



WEST CHESTER TOWNSHIP Community Event Application

- A. A Community Event Application must be completed by any individual group or organization requesting permission to host a community event on Township property and/or on public roadway, and must be fully approved prior to the event.
- B. Community Event applications that involve closing Township roads for a period exceeding 72 hours must be submitted at least ninety (90) calendar days in advance of the first date of road closure.
- C. Community Event applications that involve closing Township roads for a period not exceeding 72 hours must also include an application for a Temporary Road Closure Permit and must be submitted at least thirty (30) calendar days in advance of the first date of road closure.
- D. West Chester Township reserves the right to approve or deny Community Event requests based on the information provided by the applicant, the resources required for the event and any other factors that would impact the Township.
- E. A License Agreement approved by the West Chester Township Board of Trustees may be required for events that necessitate significant road closures and/or that involve large numbers of people.
- F. Events that are private or ticketed must be clearly defined and described in this application.
- G. Public event venues include Keehner Park Amphitheatre, Beckett Park and The Square at Union Centre. **This application does not apply to the Muhlhauser Barn or the West Chester Baseball Complex.**
- H. The following rules apply to all Township public event venues:
 - 1. All Township park rules apply; see www.WestChesterOH.org
 - 2. No signage promoting the event is permitted on park property in advance of the event without prior approval from Township
 - 3. Fees or charges may be collected and donations may be solicited only with advance permission of the Township
 - 4. No vendors permitted without permission of the Township
 - 5. No tents larger than 10x10 may be installed without prior approval and permits
 - 6. Inflatable amusements (i.e. moon bounces), carnival rides, and petting zoos are not permitted without prior approval of the Township
 - 7. Vehicles permitted only in designated areas
 - 8. Alcohol only permitted with prior approval of West Chester Township and approval of state permit for event alcohol sales
- I. The following use restrictions are specific to the venue:
 - 1. **Keehner Park Amphitheatre**
 - a) Requires rental of the Amphitheatre shelter

- b) Venue NOT available for private events
- c) Use of amplification must not negatively impact other park users
- d) Event must fall within park hours: dawn to dusk
- e) No banners, decorations, etc. may be affixed in any manner to the Amphitheatre

2. Beckett Park

- a) Requires rental of the Muhlhauser Barn
- b) Off-site parking options required depending upon size of the event

3. The Square at Union Centre

- a) No staking in ground is permitted on The Square
- b) Permission must be obtained for surrounding private parking areas

J. As a condition of approval for some types of events, applicants must provide certificates of liability insurance with West Chester Township named as additional insured. Applicable insurance requirements must be filed and processed with West Chester Township at least seven (7) days prior to the event in order to receive a final approved Community Event Permit or License.

1. If Liability Insurance is required, the coverage must be in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence with respect to personal injury or death, and with policy limits of not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence with respect to any loss or damage to property, with "West Chester Township" named as additional insured on such policy.

K. Event applicants/organizers must agree to indemnify and hold West Chester Township harmless by reading and signing the attached waiver.

L. Late and incomplete applications may not be processed.

M. A community event application may be refused or cancelled if any of the following conditions are found:

1. The time, place, size, or conduct of the event including the assembly areas and route of march, if applicable, would unreasonably interfere with the public convenience and safe use of the streets and highways.
2. The event would require the diversion of so great a number of police officers to properly police the line of movement, assembly area, and areas adjacent thereto so as to deny normal police protection to the Township.
3. The parade route or assembly areas would unreasonably interfere with the movement of police vehicles, firefighting equipment or ambulance service to the Township.
4. The event would unreasonably interfere with another event for which a permit has been issued.
5. The information contained in the application is found to be false, misleading, or incomplete in any material detail.

6. An emergency such as a fire or storm would prevent the proper conduct of the event.
 7. The public safety departments determine that conditions exist that could possibly jeopardize the health, safety or general welfare of the public.
- N. If access to certain residences or businesses is restricted, the event organizer is responsible for preparing, printing, and distributing a notification letter to all affected residents and business owners.
1. Such letter must be approved by West Chester Township prior to distribution.
 2. Such letter must be received by the affected businesses and residents at least thirty (30) days prior to the event.
- O. Factors that may be considered before the Township will grant a permit or license involving a road closure will include:
1. Impact on businesses and residents
 2. Availability of detour routes
 3. Signage and notification
 4. Set-up of barricades and directional signage approved by Police Department
 5. Traffic control and safety, and safe access for emergency vehicles and apparatus
- P. Larger community events may require an event license agreement approved by the West Chester Board of Trustees. These agreements may only be entered into with non-profit organizations.
- Q. Event organizers may be assessed a fee for off duty police detail, fire/EMS service and/or road service. Please see attached rate card.
- R. The Township may assign a fee for processing any application or issuing any permit for a road closure request.

