



City of Loveland  
**Special Events Permit Application**  
Revised: 10/21/04

**Introduction**

The City of Loveland hosts a variety of special events throughout the year. The purpose for the establishment of the event guidelines is to better able the City to manage events while providing municipal services in an uninterrupted manner. By establishing guidelines, the City Administration is able to determine the feasibility of an event based on City service demands. Events must be conducted within the requirements set forth by City Departments and the event organizers must be prepared to meet certain municipal costs.

**Special Event Definition**

A special event is defined as any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas and requires City services in order for the event to take place (Service Department, Police Department and/or Fire/EMS)

**Procedure for Special Events**

The Special Event application process begins with the submittal of a Special Event Permit Application at least 60 days prior to the event. The filing of an application in no way should be construed as final approval or confirmation of a request. After an organizer submits an application, additional requirements may be requested, such as licenses, permits or certificates. Events held in City Parks must comply with the Loveland Code of Ordinances, Chapter 96.

All City Departments will review applications and indicate concerns or if City services are required, and the City Manager will then approve or disapprove of the event application.

Applications should be sent to: City Manager's Office  
120 W. Loveland Avenue  
Loveland, OH 45140  
(513) 683-0150

**Sale of Items**

Nothing may be sold on municipally owned or private property without a Peddler's License. Please call 683-0150 for more information.

**Alcoholic Beverages**

All alcoholic beverages are prohibited in all City parks, with the exception of Nisbet Park, in which written permission must be obtained from the City Manager before this can take place.

**Races/Walks/Bike Rides**

A map of the proposed race route must be provided with this application. If maps a map cannot be generated, a detailed street listing, including all directions, must be provided in order to process the application.

**Insurance**

The sponsoring organization must provide insurance naming the City of Loveland as an additional insured entity and have provisions holding the City harmless from any civil liability associated with the event. Confirmation must be received at least 3 days prior to event.

**Signs & Banners**

A special permit is required for any temporary, non-commercial signage or banner display (street banners). Please contact the City of Loveland Building & Zoning Department at 683-0150 for more information.

**Fees & Charges**

In the event that City Services are required, the following fees apply and must be paid to the staff on duty at the end of the event:

Police Personnel	\$40 per hour (3 hour minimum)
Public Works Personnel	\$20 per hour (3 hour minimum)
Fire/EMS Personnel	\$40 per hour (3 hour minimum)
Ambulance	\$12 per hour (3 hour minimum)
Nisbet Park Reservation	\$25 (City residents, organizations, businesses) \$75 (Non-residents)



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Name of Event: \_\_\_\_\_

Type of or Purpose for the Event: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Organization or Person Submitting Application: \_\_\_\_\_

Organization Status:  Non-profit  For-profit  Other: \_\_\_\_\_

Contact Person / Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Time Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Day Time Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Location(s) required for the Event: (Please check all the areas you are requesting).

- Nisbet Park:  Large Picnic Shelter  Small Picnic Shelter  Amphitheater

Expected Attendance \_\_\_\_\_

Time of Event (Total hours from set up to teardown): \_\_\_\_\_

**Will Food & Beverages Be Provided or Sold?** If so, detail what items are being sold or provided. Please note that alcoholic beverages are not permitted in any of the City's facilities, with the exception of Nisbet Park, and the City Manager must give written permission before this can take place.

\_\_\_\_\_  
\_\_\_\_\_

**Is Electric Needed For Event?** If so, please detail what is needed: \_\_\_\_\_

\_\_\_\_\_

**List entertainment (if any) that will be provided:**

Will sound amplification be utilized: \_\_\_\_\_ Live entertainment: \_\_\_\_\_

Disc Jockey: \_\_\_\_\_ Other: \_\_\_\_\_

Please review the following conditions carefully before signing and accepting responsibility for the event. All conditions must be adhered to if permission to reserve the park is granted:

1. Any sound producing or amplifying instrument will not be used in such a manner as to disturb the peace or interfere with business, residents or other ordinary pursuits.
2. The anti-littering laws must be observed.
3. The City of Loveland Park Rules (included in this packet) will be enforced.
4. The City of Loveland will be held harmless from any claim for damage which may arise by reason of the issuance of this permit.
5. This application is valid for the above stated time and date only. Valid only when written permission is in the applicant's possession at the time of the event. Park fee is non-refundable.
6. Persons making application for use of City facilities are responsible for cleaning up after the event.
7. The City Manager and/or the Police Chief or Public Works Superintendent reserve the right to revoke this permit at any time for a violation of any state, local ordinance, City regulation or other nuisance created appertaining hereto.

Permit Holder must read all of the Park Rules and Regulations (items 1 through 17) and the waiver/release statement. In addition, before this application is considered valid, this form must be signed by the Permit Holder or by the Chief Executive Officer of the organization submitting the permit application.

