



Beavercreek Township Park District

Park Guidelines

Permitted Special Events & Activities

Contact Information:

P.O. Box 340762

Beavercreek, Ohio 45434

www.beavercreekparks.org

Admission Charges

Beavercreek Township Park District is a tax supported public agency and as such, does not permit groups hosting events at Park District facilities to charge and collect admission fees except by special permit. This policy exists so that access remains open to the general public. In addition, all areas of Park District facilities must remain open to the general public at all times, unless specified otherwise.

Fees for Use of Park Facilities

The Park District does not charge fees for the use of District facilities and therefore will not accept responsibility for providing any services beyond free use of the land and open facilities.

Concessionaires

Applicant must provide to the Park District a complete and detailed list of vendors and their products 30 days prior to the event. The Board of Commissioners reserve the right to disallow any product sales that are inconsistent with our policies and mission.

- For permitted activities that include food concessionaires, the applicant must provide proof that required state and local health permits (including temporary food operation permits) have been acquired at least 7 days prior to the event.
- Limited electrical service is available at both Victory and Community Parks.
- Applicants must provide receptacle for removal of charcoal and grease and dispose of it properly following the event.
- Approved materials must be placed underneath all grills and grease producing equipment per local ordinances.
- Beverages dispensed in glass bottles are not permitted. Applicants are responsible for notifying all concessionaire participants of this rule.
- The Park District reserves the right to deny a permit when activities and events, permitted or otherwise, would require supervisory staff at any given facility.

Alcohol Beverage Permits

In cases of an activity or event permitted for the sale and/or consumption of alcoholic beverages, the applicant will provide proof that the required insurance and liquor permits have been obtained 30 days prior to the event. The applicant will list the Beavercreek Township Park District and the City of Beavercreek as additional insured parties. For event insurance purposes:

- \$1M Per occurrence
- \$2M Aggregate
- Certificate Holder listed as: Beavercreek Township Park District, 1981 Dayton-Xenia Road, Beavercreek OH 45434
- Certificate holder and the City of Beavercreek will be listed as an additional insured

Alcoholic beverage sales are to be sold by tickets and proof of identification and age are required. Ticket sales for alcoholic beverages must end one hour prior to the end time of the planned event and alcoholic pouring must end one-half hour prior to the end time of the planned event. The applicant agrees to post signs at ticket sales locations and alcoholic pouring locations of the hours as previously noted. The applicant will coordinate with the City of Beavercreek Police Department the security plan for the event's alcohol sales operations.

Large Events

An applicant expecting over 200 in attendance may be required to supply dumpsters or establish trash removal plan if the event includes food concessionaires or other activity that would generate trash.

An applicant expecting over 100 in attendance must provide parking attendants.

An applicant expecting over 1,000 in attendance maybe required to provide portable restrooms.

Markings, Debris, & Repairs

No permanent markings or signs are permitted anywhere on Park District property, including Angels Pass Memorial, recreational trails, roadways, parking lots, trees and structures.

All temporary event markings and/or signs must be approved prior to installation and removed immediately after event, prior to vacating the premises. The facility must be restored to its original condition, including repair of damages to structures, fixtures, turf and other plant material within 24 hours following the event conclusion.

Recreational Trails

All recreational trails must remain open to the public at all times. Vehicular access to the recreational trail is not permitted at any time unless prior written authorization has been granted by the Park District.

Carnival Rides

The Park District does not permit mechanical carnival rides due to the potential risks associated with these devices.

Inflatable children's play houses and structures used in permitted events shall be properly anchored and continuously supervised by adult monitors.

Liability Insurance

A Certificate of Liability Insurance must be turned in to the Park District 30 days prior to the planned event date. The Certificate should be mailed to the Park District. Liability coverage must include products and completed operations and premises liability for the specific event date(s). Such coverage shall be primary insurance for the specific event for all claims. Coverage shall be with a company of an AM Best rating of "A" or better. Admitted carriers authorized to do business in the State of Ohio are required. The Park District reserves the right to accept or reject a specific carrier.

- \$1M Per occurrence
- \$2M Aggregate
- Certificate Holder listed as: Beaver Creek Township Park District, 1981 Dayton-Xenia Road, Beaver Creek OH 45434
- Certificate holder and the City of Beaver Creek will be listed as an additional insured

For events held at Victory Park, the Certificate of Liability must list the Beaver Creek Township Park District, the City of Beaver Creek, and the Beaver Creek Township, as Additional Insured(s). For events held at Community Park, the Certificate of Liability must list the Beaver Creek Township Park District and the City of Beaver Creek. Sales of alcohol require an additional \$1,000,000 Liquor Liability coverage and a state liquor permit.

Setup Plan

The applicant will present to the Park District the location of all displays, performers, speakers, tents, podiums, sound systems, portable stages, portable restrooms or any other items to be placed within the boundaries of District park land and facilities.

Vehicular Access

No vehicular access is allowed off roads or outside parking lots in any of the parks without a permit.

Cancellation

If a permitted activity or event has been publicized, and a non-weather related cancellation or postponement becomes necessary, the applicant must notify the Park District and the media at least 72 hours prior to the scheduled event.

Should the event be cancelled as a result of inclement weather or flooding, the applicant may request the event be rescheduled on a date mutually agreeable to Park District and the applicant. Board of Commissioners reserves the right, for flood control purposes, to cancel or postpone the event.

Applicant has agreed that both parks are subject to flooding, which can affect the park's electrical system and grass areas. After water has receded, the Park District and the City of Beavercreek reserve the right to cancel events when there is still a possibility of damage to the park.

The Park District and the City of Beavercreek reserve the right to cancel or postpone an event at all facilities due to current or predicted weather related conditions.

Applicant, the City of Beavercreek and the Park District agree to meet and assess park conditions prior to a decision to cancel an event.

Termination

The Beavercreek Township Park District reserves the right to terminate any event, if the Director of the Park District, or his/her designee, determines that the event constitutes a nuisance or that the event disrupts other Park District services.

The term “nuisance,” as used above, is defined as creating a condition that jeopardizes the health or safety of park patrons and/or staff, or that creates an unreasonable risk of harm to patrons and staff, or that interferes with or annoys other patrons in the enjoyment of using the park services.

The term “disrupting Park District services,” as used above, includes, but is not limited to the following:

- disrupting access to unreserved Park District spaces or services
- requiring an inordinate amount of staff involvement or resources
- disturbing core Park District functions
- violating any laws of the State of Ohio or any policies of this Park District

The purpose of this termination clause is to preserve the right of patrons to use the Beavercreek Township Park District without being subject to annoying, dangerous, or criminal behavior.

Amplified Music and Public Entertainment

Amplified sound, including sound checks, at the parks is not permitted until after 10 am, with an exception of a normal public address microphone or other situations as approved by the Park District.

Playground Equipment

All playground areas will always remain available and open to the general public during the times of special events.

Changes to Guidelines

The Park District reserves the right to change or modify these guidelines at any time prior to or during an event in the interest of safety of all park visitors.