



EVENT APPLICATION & PERMIT

This form is used for events on public property within the village limits of Seville and must be submitted **90** days prior to the event. Acceptance of your application should in no way be interpreted as final approval or confirmation of your request. Written approval must be received from the Village of Seville before a public announcement of the event can be made.

***All events require a sponsoring organization from within the Seville Community, i.e. Seville Kiwanis, Downtown Business Association etc.**

Applicant / Sponsor Information

Organization Name:

Date:

Organization Address:

Phone:

Street address

Apt/Unit #

City

State

Zip Code

Email:

Website:

Tax ID Number:

Tax Exempt?

Yes ☐

No ☐

IRS Exemption Code:

*** Sponsoring Organization:**

Event / Site / Map

Event Name:

Event Date:

Detailed description of event (please attach a flyer or additional sheet if needed):

Event Location:

Specify a park (list below) or a downtown location (ex. use a map #)

Parks: Cy Hewit, Memorial, Freeman, Maria Stanhope, Leohr / **Downtown:** Maps can be found on pages 3-5

Event Start Time:

Set Up Time:

Tear Down Time:

Anticipated Daily Attendance:

of food trucks:

of merchants:

Check all that apply :

☐ Entertainment Scheduled

☐ Games

☐ Music/Amplification

(\$50 Fee for Library hookup)

☐ Portable Restroom

☐ Street Closure

☐ Tents / Awnings

☐ Vendor / Food Sales

☐ Other (explain):

Application Checklist

- ☐ Completed application (Incomplete applications will be returned)
- ☐ Proof of Insurance
- ☐ Site Map (see page 3 for details)
- ☐ Vendor List
 - Pursuant to OFC section 320 an inspection with the Fire Department is required prior to any mobile food sales. An inspection is also needed for hand carts (ex. fair concessions). Food vendors must set up an inspection with the Seville Guilford Fire Department at (330) 769-4112.

All of the items in the checklist must be submitted. Additional items may be requested after review of your application.

Contact Information

Applicant Name:	_____	Email:	_____
	<i>First and Last Name</i>		
Position with Organization:	_____	Phone:	_____
Event Day Contact Person:	_____	Phone:	_____
	<i>If different than above</i>		

Acknowledgement / Signature

I, the applicant, understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that providing such information is **no guarantee** that my proposed event will be issued a permit by the Village of Seville. I further hold free and harmless the Village of Seville and will meet all departmental requirements and details for any contract services required to make the proposed event safe and successful. I agree to abide by and comply with all Village of Seville Ordinances and Regulations, and all applicable State of Ohio and Federal laws; including, but not limited to, those pertaining to noise, littering, graffiti, etc. and are responsible for event attendees doing the same. By signing this application, I agree, for myself and/or on behalf of my organization, to indemnify and hold harmless the Village of Seville, its agents and employees, from the claims of third parties for injury to persons and property. I further agree to pay for all fees or services that may be required of me or my organization that are required by the Village of Seville in connection with the proposed event. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant.

Signature: _____	Date: _____
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Department Review (A mark indicates the department has awareness and does not indicate approval or endorsement)

☐ Mayor ☐ Parks & Streets Department ☐ Police Department ☐ Fire Department ☐ Parks & Streets Committee

Application Decision

- ☐ Application Approved
- ☐ Application Denied Reason: _____
- ☐ Additional information needed for consideration: _____

Signature: _____	Date: _____
Parks & Streets Committee Member	

Provide a map of the requested location. The map must indicate usage of the area including where vendors will be located, fencing, barricades, scaffolding, planned parking for event, portable restrooms, trash dumpsters, grease/ash containers, gray water containers, electric and/or water hook-up and other temporary units as applicable.

