



Special Event Permit Request Form

Today's Date:

Name of Event:

Date of Event:

Event Type: Walk/Run Bike Other

If other please specify:

Sponsoring Organization:

Other Sponsors Involved:

Contact Information

Name:

Address:

City:

State:

Zip:

Phone Number:

Email:

Park and Event Location where the event will be held:

Please note that the Event Size numbers include your event participants, volunteers and spectators. If the race course affects other rented location additional fees may be assessed. Portable toilet requirements may vary if numbers are less than noted.

Secor Metropark/Secor Room Capacity: 80 (Event Size: 150) *rental fee \$250*
Required to rent one (1) ADA and one (1) standard portable toilet in addition to the rental facility

Secor Metropark/Lone Oak and Meadowview shelters (Event Size: 300) *rental fee \$160*
Required to rent one (1) ADA and two (2) standard portable toilets in addition to the rental facility

Swan Creek/Mary Jane Gill shelter (Event Size: 200) *rental fee \$100*
Required to rent one (1) ADA and one (1) standard portable toilet in addition to the rental facility

Swan Creek/Mary Jane Gill shelter and Yager Center (Event Size: 300) *rental fee \$300*

Required to rent one (1) ADA and two (2) standard portable toilets in addition to the rental facility

- Pearson Metropark 5k Run/rent the Packer-Hammersmith Center (Event Size: 300) *rental fee \$150*
Required to rent one (1) ADA and two (2) standard portable toilets in addition to the rental facility
- Pearson Metropark Event other than 5k/rent two outdoor shelters (Event Size: 300) *rental fee \$160*
Required to rent one (1) ADA and two (2) standard portable toilets in addition to the rental facility
- Pearson Metropark Event other than 5k rent three shelters (Event Size: 300) *rental fee \$240*
Required to rent one (1) ADA and two (2) standard portable toilets in addition to the rental facility
- Side Cut/Riverview shelter (Event Size: 100) *rental fee \$80*
Required to rent one (1) ADA and one (1) standard portable toilets in addition to the rental facility. 5ks begin at Silver Lake Area.
- Side Cut/Riverview and Maumee Rotary shelter rental (Event Size: 200) *rental fee \$240*
Required to rent one (1) ADA and two (2) standard portable toilets in addition to the rental facility. 5Ks begin at Silver Lake Area.
- Oak Openings/Mallard Lake shelter (Event Size: 250) *rental fee \$100*
Required to rent one (1) standard portable toilet in addition to the rental facility
- Providence/ Erie and Miami shelter (Event Size: 100-190) *rental fee \$160*
Required to rent one (1) ADA and one (1) standard portable toilet in addition to the rental facility
- Wabash Cannonball Trail (no on-site registration allowed)
- Blue Creek Conservation Area (Event Size: 300-500) (no on-site registration allowed)
Required to rent one (1) ADA and three (3) standard portable toilets in addition to the rental facility
- Other Location: Requested Location

Event Logistics

	Date(s):	Time(s):
Set-up		
Event		
Tear Down		

Activities Timeline

_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____
_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____
_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____
_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____
_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____
_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____

Participants

Number of Participants:

Number of Spectators:

Number of Cars Expected:

Participation Fee: \$

Please list all trails being utilized:

Additional Event Information:

Outline and specify requested use and placement of any vendors/sales, tents/structures, food/beverages, signs, water stations, portable toilets (near registration table recommended), sound, electrical usage, etc. (Pending Metroparks approval).

Groups are required to provide a 'Certificate of Liability Insurance' for the event to be held in the Metroparks.

If applicable, please include any promotional pieces, handouts, agency brochures and/or photos of past events.

The use of one (1) 10 x 10 Pop-up Tent is allowed. All of the event's garbage/trash needs to be bagged and placed at the park's dumpsters.

Use of generators is prohibited.

To mark the course you must use removable signs. Signs need to be removed immediately following the completion of the race. If signs are cost prohibitive the use of flour will be permitted the day of the race to mark the course.

No personal vehicles are allowed on the trails.

I have read the attached Metroparks Rental Facility Rules and Regulations, Park Use Permit Rules and Regulations and Rules for Running Groups.

