CITY OF MASON

SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Applicant Name | Phone | Email

Organization (if applicable)

Address (of the Applicant) | City | State | Zip Code

Name of the Event | Social Media Outlet(s) for the Event (if Applicable)

ON-SITE COORDINATOR / EVENT MANAGER INFORMATION

(if different than applicant)

Name | Phone | Email

EVENT INFORMATION

Detailed Description of the Event (Purpose, partners, entertainment, activities planned, benefit to community, etc.)

Preferred Event Dates/Times

(i.e. Saturday, September 9, 2025, also provide time range beneath each day, i.e. 5:00 - 6:00 p.m.)

1st Choice (Date) | 2nd Choice (Date) | 3rd Choice (Date)

1st Choice (Time Range) | 2nd Choice (Time Range) | 3rd Choice (Time Range)

Load In/Out Dates (if different than event dates)

1st Choice (Load In Date) | 2nd Choice (Load In Date) | 3rd Choice (Load In Date)

1st Choice (Load Out Date) | 2nd Choice (Load Out Date) | 3rd Choice (Load Out Date)

Estimated Attendance | **Has this event been hosted in Mason before?** Yes ☐ No ☐ | If Yes, when?

EVENT INFORMATION (CONTINUED)

What location(s) is being requested?
Please indicate specific areas of city property, if relevant.

Is this a charitable or fund-raising event? Yes ☐ No ☐
If so, please list the benefitting non-profit organization(s) and the percentage of proceeds they will receive:

Is a parade planned as part of the event? Yes ☐ No ☐

DETAILED SITE LAYOUT AND MAPS

Please provide additional documentation providing a specific and detailed site layout, including:

- Food/Beverage/Merchandise Locations
- Tent/Booth Locations
- Staging/Ceremony/Presentation Areas
- Start/Finish Lines and Bike/Run/Walk Route (including road closure requests)
- Any additional areas of importance

** An in-house designed site layout and map can be submitted. Please indicate North on each map.*

** Pre-made aerial maps are available for convenience; please refer to the **Mason Permit Portal - Hosting an Event** in Mason for full site details including parking, shuttle drop-off, and other key locations.*

FINANCIAL INFORMATION

Do you want to sell alcohol at this event? Yes ☐ No ☐ ** Liquor permit required.*
If yes, please explain what kinds of intoxicating liquor will be sold and all relevant details (Liquor Permit, etc.):

Please note: Alcohol is not guaranteed to be permitted at events and may require prior approval from City Council.

What kind of general sale items will be sold and/or available at the event?

- ☐ Merchandise (crafts, wares, t-shirts, novelty items, etc.)
- ☐ Registration, tickets, fees, etc.
- ☐ Food (please specify):
- ☐ Non-Alcoholic Beverages
- ☐ Parking fees
- ☐ Other (please specify):

Is food preparation planned as part of the event? Yes ☐ No ☐ ** Food permit required.*
If proposed, please describe the type of cooking and relevant equipment (e.g., grills, food trucks, fryers). Refer to the Events Guidebook for permit requirements and additional guidelines.

EVENT SUPPORT

(Tenting, Sound, Equipment, etc.)

*Please visit the **Mason Permit Portal - Hosting an Event** in Mason for Event Support permit information.*

Will there be amplified sound equipment utilized during the event? Yes ☐ No ☐

If yes, please explain the extent of the amplified sound and reelvant details including types and times:

Will there be any equipment loaded onto the site (inflatables, staging, etc.)? Yes ☐ No ☐ ** Stage permit required.*

If yes, please explain the extent or type of equipment including types and 3rd party providers:

Will there be any tenting utilized on-site (festival booths, framed tents, etc.)? Yes ☐ No ☐ ** Tent permit required.*

If yes, please explain the types/amount, anchoring techniques and 3rd party providers:

Will there be any support vehicles and/or trailers staged or driving on-site? Yes ☐ No ☐

If yes, please explain the types/amount, extent and any relevant details:

Will there be any extra municipal services required/requested? Yes ☐ No ☐

The City of Mason offers a number of additional services and event needs to help create a successful event. Please see chart on page 5 for items available. Please indicate those services or needs you may be interested in using for your event.

*Extra municipal services refers to any reasonably required service above and beyond the normal services provided by the city on a non-event day. Examples of extra municipal services may include police services for security or traffic control, dedicated EMS presence, road closures, delivery and collection of trash/recycle containers, site preparation at the requested park/property and other such services. Since the City must pay a cost to provide these services that are outside the scope of day-to-day operations in support of the event, the applicant will be responsible for covering the expenses to provide this extra service. The final cost on these expenses will be determined by the City of Mason when the application is reviewed.

I, _____ , as a representative of _____ ,

understand that this form is a request for use of the City of Mason event location and associated joint use areas and not a guarantee of usage. In addition, I have received and understand the park rules & regulations, and the City's inclement weather policy and agree that all representatives of the requesting group will abide by the stated policies. I further understand that failure to abide by these policies may lead to future special event requests for usage being denied. All assignments are subject to change.

Signature _____ Date _____

EventsTeam@masonoh.org

Mason Municipal Center
Attn: Events Department
6000 Mason Montgomery Rd.
Mason, Ohio 45040

** Please return your completed form by mail or email.*

EMERGENCY ACTION, WASTE REMOVAL, AND PUBLIC NOTIFICATION PLANS

Depending on the type, scale, and location of an event, the following plans may be required to ensure the safety, cleanliness, and communication necessary for successful execution. Please contact the Events Team at EventsTeam@masonoh.org or call 513.299.8500 to confirm these plans are needed in addition to your event application.