Special Conditions

If the permit is approved the regulations below must be strictly complied with:

SPECIAL EVENT REGULATIONS:

1. The applicant / sponsoring organization shall purchase and maintain, at their sole expense Commercial General Liability Insurance on an occurrence coverage basis with limits not less than \$1,000,000 aggregate coverage. The Village of Seville shall be named as an additional insured on the applicant's / sponsoring organization insurance policy. Said insurance shall provide for thirty (30) days written notice of cancellation to the Village of Seville. Proof of insurance is required to be submitted with the application. The Village of Seville reserves the right to require higher limits of liability for events.
2. Portable restroom rentals are the responsibility of the applicant. At least 1 ADA compliant portable restroom is required for all events.
3. No food may be sold without review and approval from the Medina County Health Department. Food vendors and hand cart food vendors must be inspected by the Seville Guilford Fire Department.
4. Persons using facilities are responsible for leaving the pavilions, fields, gazebo and surrounding areas in a neat manner. Trash cans are provided for disposal of trash and all decorations must be removed from the area after use. **Any food related refuse resulting from the event must be removed by the vendor / organizer to prevent vermin, pests, rodents etc. (except if the vendor has agreed and paid the \$300.00 prior to the event)**
5. All extraordinary safety precautions and arrangement necessary to safeguard participants during the requested event are the responsibility of the applicant / sponsoring organization. Approval of the requested event by officials of the Village of Seville is an approval of general arrangements and scheduling. Please do not start arrangements for your proposed requested event until you receive a fully approved and signed copy of this application.
6. If the application is approved, the approval is based on the description of the event in the application. If changes / additions occur to the event that are not stipulated in the original application, they must be submitted in writing for review at least 3 weeks prior to the event.
7. The Applicant will be charged for any damage to the Village property arising from the Applicant's event, including and not exclusively clean up and site or equipment repair costs.
8. Vendors are prohibited from selling or distributing alcohol at the event.
9. Events need to be harmonious with the businesses, residents and traffic flow in the downtown area. Weekends and weekday nights between 5:00 p.m. – 8:00 p.m. are preferred and generally acceptable.

VIOLATION OF SPECIAL EVENTS REGULATIONS AND SEVILLE PARK RULES AND REGULATIONS WILL RESULT IN ADDITIONAL FEES. FEES WILL BE ASSESSED BASED ON ALL EXPENSES INCURRED TO REMEDIATE ANY RULES/REGULATIONS FOUND TO BE IN NON-COMPLIANCE.

Application Process / Guidelines

Once an application, payment and all paperwork are received it will be reviewed by the Parks & Streets Committee in consideration with the Mayor, Parks & Streets Department, Police Department, Fire Department and administrative staff. For approval by The Parks & Streets Committee, regular meetings are held the 3rd Monday of the month, you are requested to attend a meeting to present information about your event to the Committee. The Parks & Streets Committee will make a final determination on the outcome of the application.

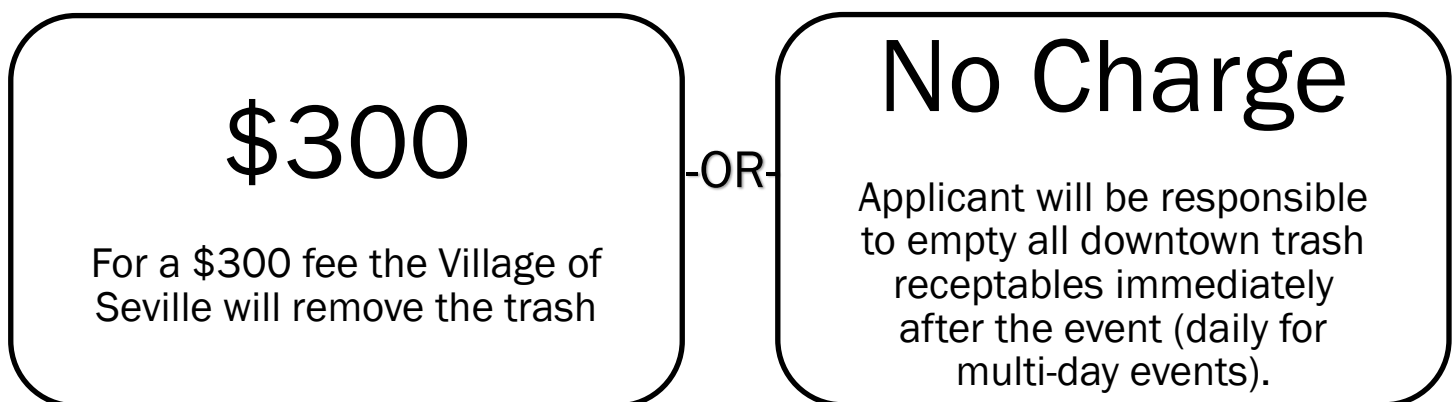
If there are any changes/additions a final list of all food vendors, vendor booths, entertainment acts, rental companies for equipment/restrooms must be submitted at least three (3) weeks before. Final payment is due at the time of approval for your event. All changes to the application must be submitted in writing. Failure to provide complete/updated/accurate information may result in fees and/or denial of future requests.

