

# VILLAGE OF SEVILLE PARKS EVENT PERMIT

Village of Seville  
120 Royal Crest Drive  
Seville, Ohio 44273  
330-769-4146

## EVENT INFORMATION

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Village Resident?  Yes  No

Name of Sponsoring Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Number of People Expected to Participate \_\_\_\_\_

Does the sponsoring organization carry event insurance?  Yes  No

All extraordinary safety precautions and arrangements necessary to safeguard participants during the requested event are the responsibility of the sponsoring organization. Approval of the requested event by officials of the Village of Seville is an approval of general arrangements and scheduling. Please do not start arrangements for your proposed requested event until you receive a fully approved and signed copy of this permit.

\_\_\_\_\_ Renter Initials

Please submit your application request 60 days prior to the event. Allow 3 weeks for notification of approval.

## PERMIT APPROVAL

\_\_\_\_\_  
MAYOR SIGNATURE

\_\_\_\_\_  
DATE

## SPECIAL CONDITIONS

If permit is approved these conditions are imposed and must be strictly complied with:

### SPECIAL EVENTS REGULATIONS

1. The Sponsoring Organization's liability insurance must include the Village of Seville as an additional insured. A copy must be provided before approval of application.
2. Portable Restroom rentals are the responsibility of the Permit holder. Portable Restroom rentals must be removed immediately after the event.
3. Event sponsor must provide own overnight security. Must be OPOTA certified.
4. No food may be sold without review and approval of the Medina County Health Department.
5. Persons using the facilities are responsible for leaving the pavilions, fields, gazebo and surrounding areas in a neat manner. Trash cans are provided in all areas for the disposal of trash, and all decorations must be removed from the area after use.
6. All extraordinary safety precautions and arrangement necessary to safeguard participants during the requested event are the responsibility of the sponsoring organization. Approval of the requested event by officials of the Village of Seville is an approval of general arrangements and scheduling. Please do not start arrangements for your proposed requested event until you receive a fully approved and signed copy of this permit.

I have read and fully understand the Special Event rules and regulations of the Village of Seville.

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Renter's Signature

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Date

**VIOLATION OF SPECIAL EVENTS REGULATIONS AND SEVILLE PARK RULES AND REGULATIONS MAY RESULT IN FORFEITURE OF THE DEPOSIT.**

SPECIAL EVENT FEE STRUCTURE

SIZE OF EVENT	DEPOSIT AMOUNT	RESIDENT NON- PROFIT FEE	NON- RESIDENT CORPORATION FEE
1-200	\$100.00	\$25.00	\$50.00
200-750	\$500.00	\$75.00	\$200.00
750+	\$1,000.00	\$150.00	\$400.00
Multi-use event — 5+ similar events a year - above fees discounted 50%			

PRO-RATED COSTS - Upon Request

<u>Service</u>	<u>Cost</u>
Garbage Removal (per hour)	_____
Barricades/Road Closures	_____
Additional Safety	_____
Total Charges	_____

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FOR OFFICE USE ONLY:

APPROVAL

Parks & Streets Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief : \_\_\_\_\_ Date: \_\_\_\_\_

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_