



## APPLICATION TO HOLD AN ACTIVITY OR SPECIAL EVENT

ODNR – Division of Parks and Recreation



### INSTRUCTIONS AND STATEMENTS:

1. Application must be fully completed and submitted to the park no less than 30 days prior to the event date (per Ohio Administrative Code) to allow adequate time to process the permit. An approved permit is not guaranteed if the application is received less than 30 days prior to the event. Refunds are not guaranteed. It is highly recommended to submit the application 60 days in advance. All applications must be submitted to the park where the event will occur for local review and approval.
2. Generally, if the event will occur multiple times throughout the year, an application is required for each date unless the event occurs on consecutive dates.
3. The division has the right to deny a permit request. If you have questions on whether or not your application will be approved, please contact the park directly before submitting the application.
4. A processing fee of \$40.00 will be charged for all permits issued by the chief of the division, unless the event is co-sponsored by the park.
5. Exempt from the processing fee are fishing tournaments that have been approved by the park manager.
6. Additional charges will be applied if division personnel, additional trash removal, portable restrooms, utilities and/or other items are supplied by the division and not by the applicant or event sponsor(s). The total cost will be determined by the park manager and the applicant will be made aware of the total cost prior to the permit being issued.
7. A vendor fee of up to \$50, per vendor, may be applied to the permit fee if items other than food and beverages are being sold at the event.
8. A vendor fee of up to 15% of gross receipts, per vendor, may be applied to the permit fee if food and beverages are being sold at the event.
9. If alcohol is involved with the event a park officer may be required to be present at the entire event. If an officer is required additional charges will be added to the permit fee. If alcohol will be sold at the event a permit from the Ohio Department of Commerce is required: [http://www.com.ohio.gov/documents/LIQR\\_4138.pdf](http://www.com.ohio.gov/documents/LIQR_4138.pdf).
10. Permit fees must be paid in full prior to the event.
11. Shelter house rental fees are not part of this permit process, nor are the rental fees included in the permit fee. Should a shelter house be required, contact the park directly to learn how to reserve the shelter house.
12. Overnight accommodation fees are not included in the permit fee, please contact the local park if overnight accommodations are required.
13. All division rules will remain in effect except as specifically exempted by the permit; therefore, this application needs to be completed to the applicant's best knowledge. If you have questions please contact the park where the event will be held.
14. If a registration fee is required to participate in, or view the event, the applicant or sponsor(s) is/are required to have liability insurance of at least \$1 million per person, per incident.

**LIABILITY INSURANCE REQUIREMENTS:** If the event requires participants to pay a registration or entry fee for access to a specific park area where general public access is restricted, the event sponsor will be required to furnish comprehensive general public liability insurance covering participants (and spectators) in the amount of \$1 million per person, per occurrence for bodily injury or death. The State of Ohio (and United States of America, at Army Corps of Engineers facilities) must be named as “additional insured” on the policy and a certificate of insurance must be submitted to the park at least ten days in advance of the event date. The chief may also require liability insurance at an event with no admission fee if the event poses a significant risk of injury.

15. Following the event, it is the applicant’s/sponsor’s responsibility to make sure the park area(s) utilized during the event are in a condition at least as good as the area was prior to the event.
16. Once the application is submitted to the park please allow at least 7 days for the park to contact you to discuss the application and determine the total cost of the permit. Once a cost has been determine the applicant is required to sign and agree to the terms.
17. The applicant certifies that he or she is at least 18 years of age and has the authority to act in an official capacity for any named event sponsor in signing this application.
18. Please contact the park directly if you have any questions before completing this form.

I have read and agree to all the statements listed above: \_\_\_\_\_  
Sign & Date

Type/write “N/A” in area(s) not applicable to the event. Please list the best contact information so the park is able to contact you.

Applicant’s name:

Sponsor(s) Organization Name:

Phone Number:

Contact Address:

Email Address:

Name of State Park where event will occur:

Location area within State Park:

Name of Event:

Event Start Date:

Event Start Time:

Event End Date:

Event End Time:

Type of Event (if the event is a race of some sort the course map must be provided):

Is this the first time this event has occurred at this park; if no please list the two most recent dates:

Yes                  No

Has this event occurred at another Ohio State Park; if yes please list the most recent parks:

Yes                  No

Is this event open to the public:

Yes                  No

If event is open to the public please provide a short description that may be used by the division for possible promotion and/or informational purposes on our website:

How will this event impact the other users of the park during the event:

Is there a cost to participate or watch the event; if so what is the cost per person:

Yes                  No

Anticipated number of participants:

Anticipated number of spectators:

List all activities that are included in the event:

Will donations be solicited at any point during the event; if yes please explain:      Yes                      No

Will it be necessary to use/park vehicles off roadways; if so please explain:      Yes                      No

Will shuttle services be necessary due to limited parking; if so please explain and indicate how this will be handled:      Yes                      No

Will any food or non-alcoholic beverages be SOLD; if so please list items:      Yes                      No

Will any food or non-alcoholic beverages be FREE to participants or spectators; if so please list items:  
Yes                      No

Will any vendors be present to sell event related merchandise; if yes please indicated how many vendors and list items that will be sold:  
Yes                      No

**Contact park directly if alcohol will be involved.**

**Fishing Tournaments – continue to next page.**

**For Fishing Tournaments Only**

Name of ramp(s) to be utilized:

On shore fish care system used; if yes, explain:            Yes                            No

Amount of boats expected for tournament:

Amount of cars expected:

Amount of people per boat allowed:

Is the tournament limiting the motor size of boats for this tournament; if yes, explain:

Is the tournament limiting the speed of the boats for this tournament; if yes, explain:

*The ODNR Division of Wildlife has instituted a voluntary online catch reporting system for bass angling events. This system requires a login prior to reporting the event results. If your organization would like to participate in this management option please contact the Division of Wildlife at 614-265-6300.*