Request for Community Event applications are submitted to:

West Chester Township
9113 Cincinnati Dayton Road
West Chester OH 45069
513-777-5900

Contact information:
Integrated Multimedia & Marketing
Public Relations Coordinator
513-759-7301



COMMUNITY EVENT APPLICATION

Incomplete forms will not be processed

Event name/title: _____

Organizer(s): _____

Group or organizer's address: _____

Person responsible: _____

Phone _____ Cell _____

Event day contact (if different): _____

Phone _____ Cell _____

Email address: _____

Type of Event: (Check all that apply) Festival / Concert Parade Run/Walk
Political/Issue Rally Other: _____

Restrictions: Private Ticketed Open to the public Donations

Purpose of Event: (Please be specific) _____

Will there be a fee: (check all that apply) Admission/Ticket Contestant Registration Vendor None

Location of requested event: _____

Dates and times requested: _____

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Multimedia and Marketing Department of any additions or changes that arise after application is submitted.

On behalf of the above organization(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by West Chester Township, its staff, officers and designated agents and will also comply with all relevant local, state and referral regulations.

Applicant name (Print) _____ Applicant name (Signature) _____ Date _____

<i>For Office Use Only</i>		
<input type="checkbox"/> Application conditionally approved pending:	<input type="checkbox"/> Insurance documents	<input type="checkbox"/> Fees/Deposits
<input type="checkbox"/> Other		
<input type="checkbox"/> Application approved		
<input type="checkbox"/> Reason application denied:		
Signature approving/denying application: _____		Date: _____



**COMMUNITY EVENT APPLICATION
PERMIT FOR TEMPORARY ROAD CLOSING
(If applicable)**

Incomplete forms will not be processed

Type of event (ex. block party; parade) _____

Road closure start: _____ Event start time: _____
Date Time

Road closure end: _____ Estimated daily attendance: _____
Date Time

Event complete: _____ Estimated total attendance: _____
Date Time

Location/street names: _____

Responsible person making request:

Printed Name _____ Signature _____

Address _____

Contact # _____ Email address _____

After approval, contact the Roads and Maintenance Division any weekday BEFORE pick-up date for traffic control devices

**Roads and Maintenance Division
9577 Beckett Road | (513) 777-8765
Monday through Friday, 7:30 a.m. to 4:00 p.m.**

Traffic control devices (cones and barricades) may be picked up Monday through Friday.

To be completed by the Roads Division:			
Items Loaned:	<input type="checkbox"/> 6 24" traffic cones	<input type="checkbox"/> 1 -10' Type 3 barricade	
	<input type="checkbox"/> 1 Type 1 A-frame barricade	<input type="checkbox"/> 2 -10' Type 3 barricade	
	<input type="checkbox"/> 2 Type 1 A-frame barricade	Other: _____	
Items picked up by: _____		All items returned to: _____	
Signature of Applicant _____	Date _____	Signature of Roads Dept. Employee _____	Date _____

During the time of road closing, this approved application must remain in applicant's possession and presented to a West Chester Township Police Officer upon request

Request approved by:			
Police Department: _____	Date _____		
Fire Department _____	Date _____		
Services _____	Date _____		



COMMUNITY EVENT APPLICATION

WAIVER

Event Name/Title: _____

Event Organization/Group Name: _____

Event Date(S): _____

Person Responsible: _____

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly **WAIVE, RELEASE** and **DISCHARGE** West Chester Township, its officers, agents, and employees or any other persons from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above described event. I fully understand and acknowledge that West Chester Township is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

Applicant expressly **INDEMNIFIES AND HOLDS HARMLESS** West Chester Township, its employees officers, and assigns from and against any and all claims, liability, damage, or loss to person or property to the extent that such claim, liability, or loss arose out of or was in any way related to the Event or any act of Applicant, Applicant’s representatives, invitees, licensees or its utilization of Township’s infrastructure, employees, personnel, and resources referenced in this Application, together with all costs, expenses, and attorney fees incurred with respect to any such claim, demand, or legal proceeding made or brought against the Township. If any action or proceeding is brought against the Township by reason of any such occurrence, Applicant will reimburse Township for its attorney’s fees and costs.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group I represent.

Date _____

Signature: _____

Printed Name: _____

Title: _____

Address: _____

Contact Numbers: _____

Home	Office	Cell
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Contact Email: _____

Return completed application plus any additional attachments & information to:
 West Chester Township ● Integrated Multimedia & Marketing
 9113 Cincinnati Dayton Rd ● West Chester OH 45069