



Perry Township ~ Community Event Information Packet

Please Read Carefully:

A Community Event Application must be completed by any individual and / or organization requesting permission to host an event on Township property, on public roadway, and / or will impede the public use of public property.

Perry Township requires a completed application and a Certificate of Liability Insurance in the amount of \$1 million with "Perry Township Board of Trustees" as an additional insured as a condition of approval.

Public venues include Township buildings, parks, and other structures.

Applications should be received thirty (30) days in advance of planned event and must be fully approved prior to the event. However, Perry Township recognizes that it is possible that an event may arise with a deadline sooner than thirty (30) days, the nature of the event will be taken into consideration when determining on whether to process the application.

Events that require support from Township resources and Safety Service departments, which do not pay directly for these services, require a formal Event License Agreement approved by the Board of Trustees.

The Community Event Application may be refused or cancelled if any of the following conditions are found:

- a. The time, place, size, or conduct of the event including the assembly areas and route of event, if applicable, would unreasonably interfere with the public convenience and safe use of the streets and highways.
- b. The event would require the diversion of so great a number of police officers to properly police the line of movement, assembly area, and areas adjacent thereto so as to deny or reduce normal police protection to the Township.
- c. The route of event or assembly areas would unreasonably interfere with the movement of police vehicles, firefighting equipment, ambulance service, or any other public safety vehicle to the Township.
- d. The event would unreasonably interfere with another event for which a permit has been issued.
- e. The information contained in the application is found to be false, misleading, or incomplete in any material detail.
- f. An emergency such as a fire or storm would prevent the proper conduct of the event.
- g. The Public Safety departments determine that conditions exist that could possibly jeopardize the health, safety or general welfare of the public.

Temporary Road Closure Permit for Parades or Community Events:

Perry Township provides rules and guidelines for temporary road closures for parades and community events in the Township.

1. Applications for road closures for a period not exceeding 90 hours must be submitted at least 90 calendar days in advance of the first date of road closure.
2. Applications for road closures for a period exceeding 72 hours must be submitted at least 60 calendar days in advance of the first date of road closure.



3. Applicable insurance requirements must be filed and processed with Perry Township seven (7) business days prior to the event in order to receive a final, approved Community Event Permit.
4. To be considered, applicants must complete the attached form including all requested information.
5. Late and incomplete applications may not be processed.
6. Factors that may be considered before the Township will grant a permission involving a road closure will include:
 - Impact on businesses and residents
 - Availability of detour routes
 - Signage and notification must meet the requirements of the Department of Planning and Zoning
 - Traffic control and safety, and safe access for emergency vehicles and apparatus
 - Set-up of barricades and directional signage approved by the Perry Township Fire, Police and Road Department,
7. If access to certain residences or businesses is restricted, the event organizer is responsible for preparing, printing, and distributing a notification letter to all affected residents and business owners.
 - a. Such letter must be approved by the Township prior to being distributed.
 - b. It is required that the letter be received by the affected businesses and residents at least 30 days prior to the event at the event organizers cost.
 - c. It is required that the event organizer send out a reminder to the affected businesses between four and seven days prior to the event.
8. For a fee, the Township may provide temporary no-parking signs, traffic cones, road barricades, etc. to secure road closure.
9. All road closures and lane restrictions will be set up and removed by Township staff.
10. The Township may assign a fee for processing any application or issuing any permit for a road closure request.
11. Road closure requests for a period exceeding 8 hours will be reviewed by the Perry Township Fire, Police and Road Departments, and may only be granted with the approval of a majority of the Board of Trustees.
12. Road closure requests for a period less than 8 hours may be granted upon the recommendation of the Perry Township Fire, Police and Road Departments, Perry Township Services Department, and / or the Township Administrator as directed by the Board of Trustees.

