



2156 US Highway 50  
Batavia, OH 45103  
513-732-2977  
[ParkDistrict@clermontcountyohio.gov](mailto:ParkDistrict@clermontcountyohio.gov)

## Special Event Policy Guide and Fee Structure

Clermont County Park District (CCPD) strives to provide places where family, friends and groups can come together for community events in an outdoor setting. The **Special Event** application applies to any gathering that engages a public audience through sports, recreation, clubs, meetings, races, concerts, or other gatherings that may or may not involve collecting a fee. Reservations for **Private events**, such as family gatherings, personal celebrations, weddings and can be made directly booked by reserving your preferred shelter, cabin or lodge.

### Special Event Process

1. Review *this* Special Event Policy Guide and Fee Structure Form.
2. Fill out the **Special Event Application** online to provide all preliminary information and any specific needs of the event. Applications must be received a minimum of sixty (60) days in advance of event date.
3. Contact our administrative staff to hold the dates at a facility that fits the needs of your event, by calling 513-732-2977 or by visiting the Clermont Administrative office between the hours of 8 a.m. – 3 p.m.
4. A Special Events staff member will reach out to schedule an onsite meeting with the event organizer to discuss logistics and event-specific costs (rates detailed below). If an onsite meeting is not available, a zoom meeting or phone call may be substituted.
5. The final contract, with mutually agreed-upon guidelines regarding attendance, fee structure, required safety measures, restroom needs, trash collection, parking and vendor expectations for the event, will be signed by both a park staff member and event organizer. The event balance will be due at the contract signing, as well as the proposed layout of the event and proof of insurance. The balance can be paid by calling the park office at 513-732-2977 or in-person at 2156 U.S. Highway 50. We accept credit cards, checks or money orders. No cash payments. Only after the contract is signed, the layout map received and the balance paid will the special event officially be confirmed.

**Insurance:** The event organizer must submit a Certificate of Liability Insurance naming CCPD with a minimum of \$1,000,000 comprehensive general liability before the event takes place. CCPD may require additional insurance based on extra activities that take place during the event. Sponsorships may be obtained to cover this, or event organizers can contact Clermont Parks for other insurance recommendations.

### Guidelines

#### Vendors

Any outside vendor sales, concessions or alcohol sales shall be approved by the Executive Director. A list of any vendors that will be onsite with the purpose of making a profit must be submitted two weeks prior to the event.

- All food vendors must have a food permit from the Clermont County Board of Health.
- A state liquor permit is required anytime alcohol will be sold at an event. Alcohol service should end a half an hour before permit time indicated.

### Advertising

Advertising within the Park must be approved and placed in predetermined locations. If event is not sponsored or hosted by the Park District, all marketing and advertising is the responsibility of the Event Organizer. The use of the CCPD logo is prohibited unless special permission has been granted, or unless the special event is a partnership with CCPD. CCPD is happy to help promote your event on website calendars and social media outlets.

### **Parking and Entry**

All cars must stay on paved or pre-approved surfaces, unless otherwise indicated in the layout that is approved by the Executive Director. No cars or motorized vehicles will block the entrance to the park, trails or boat ramps. Organizers are prohibited from charging patrons to enter the park.

### **Restrooms**

The public restrooms are available during the duration of your event. We will review the possibility of requiring additional restrooms on a case-by-case basis, dependent of type of event and number of participants expected; additional portable restrooms may be required.

### **Trash Collection**

Dependent on expected attendance, CCPD may require event director to supply additional trash collection.

### **Property Damage and Loss**

CCPD assumes no responsibility for any property placed on or in its facilities or grounds. Clermont County Park District, its board, agents, and employees, are released and discharged from any and all liability for loss, injury or damage to persons or property that may be sustained by the use or occupancy of the venue and its vicinity. Event Organizer is responsible for any loss, damage or theft of personal property that is incurred by the Event Organizer and/or those in attendance. No decorative or other material will be taped, wired, glued, nailed, tacked, screwed or otherwise physically attached to any part of the rental space, including but not limited to fencing, gates, stages, buildings, windows, vegetation, restrooms, without prior approval from CCPD. Event Organizer may be financially responsible for any damage to any CCPD property.

### **Liability**

Event Organizer agrees to comply with all statutes, ordinances, regulations, rules, and policies of the Federal Government, the State of Ohio, the County of Clermont, and the Clermont County Park District. Event Organizer hereby fully releases and discharges Clermont County Park District, their board, employees, and volunteers from any and all claims from injuries, damage, or loss which have or which may accrue as a result of this event.

Event Organizer further agrees to indemnify, defend, and hold harmless Clermont County Park District, their board, employees, and volunteers from any and all loss, claims, expenses, actions, causes of action, costs, damages, and obligations, financial or otherwise, including attorney fees and legal expenses, arising from any and all acts of the Event Organizer, its agents, employees, licensees, invitees, vendors, that result in injury to person or damage to property and losses sustained or arising out of, connected with, or in any way associated with the activities of this event. Event Organizer voluntarily assumes the risk of any and all damage to or loss of any personal property belonging to, or brought on the premises of Clermont County Parks by Event Organizer, its agents, employees, licensees, invitees, or vendors.

### **Fee Schedule**

To Reserve a Park for your Event, the base fee for reservations is below:

- Shor Park: \$250
- Kelly Nature Preserve: \$250
- Kathryn Stagge-Marr Park: \$250
- Sycamore Park: \$500
- Chilo Lock #34: \$500



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Additional Fees:

- Vendor Permit (if your event includes sales of any food or goods): \$50
- Alcohol Sales Permit (if you will be selling alcohol): \$75
- Excessive Litter/Cleaning Fees: charged in the event that parks or shelters are left with excessive litter or worse than average conditions: \$100.
- Fees may be added based on event size and needs indicated in the special event form, including additional restroom, hand-washing stations or dumpster requirements.

*\*\* Discounts apply for non-profit organizations with proof of non-profit status. Please contact our offices at 513-732-2977 \*\**