



A Proud Past A Bright Future

Department of Parks and Recreation
(606) 327-2046
Fax: (606) 327-0095

Mission: *To provide recreational opportunities to the Ashland community thru programming that improves quality of life for all.*

APPLICATION FOR PERMISSION TO SPONSOR AN EVENT

The City of Ashland desires to fairly, impartially and safely regulate the use of all existing and potential City recreational venues and facilities. Each sponsor of an event shall complete this application and other required documents. Completed documents shall be submitted to the Department of Parks and Recreation, Ashland City Hall, P.O. Box 1839, Ashland, KY 41105-1839 at least 45 days before the proposed date of the event annually.

The sponsor of an event shall be responsible for obtaining any additional licenses and permits. Examples: Each sponsor participating in a recreation/street event may be required to obtain a City Business License; the serving of food requires issuance of a health permit by the FIVCO Health Department; etc. The sponsor of an event is responsible for notifying each additional participant of the requirement to obtain licenses and permits.

Name of Sponsor: _____

Name of Contact Person: _____

Address: _____

Phone Number: Home: _____ Email/Other _____

Type of Event: _____

(Please note: Events requesting or requiring City assistance may be subject to any and all City Labor and Materials costs associated with the Sponsor's Event. Contact the Dept. of Parks and Recreation for details.)

Dates/Days of Event: _____ Start/Set-up Time: _____ Ending Time: _____

Purpose of Event (If Fundraising-list beneficiary(s) of funds): _____

Location: _____

Please check all relevant sponsor responsibilities to be accepted upon approval:

- | | | |
|--|---|--|
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Utilities | <input type="checkbox"/> Capital Improvements |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Preparation/Clean-up | <input type="checkbox"/> Staffing/Volunteers |
| <input type="checkbox"/> Background Checks | <input type="checkbox"/> First Aid | <input type="checkbox"/> Materials/Equipment |
| <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Security | <input type="checkbox"/> City Labor/Materials Cost |

List any proposed capital improvements/past improvements facilitated by the sponsor:

List specific character development opportunities the sponsor plans to facilitate (e.g. coaches' clinics, skill development workshops, volunteerism, etc.) _____

Program Specifics (answer Any/All that apply):

# Of Participants: _____	# Of Games: _____
# Of Volunteers: _____	# Of Scholarships: _____
# Of Coaches: _____	Ages of Participants: _____
Estimated Attendance _____	Other: (use back page if nec.) _____

Will your event potentially conflict/compete with other organizations? If yes, please explain how, and your plan to assuage. _____

Requested City Services: (Check all that apply, then list in detail, ALL types of City services requested.)

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Traffic/Streets | <input type="checkbox"/> Transportation | <input type="checkbox"/> Parks/Recreation | <input type="checkbox"/> Police/Fire |
| <input type="checkbox"/> Sanitation | <input type="checkbox"/> Permission to use Banner/Signs/Display Board | <input type="checkbox"/> Other | |

Run/Walk/Cycle Event Requirements

Utilizing Standard City 5K Route

Event Sponsors,

Thank you for sponsoring and coordinating your event. Proper planning will be essential to the safe conduct of the event.

Below are requirements and responsibilities that must be fulfilled by the Event Sponsor in order to hold the event.

- Minimum \$1000.00 fee required to subsidize City labor and material expenses.
- Minimum number of 40 traffic marshal volunteers required to utilize standard City 5K Route. If this requirement is not met at the time of the event, the event will not begin.
- All traffic marshal volunteers must be 16 or older and have ample knowledge of the rules of the road.
- Traffic marshal volunteers are responsible for familiarizing themselves with the following:
 - their post
 - the flow of traffic
 - expected and unexpected scenarios
 - potential risks
 - safety equipment
 - an escape route
- Traffic marshal volunteers will be required to wear a high visibility vest during all aspects of the event. *(provided at no cost by the City of Ashland)*
- Volunteers must have the ability to communicate with the Event Sponsor/Event Supervisor in case of emergency.
- Do not get excited or frustrated and don't lose your temper with motorists. Remain calm and offer detour information if appropriate. Do not leave your position of safety to talk to a motorist.

In the event your request deviates from the standard 5K Route, or your event requires additional City Services, there may be an additional charge. This amount will be determined according to the requested services. All fees must be paid no less than 48 hours prior to the event.

Please note: There will be NO CHARGE for walks/runs that utilize the Central Park 5K Route. Contact the Department of Parks and Recreation for additional details.

INDEMNIFICATION STATEMENT

It is fully understood that the City of Ashland, its agents or assigns shall have no personal liability whatsoever for the event that is to begin on the _____ day of _____, 20 _____. The City of Ashland reserves the right to modify terms of applications at any time. It is the responsibility of the sponsor to contact the City to determine the Requested City Services that will be provided.

It is further hereby acknowledged that _____, the event sponsor, expressly agrees to hold harmless and indemnify the City of Ashland, its agents and assigns, against any loss which may occur and to defend the City of Ashland against any action, in law or equity that may arise out of the above mentioned event.

Sponsor/Applicant Signature

Title

Witness

Action by Ashland Board of Commissioners:

Approved _____ **Denied** _____