I have read and understand all stated regulations: \_\_\_\_\_  
**Applicant** **Date**

**RELEASE OF LIABILITY**

**Release, hold harmless, and indemnification agreement:**

To the fullest extent permitted by law, \_\_\_\_\_ ("Renter") hereby agrees to  
*(name of organization)*

defend, pay in behalf of, and hold harmless the City of Loveland against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Loveland, its elected and appointed officials, employees, volunteers, agents or all others working in behalf of the City of Loveland, by reason of personal injury, including bodily injury and death; and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of

\_\_\_\_\_ and/or in any way connected or associated with the event(s)  
*(name of organization)*

known as \_\_\_\_\_ which is being sponsored by  
*(name of event)*

\_\_\_\_\_  
*(name of organization)*

**CITY MANAGER**

The above special events application is hereby:  Granted  Denied

\_\_\_\_\_  
**City Manager** **Date**

**For Office Use Only**

\$25 (City residents, businesses & organizations)      \$75 (non-residents)  
 Deposit received: \_\_\_\_\_      Check # \_\_\_\_\_      Cash \_\_\_\_\_

Internal Comments Received:  
 Police Dept.       Fire Dept.       Public Works Dept.

Special Conditions: \_\_\_\_\_



## CITY OF LOVELAND PARK RULES AND REGULATIONS

1. All City-owned parks and playgrounds shall be open between the hours of 6:00 a.m. and dusk daily, unless posted otherwise. Persons reserving the picnic shelters and amphitheater of Nisbet Park must leave the premises by 10:00 p.m. The only exception to the above would be written permission from the City Manager stating the purpose and use of such playground or park beyond such hours.
2. No person shall drive, propel or park any motor vehicle, mini-bike, motorcycle or other motorized vehicle on any unpaved portion of the parks. Parking is permitted only in the designated parking areas.
3. Speed limit shall be five (5) miles per hour on park roads.
4. Horses, dogs and other pets are prohibited within the parks
5. No person shall injure, deface, disturb or befoul any part of the parks nor any building, sign, equipment or other property found therein; no trees, flowers, shrubs, rocks or other minerals shall be removed, injured or destroyed.
6. No hunting or molesting of wildlife is permitted within the parks.
7. Only small cooking fires are permitted. Fires must be in grills and should be completely extinguished before persons leave the area.
8. Plastic bottles and all waste materials must be placed in trash containers. No glass containers allowed.
9. Firearms, air rifles and archery equipment are not permitted in the parks.
10. No golf practicing is permitted in the parks.
11. No person shall sell or offer for sale any article, thing, privilege or service within the parks without prior approval.
12. Alcoholic beverages (including beer cans and bottles) are prohibited at all times. Exceptions may be granted by the City Manager for alcoholic beverages at Nisbet Park upon receipt of written permission.
13. No person shall, either by word of mouth 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 parks; no person shall play at games of chance, or be drunk, or do any indecent, lascivious, lewd or improper act therein.
14. No person shall obstruct, resist or be abusive of or use profanity to a police officer or authorized agent of the City of Loveland in and during the lawful discharge of his/her duties.
15. No person shall remain within the parks who does not abide by conditions adopted and posted by the City of Loveland for the preservation of good order and protection of property within the parks; no person shall remain in the parks who does not abide by the instructions and directions of duly authorized officers or agents of the City in the lawful performance of their duties. Any person directed by a police officer or agent of the City to leave a park shall do so promptly and peaceably.
16. The picnic shelters and amphitheater of Nisbet Park may be reserved by City residents, City businesses, and civic, fraternal, religious and service organizations located within the corporation limits of the City of Loveland for a non-refundable fee of \$25. <sup>1</sup>All non-residents and fraternal, religious and service organizations not located within the corporate limits of the City of Loveland shall be charged a non-refundable fee of \$75. Contact the City Manager's office (683-0150) for the appropriate details. Permission to conduct live or artificially reproduced musical performances and events shall be obtained in writing from the City Manager at least five (5) business days before any such performance or event unless waived by the City Manager.
17. No person shall play a radio or any sound amplified device so loud as to be an annoyance to other people in the parks or to residents residing near the parks. <sup>2</sup>Sound amplifying devices are only permitted 9:00 a.m.-8:30 p.m. An exception would be those performances or events authorized by the City Manager through the written application process.

***These rules and regulations are adopted pursuant to Chapter 96 of Loveland Code of Ordinances.***

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<sup>1</sup> Ordinance 2003-79 regarding Non-Resident use of Nisbet Park

<sup>2</sup> Ordinance 2003-74 regarding Sound Amplifying Devices