

CITY OF MASON HOSTING AN EVENT

Welcome!

Thank you for your interest in hosting an event in Mason!

Getting the information, you need early in the process is key to hosting a successful event in the City of Mason. We hope you find this document helpful to your event planning process.

Initially it may be helpful to read through the Getting Started page to identify the type of event you intend to host. Generally, if an exclusive event is planned on private property there is no need to contact the Events Team. The City of Mason encourages community kindness and respect by minimizing the impact to others. A private event that is an exclusive gathering on private property which may affect public safety, health or welfare by its impact on surrounding public or private property may be deemed a community event.

Events Manager: Barbara Bennett-Heck

Phone: 513.229.8500

Email: EventsTeam@masonoh.org

For those events that are not a private event, the Community Event and Celebration Guidebook is intended to provide some initial information for organizers. We hope you find the Guidebook helpful to your planning process.

The Events Team is a one-stop-shop for coordinating City resources to organize and support events in Mason. The Events Team is excited to learn more about your event and how it may enhance a sense of community.

Before selecting a date for your Community Event or Celebration, please check out the Mason Community Calendar at [Mason Community Calendar](#) for events, activities or holidays taking place in Mason. Once a date has been selected, please submit it to the Community Calendar. The City of Mason hosts several annual events that may affect resource availability or event locations. Please note the following blackout dates, during which scheduling and/or resources are limited:

- Memorial Day – Last Monday in May
- Music in Mason – Fridays Downtown in June and July
- Red, Rhythm and Boom – Mason Municipal Campus on July 3
- Heritage Festival – Third Saturday in September
- Veterans Day – November 11
- Tree Lighting Ceremony – First Friday in December

Please reach out to the Team today!



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GETTING STARTED

The below step-by-step guidelines are intended to help event organizers with their planning process.

STEP 1 • DEFINING THE EVENT

Private Event

A private event is an exclusive gathering located on private property. Private events are usually invite-only and can be used for many purposes, such as birthday parties, anniversaries, weddings, bar mitzvahs, etc.

Generally, there is no need to contact the Events Team about a private event. The City of Mason encourages community kindness and asks that you:

1. Reach out to your neighbors if you anticipate loud music or increased parking or traffic on your street.
2. Ask guests to respect your neighbors and not block driveways and keep roadways accessible for them.
3. If the event extends into the evening hours, lower music volume and noise and consider moving guests indoors.

A private event that is an exclusive gathering on private property which may affect public safety, health or welfare by their impact on surrounding public or private property may be deemed a community event.

Pop-up Events

Pop-up events are temporary, short-term experiences that emerge in unexpected locations within the community. These events can take various forms, such as a rally used to create a sense of excitement, urgency, and exclusivity. Pop-up events are often used to test concepts, generate buzz, or engage with the community in a unique and memorable way.

We encourage community kindness and ask that you reach out to the Events Team for awareness when planning a pop-up event. The City of Mason wants to ensure the safety and well-being of participants and spectators.

Community Event

A community event is any festival, concert, parade, block party, sporting event, public performance or announced public gathering held on a public street, right-of-way or public property by a non-profit organization or other event organizers that may or may not require City resources and may or may not be assessed fees for these resources. Please review the Guidebook and complete an Application.

[City of Mason Special Event Application](#)

[City of Mason Block Party Application](#)

Community Celebration

A community celebration is any festival, concert, parade, sporting event, public performance or announced public gathering held on a public street, right-of-way or public property by the City or in partnership with the City. A partnership lends City support and provides extra value to further the organizer's mission by potentially sharing resources, expertise, communications, branding or marketing to leverage greater success and achieve partnership goals. The City's mission is to bring family-friendly events/activities and programming to the community that enhances our culture of wellness. The City has an established and experienced Events Team that is eager to learn more about your organization's goals so that we can help craft a potential partnership that provides a mutual benefit to both organizations. Please review the Guidebook and complete an application.

[City of Mason Special Event Application](#)

Facility/Room Reservation

A Facility reservation is an exclusive gathering or a gathering open to the public which is located on public property. Facility reservations may or may not be subject to a rental fee. Facility reservations can be used for many purposes such as HOA meetings, birthday parties, and wedding or baby showers.