Termination

The Village of Seville 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 Village, immediately vacate the premises and all monies previously paid to the Village shall be retained by the Village as liquidated damage.

Event Fee

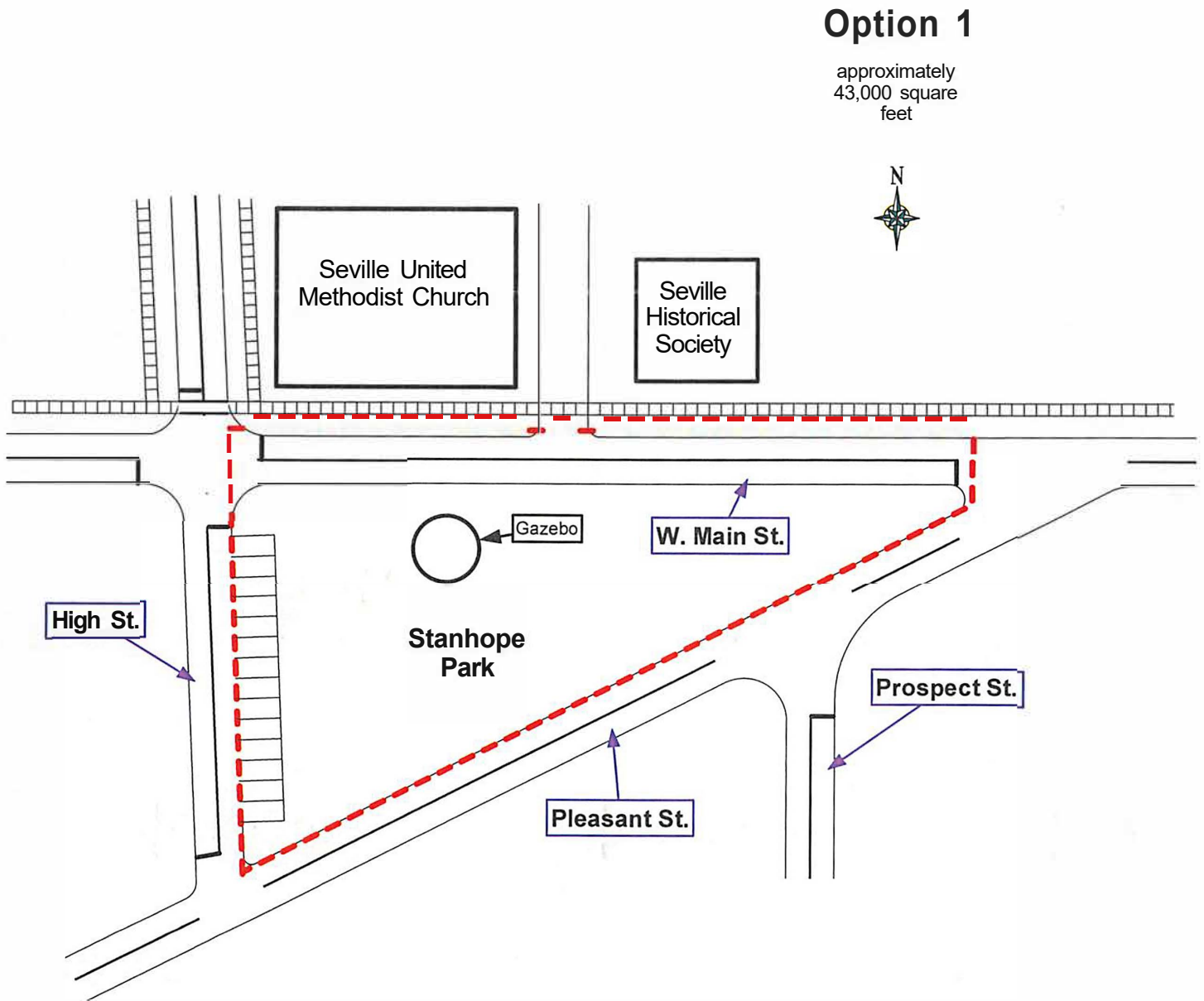
Events with over 150 people including food will require same-day trash removal immediately after the event. In this case, the Applicant has the following option:



