate acknowledging that Personal Homeowners Liability and Personal Umbrella Liability Policy will respond to claims presented as a result of an incident on the Square and that all Additional Insureds will be covered under both those same Personal Liability policies and named on the Certificate of Insurance.

Additional Insured

Requirements: 3CDC, Washington Park Restoration LLC and Cincinnati Park Board must be named as additional insureds under all the above liability policies (excluding Workers' Compensation). All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insureds listed above. All insurance policies Additional Insured status should be on a Primary and Non-Contributory basis.

Contractor/Vendor/Entertainment Liability

If Applicant contracts with any outside firm that will be onsite at Washington Park, then proof of permit holder's contracted Vendors/Contractors/Entertainment firms Ohio Workers Compensation and Certificates of Insurance evidencing that all the outlined coverage is in force must be on file prior to them occupying the Park.

Proof of Liquor Liability

If alcohol is to be served, then a Certificate of Insurance must also be submitted. Permit holder must have a minimum of \$1,000,000 Liquor Liability Coverage in addition to all other coverage outlined in this document. Naming of Additional Insured must be evidenced on the Certificate as well as a Waiver of Subrogation in favor of the above listed Additional Insureds.

Sporting Events

If your event involves sports or athletic activity (e.g., soccer, kickball, etc.), permit holder must have Sports insurance or a Commercial General Liability coverage that does not have any "athletic exclusions". In addition, participants must sign waivers (3CDC can provide a sample waiver) and wear appropriate safety gear (e.g., helmet, pads, etc.).

Permit holder must have a minimum \$1,000,000 Sports Event Liability Coverage in addition to all other coverage outlined in the document. Naming of Additional Insured must be evidenced on the Certificate as well as a Waiver of Subrogation in favor of the above listed Additional Insureds.

Insurance Information (if applicable) If available, please attach Certificate of Liability Insurance to this application.

Commented [r1]: Insurance Provider

Commented [r2]: Insurance Agent

Insurance Agent Phone Insurance Agent Email

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Fees

Rental Fee Public (6 hours) Private or Ticketed (6 hours) Civic Lawn \$500.00
\$5,000.00 Bandstand \$250.00 \$2,500.00 Music Hall Plaza \$250.00 \$2,500.00 South End \$250.00
\$2,500.00

If you would like to rent the space for more than 6 hours, each additional hour will be charged at 20% of the 6-hour rate (\$100 per hour for the Civic Lawn and \$50 per hour for the other spaces).

PLEASE NOTE: A Public event is defined as one the general public is invited to and welcome to attend for FREE. Private events are events that are not open to the general public or have a charge to enter; however, the area outside the Rental Area will remain open to the public. Depending on the scale of your event a Site Manager and/or Labor fees for rental set-up may be required, costs may incur.

Utilities

- Water: \$50 x _____ days = _____
 - Electric: \$50 x _____ days = _____
- Permit Total [Rental Fee + Utilities]: \$ _____

PLEASE NOTE: This permit total does not include additional services provided by Washington Park Restoration LLC such as PA rental, stage rental, tent rental, video board production, etc.

Additional Charges and Penalties

The permit holder, its authorized representatives, and/or co-promoters cited in the approved application will be held financially and legally responsible for all expenses incurred by the event including, but not limited to: Storage fees for items left on-site pre and post event. Cleaning or damage assessments as a result of permit holder's action/event. Damages are calculated at \$50 per man-hour plus the cost to repair or replace the item. Legal fees

If any invoiced charges are unpaid, the permit holder may forfeit the use of Washington Park for future events.

Method of Payment

Visa or Master Card

Credit Card Number:
Expiration Date:
Security Code: (3-digit code on back of MC/Visa or 4-digit code on front of AmEx)
Name on Card:
Billing Address:
Billing City, State and Zip:

Check

Please make payable to Treasurer, City of Cincinnati. If check is returned from the bank for any reason, you will be charged a \$30 check return fee along with amount of the check. You will be required to pay this amount with either a certified check or a credit card.

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Signature

I have read and understand the Cincinnati Park Board Rules and the terms of this Permit. Falsification and/or misrepresentation in completing this application may result in rate adjustment or revocation of the Washington Park Event Permit. I also understand violating any of the above policies, procedures, or any other rules and requirements of Washington Park, may result in the Washington Park Event Permit being revoked, and I may forfeit future use of the Park. Finally, I will immediately notify 3CDC of any changes to the above information.

Signature of Applicant or Authorized Representative Date

The Process

An application is considered complete when: 1) it is signed, 2) payment is enclosed for Park rental and utility fees, and 3) all 8 pages are present. Submitting an application does NOT mean the date is reserved.

