



SPECIAL EVENT AGREEMENT FORM

National Trail Parks and Recreation District
1301 Mitchell Blvd., Springfield OH 45503
Phone: 937-328-PARK (7275) Fax: 937-328-3966 Website: www.ntprd.org

Date(s) of Event _____
(Time schedule to be worked out between application and NTPRD.)

Applicant Name _____ Today's Date _____

Organization Name *(if applicable)* _____

Address _____ City _____ Zip _____

Primary Phone (_____) _____ Secondary Phone (_____) _____

Email Address _____ Date of Birth _____

Name of Event _____

Description of Event _____

Will food be served? Yes No Will food be sold? Yes No *(If sold, Health Dept. permits are required.)*

Will alcohol be served? Yes No Will alcohol be sold? Yes No
(If alcohol will be served or sold, State Permit and/or Executive Director pre-approval required.)

Will event be promoted? Yes No If yes, describe _____

Estimated Attendance _____ Admission Fee: Yes No

Any Special Needs or Requests, Including Parking / Traffic Restrictions _____

Additional Contact Name _____

Contact Phone (_____) _____ Contact Email _____

Location Requested:

- Snyder Park Bandshell
- Snyder Park 5K Race Route
- Skate Park
- Veterans Park Amphitheater
- Other _____



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Rules and Regulations:

The National Trail Parks and Recreation District (hereinafter called NTPRD) does hereby grant unto the LESSEE, upon the terms and provisions hereinafter set forth, the right to use _____ (location requested) for the purpose of _____

LESSEE agrees to abide by NTPRD's regulations as stated below for the facility and, upon termination of this Agreement, agrees that it will immediately surrender and deliver up to NTPRD the facility in as good a condition as it was prior to occupancy, including removal of any new signage or decorations. LESSEE further agrees to use the facility in compliance with all local, state and federal laws. NTPRD reserves the right to terminate this Agreement if any damages or improper use of requested facility occur during the time the LESSEE is using it. The Agreement may also be terminated in case of inclement weather or at NTPRD's convenience for any reason. LESSEE shall assume the costs of any damages that may be occasioned to the facility during the term of this Agreement and hold harmless NTPRD, the CITY OF SPRINGFIELD (hereinafter called CITY), and the BOARD OF CLARK COUNTY COMMISSIONERS (hereinafter called COUNTY), from any and all claims that might occur as a result of said LESSEE's occupancy.

- LESSEE may be required to pre-pay fees depending on the LESSEE's needs.
- LESSEE must give 24 hours notice of any cancellations or game changes that are not weather related, or LESSEE will be charged as stated.
- LESSEE may be required to provide liability insurance listing additional insured.
- LESSEE shall not have authority to sublease the facility at any time.
- LESSEE shall not have authority to sell concessions without prior approval of NTPRD.
- LESSEE shall not bring/consume or permit others to bring/consume any alcoholic beverages on the premises without prior Executive Director approval and/or State Permit.
- LESSEE and participants agree to follow all rules and regulations of NTPRD.
- LESSEE shall hold harmless and indemnify the CITY, COUNTY and the NTPRD for any losses from said activities for any reason unless losses are incurred due to the negligence of the CITY/COUNTY/NTPRD.
- LESSEE shall control music/noise volume to an acceptable level so as not to disturb neighbors.

THIS AGREEMENT IS NOT IN EFFECT UNTIL SIGNED BY BOTH PARTIES

Signature of Applicant / Representative _____ Date _____
Signature of NTPRD Representative _____ Date _____

For Office Use Only

Total Fees Due: _____

<u>Amount Due</u>	<u>Due Date</u>	<u>Invoice #</u>	<u>Date Paid</u>	<u>Receipt Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Key Deposit and Return (As Applicable):

Key Number _____ Key Purpose _____
Date Key Issued _____ Date Key Returned _____
Key Return Due Date _____ \$20 Refund By _____
\$20 Deposit Rec'd From _____ Refund Rec'd By _____

Notes _____