**There may be other fees dependent on if the Village of Seville has any expenses incurred pertaining to your event. Those fees will be determined on a case-by-case basis and communicated in advance of the event. Any damage to Village property will be the responsibility of the host and may be assessed up to 30 days post event. All fees must be paid upon receipt and future events will not be considered with any outstanding balance.

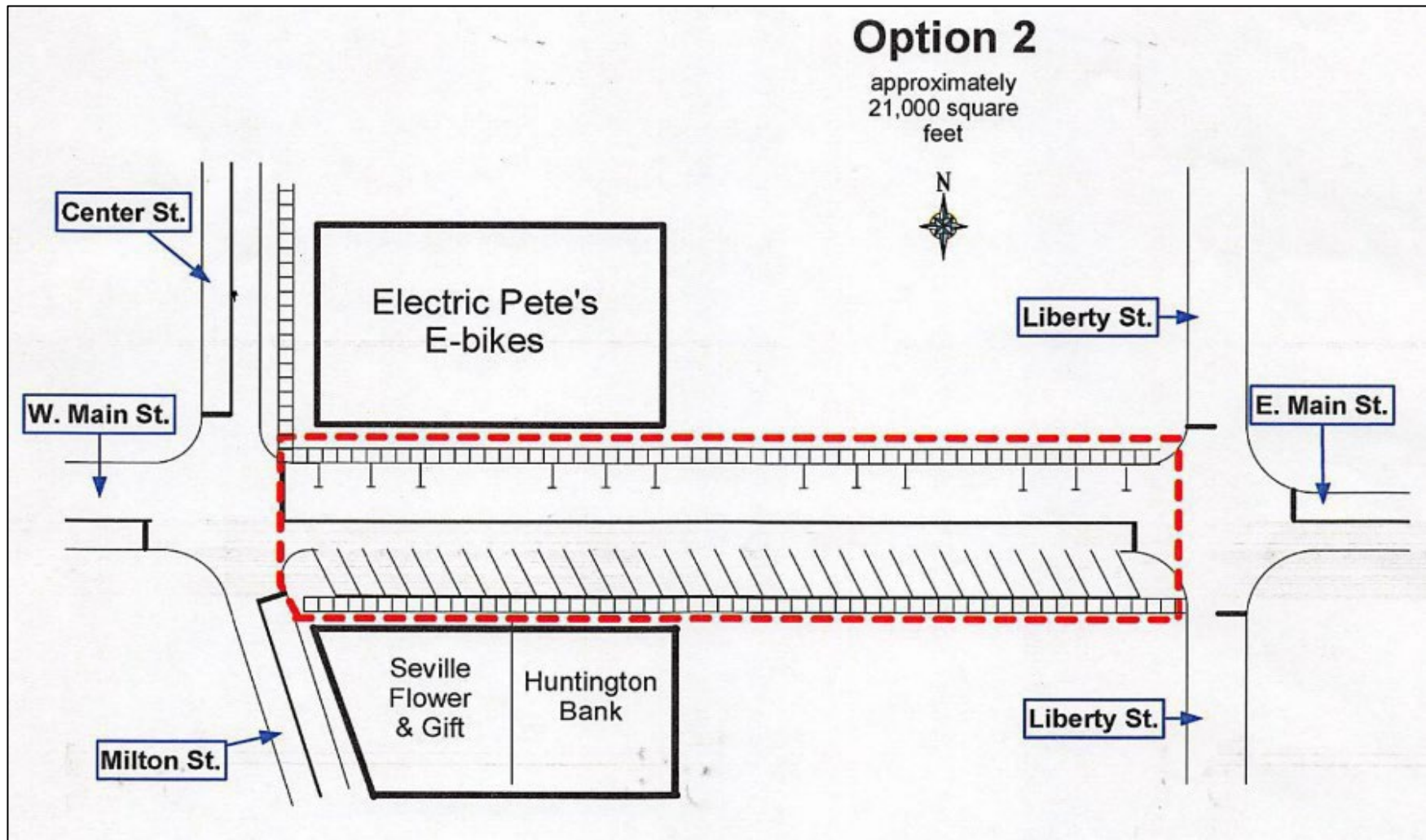
OPTION 1

In space below describe your event in detail and show the location of vendors, portable toilets, displays and other relevant information