Community Event and Temporary Road Closure Applications are submitted to:

Administrator
Perry Township
3111 Hilton Street NW
Massillon, Ohio 44646

Contact information:

Perry Township
Phone # 330-833-2141
Fax # 330-833-2153
www.perrytwp.com



COMMUNITY EVENT APPLICATION

Event Organizer(s): _____

Name / Title of Event: _____

Location of Event: _____

Purpose of Event: _____

Dates & Times Requested: _____

Road Closure Start (Date & Time): _____ Event Start Time: _____

Road Closure End (Date & Time): _____ Event End Time: _____

Person in Charge: _____

Home/Office Phone: _____ Cell Phone: _____

Event Day Contact (if different): _____

Estimated Daily Attendance: _____ Estimated Total Attendance: _____

Description/Purpose of Event: Include a list of roads to be closed and the corresponding intersections; a legible map of the closure areas and / or event site including placement of volunteers and personnel, assembly areas, route of parade (if applicable); description and indication of all on-site directional and promotional signage.

See Additional Attachments

Security Plan: _____

See Additional Attachments

Parking Plan: Describe plan for use of Township lots, non-Township lots, public and / or private lots. Include any request for removal of on-street parking.

See Additional Attachments

Traffic Plan _____

See Additional Attachments

Sanitation Plan: Event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by Perry Township for the estimated attendance.

Describe Sanitation Plan: _____

See Additional Attachments

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Administrator of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organization(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by Perry Township, its staff, officers and designated agents and will also comply with all relevant local, state and referral regulations.

It is the responsibility of the applicant to have the most up-to-date applications and / or requirements prior to submitting as changes may occur.

Applicant (Print)

Applicant Signature

Date



TOWNSHIP USE ONLY

Application conditionally approved pending

Insurance documents

Fees / Deposits

Other

Application fully approved

Application denied: Reason:

Signature of Person Approving / Denying Application

Date



EVENT NAME / TITLE: _____ REQUESTED DATE(S): _____

EVENT ELEMENTS: Indicate with Y/N in the left column whether your event will include any of the following elements

* Items marked with a star (*) may require additional permits. Please see staff for more details. *

YES / NO	TYPE OF ACTIVITY	TWP DEPT	YES / NO	TYPE OF ACTIVITY	TWP DEPT
	Alcohol: <input type="checkbox"/> beer <input type="checkbox"/> wine <input type="checkbox"/> spirits	2 *		Live animals	2, 5, 6
	Special lighting	1, 5, 6		Shuttle buses / mass transportation	2
	Amplified music / sound	2, 5		Parade on Township streets / In public right of way	All
	Barbecue / open flame	1		Casino games / bingo / drawing / lottery	2, 4 *
	Car show	1, 2		Food / beverage preparation / service / vendors	1, 2, 5 *
	Carnival (attach detailed description)	All		Retail sales booth(s)	1, 4, 6 ~
	Circus (attach detailed description)	All		Trade / craft show	1, 2, 4, 6, 5 "
	Live performance / concert (attach details)	1, 2, 4, 5		Tents / canopies (attach details listing quantities & sizes)	1, 6
	Public dance	1, 2		Scaffolding / temporary structures (e.g. stages)	1, 2, 5
	Use of venue dumpsters / trash receptacles	5		Private security	2
	Dunk Tank	5		Posting of signs / promotional banners etc.	6 *
	Electrical generators	1, 5, 6		Skydivers / hot air balloons / aerial activities	1, 2, 5 *
	Exclusive use of Township parking area (attach details)	2, 3, 6		Solicitation of funds	2, 4 *
	Fencing	1, 2, 5		Street closures (attach detailed descriptions & maps)	1, 2, 5
	Fireworks / pyrotechnics / lasers / rockets, etc.	1, 2 *		Signs (temporary, directional, etc.)	6
	Portable restrooms	5		Race: type _____	2
	Vehicles driven / parked in parks	1, 2, 5		Media coverage	3
	Fence post modifications: post erection requires an OUPS permit 1-800-362-2764 (24 hr. notice)	5			
	Inflatables (jumps, etc.)	5		Other _____	



TOWNSHIP SERVICES REQUESTED / REQUIRED: Indicate with Y/N in the left column whether you require or request any of the following Township services. *Note: Fees may be charged for Township services.*