Signature

Date

Please return completed form to: Metroparks of the Toledo Area
Attn: Customer Service
5100 W. Central Avenue
Toledo, Ohio 43615
Phone: 419-407-9700
Email: customerservice@metroaprks Toledo.com

**Metroparks of the Toledo Area
Rental Facility and Park Use Permit Rules and Regulations**

Thank you for selecting Metroparks for your upcoming event. As part of your Special Event Use Permit, we would like to provide you with information regarding your reservation. Use of Metroparks facilities and grounds is subject to the following rules and regulations. When using the Metroparks for an event, you agree to abide by the Rules and Regulations set forth below as well as all Rules and Regulations of the Metropolitan Park District of the Toledo Area.

Alcohol - Alcohol is not permitted within the Metroparks with the exception of in indoor rental facilities. Reservations for these facilities must be made by the 20th of the month prior to your event for rentals after park hours. Reservation Holder agrees to hold harmless and indemnify the Metroparks for all claims or liability which may arise at the rental facility in accordance with the Indemnification provision set forth herein.

Arrival time - The reserved area will be available at the arrival time indicated on your original reservation. You may request access to an indoor facility twice on the day of your event — once in the morning and once at the start of your function. The facility is to be locked when no one is there. Please designate a member of your party to remain at the facility to let florists or caterers into the building throughout the day — Park Staff is not available to do this. Adjustments may be made to your arrival

or departure time before the 20th of the month prior to your reservation. Adjustments may be made by calling the Reservation Department at 419-407-9700, 9:00 a.m.-5:00 p.m., Monday-Friday.

Decorations - The Reservation Holder is responsible for removal of all decorations, removal of any items brought into the facility, and deposit of trash in the appropriate receptacles, by the agreed upon departure time. Metroparks prohibits the nailing, stapling and taping of decorations and/or signs within facilities or on park property including park signage and trees. Adhesive Putty is an alternative product to use for displaying decorations. Glitter decorations, confetti and helium balloons are prohibited indoors. Candles in enclosed containers are acceptable. The release of balloons, rice, birdseed, flower petals, birds, animals or insects, including butterflies, is not permitted within Metroparks. Bubbles, whistles or noisemakers are suggested as alternatives.

Departure time - Please call the Ranger on duty (see numbers listed above), when you and all members of your party leave the facility at the end of your reservation. Everyone and everything must be out of the building by the agreed upon departure time of your reservation, with all clean up complete. Park staff will check in 1 hour before the agreed upon departure time. Non-compliance may result in criminal prosecution and/or a substantial fine. Adjustments may be made to your arrival or departure time before the 20th of the month prior to your reservation. Adjustments may be made by calling the Reservation Department at 419-407-9700, 9:00 a.m.-5:00 p.m., Monday-Friday.

Music - Music must be kept at an acceptable level, as determined by Park Staff. Music must conclude one (1) hour prior to the agreed upon departure time for indoor shelters. Metroparks Guideline: Music should not be heard more than fifty (50) feet from the source, please note this is subject to change depending on location.

Contact Phone Numbers: (Monday-Friday 9 a.m.-5 p.m.)

- General Information: 419-407-9700
- Information regarding your rental: 419-407-9700

Ranger On Duty

To gain access to indoor facilities, please call the Ranger on duty at the numbers listed below at least ½ hour prior to your arrival. The ranger on duty may also be contacted with any questions on the day of your rental.

Wildwood: 419-270-7500

Secor: 419-360-9179

Pearson: 419-360-9178

Side Cut: 419-360-9187

Swan Creek: 419-360-9186

Oak Openings and Wabash Cannonball Trail: 419-360-9179

Farnsworth, Providence and Blue Creek: 419-360-9187

Catering - Catering is not provided. Reservation Holders may select their own caterer or bring their own prepared food. All catering equipment must be removed by the agreed upon departure time. No access will be granted the following day to retrieve items.

Damages - A Metroparks staff member will conduct a walk through with the Reservation Holder at the time of arrival. The repair cost for any damage that occurs during the rental will be charged to the Reservation Holder.