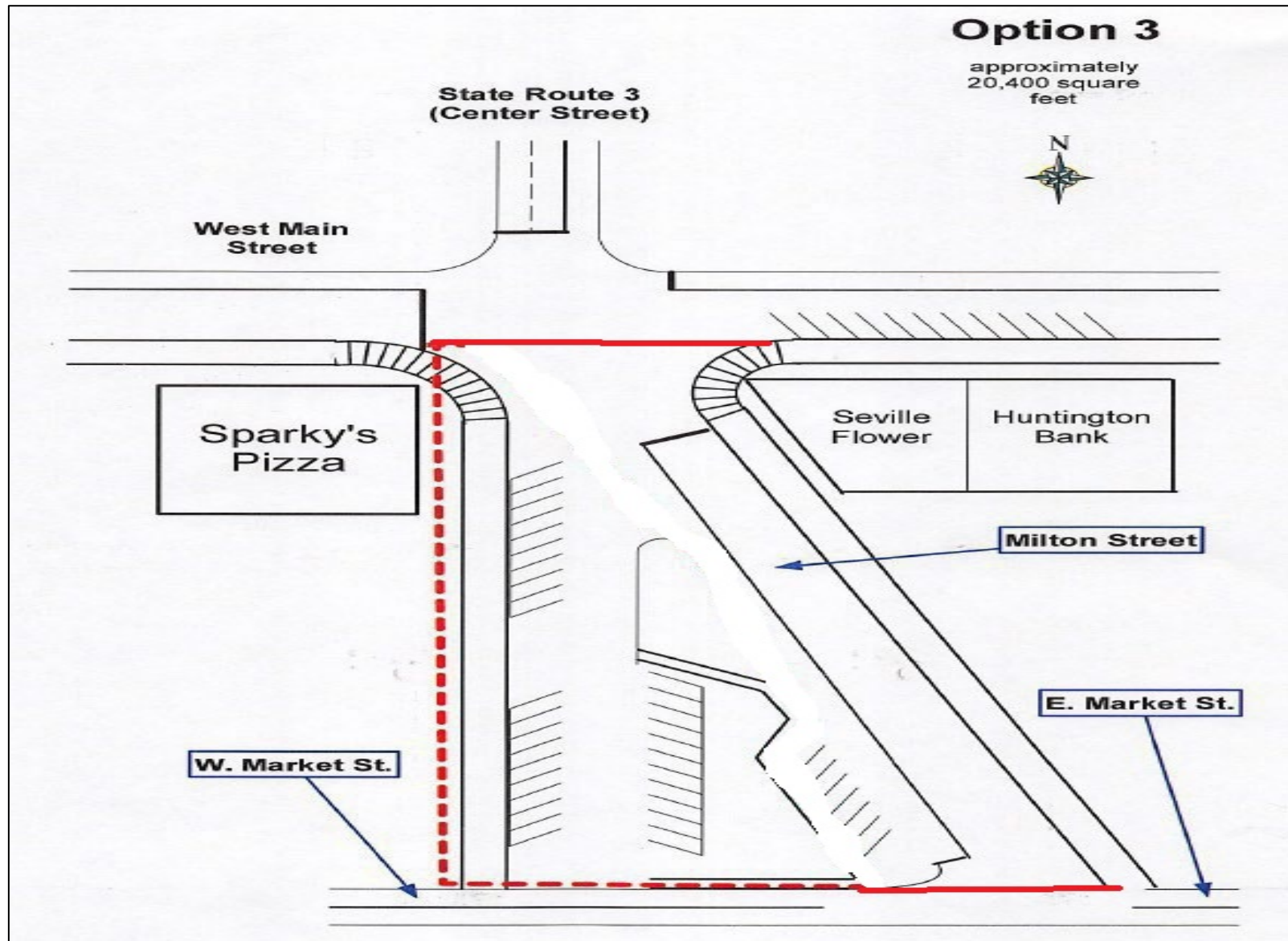
OPTION 2

In the space below describe your event in detail and show the location of vendors, portable toilets, displays and other relevant information:



OPTION 3

In the space below describe your event in detail and show the location of vendors, portable toilets, displays and other relevant information:



Village of Seville, Ohio, Public Park and Recreation Rules and Regulations

These Rules and Regulations cover use of land and facilities and are effective for all Public Park and Recreation Areas located within the Village of Seville, Medina County, State of Ohio which are owned and/or maintained by the Village of Seville.

1. PRESERVATION OF PROPERTY AND NATURAL FEATURES

No person shall injure, deface or disturb any part of the park nor any building, sign, equipment or other property found therein; nor shall any tree, flower, shrub, rock or other mineral be removed, injured or destroyed.

2. GARBAGE, REFUSE, ASHES, SEWAGE AND NOXIOUS MATERIAL

No person shall deposit, permit or suffer to be deposited, in any part of the Park, any garbage, ashes, sewage, refuse, waste or other noxious material, otherwise than in receptacles provided for such purposes, nor dump any earth within the Park without written permit from the Mayor and Parks Committee.

3. HUNTING AND MOLESTING WILDLIFE

No person shall hunt, trap or in any other way molest any wild bird or animal found within the confines of the Park, or therein rob or molest any bird nest or take the eggs of any bird, unless authorized by written permit of the Board.