Generally, Mason's parks and park amenities are open and available to the public on a first come, first serve basis. The City of Mason does not reserve shelters in our parks. However, we kindly ask that if you have a large party planned at a City of Mason shelter, please contact the Events Team so that the City can adequately prepare resources for any cleanup needs.

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Facility/Room Reservation (continued)

Alcohol is not permitted in Mason's parks or on public property without an approval from the City. Events that are held on City property that would like to pursue a waiver to serve alcohol must submit their initial request for consideration 120 days in advance to the Events Team. The City reserves the right to approve or deny any application. Alcohol is not permitted in Mason's parks or on public property without an approval from the City. Events that are held on City property that would like to pursue a waiver to serve alcohol must submit their initial request for consideration 120 days in advance to the Events Team. The City reserves the right to approve or deny any application.

The following describes facilities/rooms available and contact information for placing a reservation.

City of Mason Facilities and Locations Available for Use/Rental

Fields for sports activities such as baseball, softball, soccer, lacrosse, football and cricket can be reserved as part of the field scheduling process. Please contact the City of Mason Field Scheduling Team at **513.229.8555** or by email at fieldscheduling@masonoh.org to inquire about field availability.

5K Race/Walk

For your convenience, the City has an established 5k route that minimizes road closures while providing an enjoyable event for participants.

We Kindly Request:

Event organizers are asked to remove all event related items from the premises immediately at the conclusion of the event, unless otherwise agreed upon by Events Team. This includes items such as tents, dumpsters, portable restroom, etc.

Events must return the park(s) or facility to the same condition as it was before the event operation. Any excessive clean-up costs or repair costs incurred by City staff may be billed to the event organizers. A post-evaluation will review the following items:

- All event-related items have been removed including resulting trash and animal waste
- Tent stake holes have been patched or repaired
- Surfaces have been cleared of stains
- Damage to park including but not limited to trees, shrubs, flowers, turf, light poles, park furniture, sculptures, water feature/fountains, irrigation system, electrical panels
- Ballfield dirt, grass field damage
- Bike path markings or damage

STEP 2 • REVIEW THE COMMUNITY EVENT AND CELEBRATION GUIDEBOOK [HERE](#).

Please contact Barbara Bennett-Heck, Events Manager and her Team. We are here to help.

Events Manager: Barbara Bennett-Heck

Phone: 513.229.8500

Email: EventsTeam@masonoh.org

STEP 3 • REVIEW THE SPECIAL EVENT CHECKLIST [HERE](#).

STEP 4 • COMPLETE THE CITY OF MASON SPECIAL EVENTS APPLICATION [HERE](#).

If a Community Event or Celebration is planned, an Event Application will need to be completed and approved.

STEP 5 • ATTEND A MEETING WITH THE EVENTS TEAM.

After the receipt of the application, a member of the City's Events Team may schedule a meeting with event organizers. Attendance at the Events Team meeting is mandatory and must include a representative who will be responsible and on-site for setup and event operations. In preparation for the meeting please prepare a map of the location and layout of the event. See below for aerial views of several potential event locations. Organizers can simply use these aerial views and hand draw the layout of their event.

[Links to Aerial Views of City Property](#)

This map will be helpful for the Events Team to understand the scope of your event and assist in your planning process.

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STEP 5 (CONTINUED)

When planning for your event, please consider the below items. The scale of the event will determine if/when the following items are needed and if there is an associated fee.

- Impact on Adjacent Property Owners
- Signage, location and number
- Entertainments Area/Stage
- Power Needs/Generators
- Wifi/Network Needs
- Sound System/ Noise ordinance
- Alcohol/Concession Area/ Permits
- Dumpster Location
- Event Command Post
- Security Plan/ Lost Child Tent
- Cash/Credit Card Handling and Collection Protocols
- Inclement Weather Plan
- Parking
- Shuttle drop-off and pick-up locations and route
- Proposed Road Closures/ Detours
- Exhibitor Location and Number
- Portable Toilets/Hand washing stations, location and number
- Parade Staging, Parade Route, direction and end
- List of vendors
- Race Route, directional arrows, start and finish