Electricity - Electricity is available in all indoor shelters. Picnic shelters do not have electricity. The use of generators is prohibited.

Fundraising Events - Non-profit and commercial organizations may hold fundraising events in the Metroparks with the rental of an indoor/outdoor facility. Money for raffles, admissions, registration, merchandise sales, etc. can only be exchanged inside the rental facility. All organizations renting space are subject to the requirements promulgated by the State of Ohio and set forth in Metroparks policies. A Special Events Permit must be granted to complete the registration process.

Indemnification - To the fullest extent permitted by law, the Reservation Holder shall indemnify, defend and hold harmless Metroparks, its officers, employees, or any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the Reservation Holder, provided that such claim, damage loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property including loss of use resulting there from, but only to the extent caused in whole or in part by the acts or omissions of the Reservation Holder, its agents, guests, or anyone directly or indirectly invited by them or anyone for whose acts they may be liable, regardless of whether or not such claim damage, loss or expense is caused in part by a party indemnified hereunder. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

Parking - All parking areas are open for public use. No parking spaces can or will be reserved. Reservation Holders and guests must park only in designated spaces to avoid a citation.

Payment and cancellation policy - Payment is expected in full at the time the reservation is made, unless otherwise stated. In the event of cancellation, refunds are issued as follows. If the cancellation notice is received more than 90 days prior to the rental a refund of 75% will be issued. If the cancellation notice is received more than 60 to 90 days prior to the rental a refund of 50% will be issued. If the cancellation notice is received more than 30 to 60 days prior to the rental a refund of 25% will be issued. If the cancellation notice is received less than 30 days no refund will be issued.

Personal Property - Items left at any Metroparks facility after the agreed upon departure time will be disposed of by Park Staff. Metroparks is not responsible for lost, stolen or misplaced property/items. This includes flowers and decorations. No access will be granted the following day to retrieve items.

Recreation - Volleyball, badminton, Frisbee tossing and ball playing are permitted. Inflatable bouncing moonwalks, dunk tanks, water balloons, horseshoes or golf of any kind is not permitted. One 10-foot x 10-foot, self-standing tent is permitted per rental.

Rental Receipt - A Rental Receipt must be obtained when a Metroparks Facility or a Wedding Location is reserved. It is understood that the facility is reserved only for the individual or group listed on the Rental Receipt. The Rental Receipt is not transferable.

Security - If you require security personnel for your function, please contact the Metroparks Ranger Department at 419-407-9744 for additional information and rates.

Set-up/clean-up - The Reservation Holder is responsible for table and chair setup (indoor facilities) and all clean up (indoor/outdoor). Metroparks tables and chairs must remain indoors, with the exception of the patio at the Ward Pavilion, where chairs and tables are permitted outside, but must be returned to the building by the Reservation Holder before the agreed upon departure time. Metroparks Staff will take down and stow the tables and chairs belonging to Metroparks.

Signage - Signs that do not obstruct motorist or pedestrian sight lines may be put in the ground to direct invited guests to a reserved area. All signs must be removed at the conclusion of the rental. A littering citation for any signs left in the park will be issued and mailed to the person listed on the Rental Receipt.

Smoking - Smoking is not permitted indoors at any Metroparks facility.

Soliciting - Soliciting is not permitted in any Metropark.

Termination of Rental Receipt - It is understood by the Reservation Holder that Metroparks shall have the right to terminate any Rental Receipt without notice in the event of non-compliance with any Metroparks Rules and Regulations.

Vehicles - Vehicles left overnight at any Metroparks facility require a signed Release of Liability. All vehicles without a Release of Liability form will be towed at the owner's expense. Please call the Ranger on duty to obtain a Release of Liability form. In case of emergency - dial 911.

Weather Emergency - In the event of a Level 3 Snow Emergency in Lucas County, all Metroparks will close to visitors. Reservations scheduled to take place that day will be cancelled and full refunds will be issued. In the event that a severe thunderstorm warning or tornado warning is issued on the day of your event, a full refund may be obtained by calling 419-407-9700. Should your event be interrupted by a weather emergency, park staff will issue safety instructions to your group.