4. SWIMMING, BATHING, ICE FISHING AND ICE SKATING

No person shall swim, bathe, ice fish or ice skate on park property.

5. FIRES

No person shall start a fire in any Park, except fires for cooking purposes and only in such places provided for that purpose. All fires shall be put out by person or persons starting or using the same before leaving the immediate vicinity of the fire.

6. FIREARMS

No person, except law enforcement officers shall discharge of air rifle, sling-shot or missile throwing device, or discharge of any firearms, fireworks or explosive substances of any kind shall be prohibited in the Park unless authorized by written permit.

7. CAMPS

No person shall establish or maintain any camp or other temporary lodging place without specific written permit from the Mayor and Parks Committee.

8. DISORDERLY CONDUCT

No person shall either by work or act indulge in any noisy, boisterous, disorderly or indecent conduct, or in any manner disturb the peace or good order of the community within the Park; nor shall any person drink intoxicating liquor, or be under the influence of alcohol or drugs, or do any indecent, lascivious, lewd or improper act therein.

8. a. BEER AND INTOXICATING BEVERAGES

No person shall bring into, have illegal drugs, and/or carry, serve or drink beer or any intoxicating beverage within the park.

9. TRAFFIC

No person shall drive or propel, or cause to be driven or propelled, along or over any road within the Park, any vehicle at a greater rate of speed than ten miles per hour.