- Once you have completed the application, you may:
 - Fax it to 513-621-5900
 - Mail it to 3CDC at 1203 Walnut St 4th Fl, Cincinnati, OH 45202
 - Hand deliver it to 1203 Walnut St 4th Fl, Cincinnati, OH 45202 Monday through Friday between 9 AM and 5 PM (excluding national holidays)
- If you are not paying by credit card, be sure to include a check [Rental Fee + Utilities] made payable to Treasurer, City of Cincinnati. If you need services (e.g., PA rental, event production, etc.), please use the Washington Park Services Form located at www.washingtonpark.org and attach to this application.

- You will be notified of your application status within 10 business days from receipt.
- It is the permit holder's responsibility to comply with all City, County and State requirements. All permits and/or inspections are the permit holder's responsibility to acquire at the permit holder's expense. Permit holder must provide to Washington Park Restoration LLC copies of all other permits issued prior to receiving the Washington Park Permit.
- Approval of this application does not indicate approval of permits issued by other agencies.**
- Upon approval of the application, permit holder must provide applicable insurance (e.g., Certificate of Insurance) and permits. If the application is submitted less than 30 days of the event or is spontaneous, all applicable insurance and permits are due immediately.
- The on-site person in charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.

Cancellations

Cancellations for all events must be received at least 30 days in advance of the event to qualify for a full refund of the rental/utility fees. If cancellation occurs less than 30 days prior to the date of the event, ½ of the rental/utility fees shall be forfeited. If the cancellation occurs 10 days or less prior to the date of the event, all of the rental/utility fees shall be forfeited. For the policy regarding canceled services, please see the Services Menu appended to this application.

Office Use Only

Reserved Approved Not Approved (Reason):



Date _____



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Washington Park Services Menu

Stage Lighting Rental: \$100 per hour

Washington Park boasts a 36'x24' stage that is covered and has an LED lighting system. This system includes a NSI MC7516 Lighting Console with (18) Chauvet Colorado 1 IP Fixture. Only Washington Park A/V staff may operate the equipment so there will be A/V Tech charges as well.

Portable Bose System Rental: \$50 per hour

The portable Bose sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer with sixteen (16) inputs and up to two (4) wired mics with stands. If you prefer a wireless mic, please specify wireless. If recorded music is to be played, client will provide music on .mp3 player (such as an iPod). If multiple tracks are to be played, client will provide a written run of show with track numbers clearly marked. Only Washington Park A/V staff may operate the equipment so there will be A/V Tech charges as well.

Full PA Rental: \$100 per hour

The PA is used for performances by live musical acts. Only Washington Park A/V staff may operate the equipment so there will be A/V Tech and Sound Engineer charges as well. You are not required to use our PA, but a third-party PA may not be flown from the truss. If you do not use our PA, you must submit a full spec sheet of your equipment at least a week prior to your event. Also, you must abide by the City of Cincinnati sound ordinances. A representative from Washington Park Management Group will be on site monitoring the production and will have final say of the levels.

Sound Engineer: See rates below:

4-hour event (minimum): \$375 5-hour event: \$450 6-8
hour event: \$525 Over 8 hours: \$525 + \$85 per hour
over 8

If you use our PA, you must use our sound engineer. Sound engineer arrives two hours before show start. Earlier call times are billed at \$85 per hour.

A/V Tech: \$60 per hour (two hour minimum)

The number of A/V techs and the hours they work will be determined by the services ordered (e.g., stage, PA, sound curtain, etc.), load-in time, event duration, and load-out time.

Movie Projector: \$100 per hour A portable 16,000 Lumen XGA 3LCD projector that has rear and front projection capabilities.

Movie Screen: \$100 per hour

The screen is attached on the main stage at the Civic Lawn. The viewable width is 260" by 146" tall. Keep in mind when using the screen it must be used after sunset, it is light sensitive.

Alcohol Package: Please contact us for a quote

Concession Stand: Please contact us for a quote

The concession stand can be used when caterers are present for your events. It includes 2 warming ovens, a prep area and running water.

Green Room: Please contact us for a quote

The Green Room is located on the first level of the Washington Park garage. This room includes private restrooms and a small kitchenette.

10' x 10' Pop-up Tents (includes weight bags, no sidewalls): \$75 each

Sandbags/weights: \$5 each

Pop-up tents must be weighted. Customers may supply their own weights or rent from us.

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Pop-up tent sidewall (10'x10' section): \$5 each

8' by 30" tables: \$15 each

Includes setup. You are advised to supply your own table cloths or covers.

Bistro tables: \$10 each

Includes setup, if desired, you can supply your own table cloths or covers.