EMERGENCY ACTION PLAN

Please provide an Emergency Action Plan (EAP) for this event, specific to the venue and event you are hosting. An EAP is a written procedure detailing the appropriate response to various types of emergencies. This is an essential component of an event organizer's responsibilities for ensuring the safety of visitors, volunteers and staff in the event of an emergency.

WASTE MANAGEMENT PLAN

Please provide a Waste Management Plan (WMP) for this event, specific to the venue and the event you are hosting. An WMP is a written procedure detailing the measures in which the event organizer plans on dealing with trash, recycling, human waste, event clean up, etc. that arises from hosting an event.

PUBLIC NOTIFICATION PLAN

Please provide a Public Notification Plan, specific to this event, in which the event organizer will be addressing the needs of the public. In an effort to keep citizens, businesses and other establishments fully informed of the event that will potentially impact the area, the City requires all applicants to notify the affected public about the event, should it be approved. In this plan, the following areas should be identified and addressed:

- **Affected Parties**
  - Must include all reasonably affected community members, including residents, businesses, schools, places of worship, etc. about the event, associated road closures and other impacts. "Reasonably affected" means any disruption to a normal commute, enjoyment of a park, accessibility to homes, public spaces and/or businesses, and any uses of amplified sound must be identified.
- **Notification Timeline**
  - Calendar of when the event organizer plans to make notifications.
- **Notification Components**
  - Information on all notifications should include the following components:
    - Name of event.
    - Name of sponsoring organization.
    - Date(s) of event, and for each day, the time it will begin and end.
    - Description of associated road closures (if applicable) and the times that these road closures will be in effect.
    - Description of the event and the noise impacts of the event, such as music, and their timeline.
    - Name and contact information of event organizer (including phone number and email address).
    - Website and/or social media associated with the event (if applicable).
- **Notification Methods**
  - Mailed postcards, individual communication, written letters, press release.

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SPECIAL EVENT COST SHEET

We thank you for choosing Mason to host your event. The City of Mason has the following event related items and services available to support your event.

Please contact the Events Team at **EventsTeam@masonoh.org** or call **513.229.8500** if you have any questions or additional requests that may not appear on the list below.

The City charges a minimum fee of $255 to cover the basic administrative costs associated with hosting an event in Mason. The City has additional resources available to event organizers, please see below menu of resources and associated cost.

Item	Number Requested	Price	Per	Total
Special Event		$255	event	
Traffic Barricades / Signs		$12	barricade	
Cones		$3	cone	
Message Board		$375	message	
Light Tower		$350	piece / day	
Water Service		$25	piece / day	
Electrical Service		$25	occurrence	
Dumpster Rental		$425	occurrence	
Port-a-let Rental		$120	piece	
Additional Trash Receptacles		$8	piece	
Maintenance Assistance		$85	hour/per staff (3 hr. min.)	
Extra Duty Police Officer		$65	hour (3 hr. min.)	
Fire/EMS on Duty (Dedicated)		$128	hour (4 hr. min.)	
Lifeguard Use		$25	hour/guard	
Total Due in Costs				
$500 Deposit Check for events; ***must be received 14 days before the event***	$500			

- There is not guarantee items requested will be available. The Events Team will provide suggestions for alternative rental vendors if requested items are not available.
- The deposit check ensures all areas and equipment are properly cleaned and returned in good condition.
- Deposit checks are returned if areas are restored to original condition and equipment has been returned to their original condition.
- Other city resources may be available upon discussion and approval from the Events Team.
- Gate fees must be approved by the City of Mason and there is a $500 per park/per day fee for charging a gate fee. Gate fees must be collected in the fields and not at the park entrance.
- Organizers are required to allow general public/non-special event participants access to the park for no cost.

Organization Representative Signature _____ Date _____

City of Mason Representative Signature _____ Date _____

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RELEASE, INDEMNITY, AND INSURANCE REQUIREMENTS AGREEMENT

The _____ (Name of Organization) shall indemnify, hold harmless and defend the City of Mason (OH), their elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which the City of Mason, its elected and appointed officials, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on part of the Organization, its employees, representatives, agents, and volunteers, while occupying any City of Mason facility/property during any time members of the organization are utilizing said property/facility during the year of 2025.

The Release and Indemnity Agreement is given in consideration of the use of certain facilities owned by the City of Mason and shall include all expenses incurred by the City of Mason as a result of any such liability claims, actions, demands, and/or judgments, etc., including but not limited to attorney's fees and any costs associated herewith.

Insurance Requirements (for Events on City Property):

In connection with the use of the Property, _____ (Name of Organization) shall maintain for the duration of this Agreement Commercial General Liability (CGL) Insurance Coverage, including participants' coverage (if applicable) in an amount not less than One Million Dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage. Said CGL policy shall be endorsed to name the City of Mason, its elected and appointed officials, all employees, agents, and volunteers thereof as additional insureds. Also, the CGL policy shall be endorsed to make the coverage primary and non-contributing as respects the additional insureds.

The Organization shall present to the City a certificate of insurance evidencing compliance with these specifications at least one week in advance of the event.

The City of Mason reserves the right to require complete certified copies of all insurance policies, including endorsements, required by these specifications at any time.

_____
Representative's Name (Please Print)

_____ _____
Representative's Signature Date