No person shall drive or propel, or cause to be driven or propelled, along or over any road within the park, any vehicle in any manner as to cause damage.

No person shall drive or propel or cause to be driven or propelled, along or over any road within the Park, any commercial vehicle, without permit from the Mayor and Parks Committee.

No person shall park any motor car, truck, motorcycle, bicycle, wagon or other vehicle within the Park, except in places designated for such purpose without written permit from the Mayor and Parks Committee.

No person shall park any motor car, truck, motorcycle, bicycle, trailer, wagon or other vehicle within the Park between dusk and 6:00 o'clock a.m. without written permit from the Mayor and parks Committee.

The state laws relating to lights on vehicles shall apply to vehicles within the Park.

No portion of the Park shall be used for purpose of way except drives, roadways, walks and trails established for such purpose, and footpaths established for pedestrian travel, and bridle paths established for horseback riders shall not be used for vehicular travel.

No snowmobiles, mini-bikes or all-terrain vehicles will be allowed. This rule is not applicable to law enforcement officers or Village personnel performing official duties.

10. COMMERCIAL ENTERPRISES

No person shall sell or offer for sale any article, thing, privilege or service within the Park without a permit, and no person shall do any begging, hawking, peddling or soliciting therein.

11. SIGNS

No person shall expose, distribute or place any sign, advertisement, circular, notice or statement, or display any banner, emblem or design within the park, without specific permit.

12. DOGS AND CATS AND OTHER PETS

No pets or any animal destructive to wildlife is permitted in any picnic areas, play areas, buildings, or at the waterfront in any of the Parks. Such animals are permitted in other areas if they are leashed within 25 feet or less at all times.

13. HOURS

Use of the Park and parking vehicles in the Park will be permitted only during the hours from 6AM through dusk daily, Sunday through Saturday, except with a written permit from the Mayor and Parks Committee.

No person shall be permitted on park land from dusk through 6:00 o'clock a.m. daily, Sunday through Saturday without written permit from Mayor and Parks Committee.

14. ENFORCEMENT AND PENALTIES FOR VIOLATIONS

Responsibility for enforcing compliance with these Rules and Regulations, Law Enforcement, legal actions, levied fines and other necessary action to insure proper use of land and facilities will be that of the Village Police Department, Mayor or other presiding official.

All such actions and penalties will be consistent with these laws and those established by Village Legislative and Administrative Bodies and/or state or Federal Law. Violation of Park Rules is a minor misdemeanor and, upon conviction, there may be a fine of not more than \$150.00.

15. REWARDS

Monetary rewards will be made for information leading to the successful apprehension and conviction of persons committing malicious damage or destruction to land or facilities or any other act of serious nature against these Rules and Regulations and law and order in general. Amount of such reward will be dependent on severity of the act as determined by the Mayor, presiding Judge or other official in the case.

16. EVENT PERMIT

A Parks Event Permit shall be obtained prior to any event to be held in any Park and/or Park Facility of a commercial nature either for profit or non-profit purposes, where the public is invited to participate, and/or is to be an exclusive gathering whatsoever. Upon issuance of a Parks Event Permit, the applicant and/or sponsoring organization shall abide by all Special Events Regulations promulgated by Seville Village Council, in addition to these Public Park and Recreation Rules and Regulations. The Parks and Park Facilities may be used by individuals, groups and/or gatherings not of a commercial nature and/or where the public is not invited to participate in the designated hours set forth in Section 13 of these Public Park and Recreation Rules and Regulations. At no time shall the use of any Park or Park Facility be exclusive without a Parks Event permit being issued by the Village of Seville prior to the use or event.

17. PAVILION RESERVATION

There shall be a charge for an exclusive reservation of a pavilion in the amount of Twenty-five Dollars (\$25.00) for village residents. There shall be a charge for an exclusive reservation of a pavilion in the amount of One Hundred Dollars (\$100.00) for non-village residents. The charge for exclusive reservation of a pavilion shall be non-refundable.