Folding chairs: \$1 each

Cable mats: \$10 each

Cords & cables that cross pedestrian paths must be covered. Customers may bring their own or rent from us.

Extension cord and/or power strip: \$10 each

Ice (22 lb. bag): \$5 each Barricades (7'): \$5

each Trash receptacles: \$5 each Park Setup,

Breakdown & Cleaning

Most events require some labor. Contact us for a quote at 513-977-8057.

Security

Please contact us for a quote at 513-977-8057.

Parking/Storage

We do not provide free or discounted parking for events or on-site storage. If you would like to pre pay for parking for guests of your event or have any questions regarding the Washington Park Parking Garage, please contact Reid VanPelt, rvanpelt@spplus.com with Central Parking directly.

Beverages

Washington Park has an exclusive agreement with Coca Cola that all vendors must abide by. A vendor can sell this product when Washington Park Restoration is not but must place an order with Andi Schultes (501-472-5324) no later than 14 days prior to event date.

Labor

Depending on the scale of your event a Site Manager and/or Labor fees for rental set-up may be required.

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Washington Park Services Order Form (Please fill out as thoroughly as possible)

Name of Event _____ Date _____ Load-in time _____ AM/PM

Event hours _____ AM/PM - _____ AM/PM Load-out Complete _____ AM/PM

- Stage: _____ hours = _____ (Included in rental of Civic Lawn or Band Stand)
- Movie Projector *: \$100 x _____ hours = _____
- _____

Movie Screen *: \$100 x _____ hours = _____

- Video Tech/Switcher : \$60 x _____ # of

Video Techs x _____ hours = _____

- Handheld camera: \$25 x _____ hours = _____

- Creative Services for Video Content: \$75 x _____ hours = _____
- _____

Built-in sound system (No live music/performances) *: \$50 x _____ hours = _____

- Audio Tech (4hr minimum) : \$60 x _____ # of Audio Techs x _____ hours = _____

Full PA*: \$100 x _____ hours = _____

- Sound Engineer (4 hour minimum) :

hours = _____ x 1 SE = _____

- Audio Tech (4hr minimum) : \$60 x _____ # of Audio Techs x _____

hours = _____

- Alcohol Package: (requires estimate quote): \$ _____

Rentals 10'x10' pop-up tent*: \$75 x _____ quantity = _____

- Pop-up tent sidewall (10'x10' section)*: \$5 x _____

quantity = _____

- Sandbags/weights*: \$5 x _____ quantity = _____

- 8' by 30" tables*: \$15 x _____ quantity = _____

- Folding chairs*: \$1 x _____ quantity = _____

- Cable mat, extension cord, power strip, or drip

mat*: \$10 x _____ quantity = _____

- 22lb Bag of ice*: \$5 x _____ quantity = _____

- Barricades*: \$5 x _____ quantity = _____

- Trash receptacles*: \$5 x _____ quantity = _____

- Labor: Event setup, breakdown & cleaning (requires estimate quote): _____
- Site Manager (requires estimate quote): \$25 x _____ AM/PM - _____ AM/PM = _____
- Security (CPD) # of CPD _____ x _____ hours = _____
- 7% Tax (charged on all items indicated with an asterisk) _____
- Coordination Fee (15% of all services): _____ = Total: _____

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Payment for Services

Circle card type: **Visa MasterCard American Express** Credit Card Number:

Expiration Date:

Security Code*: (3-digit code on back of MC/Visa or 4-digit code on front of AmEx)

Name on Card:

Billing Address:

Billing City, State and Zip:

You must provide a credit card number to reserve services. If payment is not received by check 14 business days prior to the event, estimated charges will be put on your credit card. If your card is declined, services will be cancelled.

Check

Made payable to Washington Park Restoration LLC

Once you have completed this form, you may:

- Fax it to 513.621.5900
- Mail it to 3CDC, 1203 Walnut St 4th Fl, Cincinnati, OH 45202
- Hand deliver it to 1203 Walnut St 4th Fl, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)

Payment for services must be made in full at least 5 business days prior to the event.

Changes

- Changes to services within three business days of an event are subject to a change fee.

Cancellation of Services

- Cancellation of services must be received at least 24 hours prior to the start of the event to qualify for a full refund of service fees.
- If cancellation occurs less than 24 and more than 4 hours prior to the start of the event, 50% of service fees will be refunded, less any actual costs already incurred by WPMG.
- If cancellation occurs less than 4 hours prior to the start of the event, service fees will not be refunded.
- To cancel, the event organizer should directly contact a representative of Washington Park Management Group either by live phone call (not a voice mail) or by email or text that is received and acknowledged.