YES / NO	TYPE OF ACTIVITY	TWP DEPT	YES / NO	TYPE OF ACTIVITY	TWP DEPT
	Electrical hookup to Township / venue power sources	1, 5		Crowd control / security by PTPF	1, 2
	Additional trash services / receptacles	5		First aid on site	1
	Street sweeping	5		Special park maintenance services (attach details)	5
	Use of Township park / recreation field / shelter / building	1, 2, 5		Fire Department suppression equipment	1, 2
	Traffic control by Perry Police Department (may be required for street closure)	2		Other _____	

DEPARTMENT KEY

- 1. FIRE & EMS DEPARTMENT
- 2. POLICE DEPARTMENT
- 3. ECONOMIC DEVELOPMENT
- 4. FINANCE
- 5. SERVICES~ ROAD DEPARTMENT
- 6. PLANNING & ZONING

ORGANIZATION / GROUP NAME:

ADDRESS:

EMAIL:

WEBSITE:

EVENT NAME: _____

EVENT DATE(S): _____

ON BEHALF OF THE ABOVE ORGANIZATION / GROUP, I expressly WAIVE, RELEASE and DISCHARGE Perry Township Board of Trustees, its officers, agents, and employees or any other persons from any and all LIABILITY for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization / group or our heirs in connection with our participation in the above described event. I fully understand and acknowledge that Perry Township is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.



I expressly **INDEMNIFY AND HOLD HARMLESS** Perry Township Board of Trustees, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization / group, my / our heirs and any other individuals or entities as a result of any of my / our actions in connection with my / our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the Township, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group I represent.

DATE: _____

SIGNATURE: _____

NAME: _____ (Please Print)

TITLE: _____

ADDRESS: _____

CONTACT NUMBERS: _____
Home Office Cell

Return completed application form, plus any additional attachments & information
Perry Township Administrator • 3111 Hilton Street NW • Perry Township, OH 44646
Incomplete forms will not be processed.

Perry Township Community Events Checklist

1. Will any parties other than your agency need to be involved in planning or executing the event? If so, have the roles and functions of each party been clearly defined?

COMMENTS:

2. Have any applicable purchasing, competitive bidding, and/or contracting requirements been followed in selecting vendors, service providers, and other parties?

COMMENTS:

3. Has the process of drafting, reviewing, and negotiating contracts been started well in advance of the event?

COMMENTS:

4. Have Pre- Security, traffic etc. meetings been scheduled?

COMMENTS:

5. Has a copy of the event route been submitted to the Township?

COMMENTS:

6. Has a post event meeting been scheduled with Perry Township?

COMMENTS:

7. Has each draft contract been prepared or reviewed by your legal counsel? Please provide your legal counsels contact information.

COMMENTS:

Does each contract include components for the protection of the public entity, including:

- a. Indemnification/hold harmless provisions?

COMMENTS:

- b. A requirement that the contractor obtain insurance, and include the public entity, its officers, and its employees, as additional insured?

COMMENTS:

- c. A requirement that the contractor furnish a certified copy of its insurance policy or policies to the public entity?

COMMENTS:

- d. Have payment arrangements been defined clearly?

COMMENTS:

- e. Are contingencies made for such possibilities as cancellation or postponement of the event by the public entity?

COMMENTS:

- f. Are there remedies or penalties for a breach of contract by the other party?

COMMENTS:

- g. If tickets will be sold, are provisions made for keeping track of sales, avoiding overselling, and accounting for receipts?

COMMENTS:

- h. If the other Party is an out-of-state contractor, does the contract specify that the instate law applies to the interpretation of the contract, and instate courts have jurisdiction over contract disputes?

COMMENTS:

- i. Is responsibility defined for, property damage to a public facility at which the event will be held?

COMMENTS:

- j. For other property damage or injury claims?

COMMENTS:

- k. Are provisions made for a security deposit for the use of a public entity facility?

COMMENTS:

- l. Are other appropriate clauses included in the contract, such as anti-discrimination, compliance with the

COMMENTS:

- m. Americans with Disabilities Act, independent contractor status, and compliance with other laws?

COMMENTS:

- n. Has each contract been properly approved by the appropriate representative of each party?

COMMENTS: