



CITY OF AKRON

COMMUNITY EVENT APPLICATION

A Community Event is an event open to the public, and which uses property of the City of Akron. An application must be processed for each community event and written approval must be received from the City of Akron before a public announcement of the event can be made. Submitting this application does not guarantee that your event will be approved.

INFORMATION ABOUT YOU AND YOUR ORGANIZATION

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

INDIVIDUAL MAKING APPLICATION \_\_\_\_\_ POSITION WITH ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S: DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

PUBLIC CONTACT: PHONE NUMBER, EMAIL AND/OR WEBSITE TO USE FOR ANY PROMOTIONAL PURPOSES \_\_\_\_\_

Organization Tax Identification Number: \_\_\_\_\_

Is this organization tax exempt? \_\_\_\_ Yes \_\_\_\_ No

If yes, under which section of the Internal Revenue Code has the exemption been granted? \_\_\_\_\_

Does your organization file a Form 990? \_\_\_\_ Yes \_\_\_\_ No

If yes, please note that the City has the right to request this form and may request it from your organization. If no, complete information on request for sponsorship form.

**INFORMATION ABOUT YOUR EVENT**

Name of Event \_\_\_\_\_

Event Location \_\_\_\_\_

Proposed Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Actual Time Parade/Run/Event Starts \_\_\_\_\_

Set Up Date(s) & Time(s) \_\_\_\_\_

Tear Down Date(s) & Time(s) \_\_\_\_\_

\_\_\_\_\_ New Event      \_\_\_\_\_ Annual Event, # of Years Held      Expected Daily Attendance at Event \_\_\_\_\_

Detailed Description of Event *(please attach flyer or additional sheet if needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CHECK ALL THAT WILL APPLY TO YOUR EVENT:**

\_\_\_\_\_ Admission Charged, Who will receive proceeds from the event \_\_\_\_\_

\_\_\_\_\_ Alcohol Served

\_\_\_\_\_ # of Tents, Tent Size(s) \_\_\_\_\_

\_\_\_\_\_ On Site Cooking: Gas \_\_\_\_\_ Electric \_\_\_\_\_ Charcoal \_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_ Food Concessions Offered: For Free \_\_\_\_\_ For Sale \_\_\_\_\_

\_\_\_\_\_ Security

\_\_\_\_\_ Entertainment Scheduled

\_\_\_\_\_ Street Closings

\_\_\_\_\_ Stage, Size of Stage \_\_\_\_\_

\_\_\_\_\_ Electric

\_\_\_\_\_ Sound Equipment

\_\_\_\_\_ Generator

\_\_\_\_\_ Vendor Booths (Informational)

\_\_\_\_\_ Trash Containers

\_\_\_\_\_ Vendor Booths (Items/Services For Sale)

\_\_\_\_\_ Recycling Containers

\_\_\_\_\_ Children's Activities (Free)

\_\_\_\_\_ Dumpster

\_\_\_\_\_ Children's Activities (Items/Services For Sale)

\_\_\_\_\_ Water (from hydrant)

\_\_\_\_\_ Inflatables

\_\_\_\_\_ Barricades

\_\_\_\_\_ Carnival Rides

\_\_\_\_\_ Portable Toilets, # of Units \_\_\_\_\_

\_\_\_\_\_ Pyrotechnic Display

\_\_\_\_\_ Designated Parking Areas

\_\_\_\_\_ Banners/Signage On Site

\_\_\_\_\_ Handicapped Parking Access

\_\_\_\_\_ First Aid Services

*The City may assist with some city services required for the event.*

**Other Equipment Being Used on Site** \_\_\_\_\_

**Are You Requesting Use of the Showmobile?**      Yes      No  
(Complete separate application)

**Are You Requesting City Co-Sponsorship?**      Yes      No  
(Complete separate application)

**Site and/or Route Map Attached?**      Yes      No

**SITE/ROUTE OR MAP**

If your event is a parade, walk or run using the streets or sidewalks of Akron, attach a map or drawing showing the intended route. Please indicate the direction of travel. Prior to completing this step, you should consult with the Akron Police Department Traffic Bureau, Sgt. Mike Vavro, at 330.375.2273.

If your event involves the set-up of equipment or a stage, attach a drawing showing the desired set-up. Site plans for Lock 3 are available at [www.akronperforms.com](http://www.akronperforms.com) or by calling Tish Jernigan, 330.375.2578.

Include the location of any equipment you will be using for your event: stage, tents, vendor booths, food concessions, onsite cooking areas, portable toilets, barricades, parking, trash dumpsters, parking, street closings, etc.

**SPECIAL CONDITIONS**

- A. This application is to request the use of City property, equipment, or personnel. **Submitting this application does not guarantee that your event will be approved.** All requests must be approved by the City of Akron.
- B. Use and or rental of City equipment and personnel are limited to City of Akron approved events.
- C. City of Akron has priority over any request for use of premise/property.
- D. No motor vehicles are permitted on premise/property without prior approval.
- E. The Applicant will be charged for any damage to city property arising from the Applicant's event, including clean up and site or equipment repair costs.
- F. The Applicant agrees to save the City harmless from any liability arising from accidents or injuries suffered by the Applicant, his agents or employees, or patrons visiting the premises by the Applicant. The City of Akron requires a minimum \$1,000,000.00 Certificate of Insurance; naming the City of Akron as the additional insured.

Cost charged under this contract are of an administrative nature and do not constitute a fee consideration under Ohio Revised Code Chapter 1533, and further, the City of Akron does not waive any of the defenses or immunities available to it under Chapter 2744 the Ohio Revised Code by granting this rental application permit.

**TERMINATION:** The City may terminate this contract immediately, if the Applicant fails to adhere to any conditions set forth hereinabove, and all rights and privileges herein granted shall cease and the Applicant shall, upon termination of this contract by the City, immediately vacate the premises and all monies previously paid to the City shall be retained by the City as liquidated damage.

**WHERE TO RETURN YOUR APPLICATION**

Brittany Schmoekel, Community Event Coordinator, 220 S. Balch Street, Akron, Ohio 44302,  
or fax 330.375.2883, or email [BSchmoekel@akronohio.gov](mailto:BSchmoekel@akronohio.gov)

**Applications must be received (60) days prior to event.  
Final payment and insurance must be received (14) days prior to event.**