



497 Middlebury Road - Kent, Ohio 44240
 Phone: (330) 673-8897 - www.kentparksandrec.com

Kent Parks & Recreation Special Event Application

****Please read the Special Event Policies before completing this application****

There is no fee for submitting this application. Please submit completed applications by mail or in person to: **City of Kent, Parks and Recreation Department, 497 Middlebury Rd. Kent, OH 44240**. Scanned applications can be emailed to oliver.wuensch@kent-ohio.org.

Completed applications are due 90 days prior to the proposed event. Incomplete applications will not be considered submitted or reviewed by staff until all requested documents have been provided.

Event Information

Name of Event: _____

Date of Event: _____

Time(s) of Event: Begin/End: _____ Begin/End Set Up: _____

 Details: _____ Begin/End Tear Down: _____

Location of Event: _____ Expected Attendance: _____

Will there be a charge for admission or participation fees? If so, please explain:

Please complete the questions below. Final determinations will be discussed as necessary.

Is a partial or full street closure necessary for the event? ___ YES ___ NO

Are special duty police officers being requested for the event? ___ YES ___ NO

Will there be an on-site provider for first aid for the event? ___ YES ___ NO

Is temporary electric service needed for the event? ___ YES ___ NO

Is temporary water service needed for the event? ___ YES ___ NO

Are the services of the fire department being requested for the event? ___ YES ___ NO

Event Information: If you select an item with a *, please explain in more detail in the event description

___ Admission Fees* ___ Gas Based Cooking ___ Electric Based Cooking ___ Charcoal Based Cooking

___ Food Vendors* ___ Tents (if yes, please list size: ___x___)* ___ Other Temporary Structures* ___ Sound Equipment

___ Banners/Hanging Signs ___ Portable Toilets* ___ Trash/Recycling Bins ___ Campfire*

___ Barricades* ___ Alcohol Served*

Applicant Information:

Name: _____

Street Address: _____

Telephone Number: _____ E-mail Address: _____

Organization Information:

Name: _____

Contact: _____

Street Address: _____

Telephone Number: _____ E-mail Address: _____

Non Profit Number or Tax ID: _____

This Application is considered complete upon the submittal of the following (Check all that apply):

___ Completed and signed Kent Parks & Rec Special Event Application (this form)

___ Completed and signed Hold Harmless Agreement

___ Proof of Insurance Certificate listing the City of Kent as additional insured

___ Emergency Action Plan for the proposed event

___ Detailed Event Description (attached)

I have read and agree to adhere to the provisions of the Special Event Application Policy. I understand that failure to follow these provisions may result in the denial of future applications. I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____ Date: _____

For Office Use Only

Application Received On: _____ Application Received By: _____

Is a meeting needed? : YES NO Meeting Date: _____ Meeting Time: _____

Permit Sent to: ___ Police Department ___ Fire Department ___ Health Department

Additional Information (attach if necessary):

Special Events Coordinator: _____ Date: _____

Parks & Recreation Director: _____ Date: _____

