

CITY OF MASON EVENT GUIDEBOOK

COMMUNITY EVENT AND CELEBRATION GUIDEBOOK AND APPLICATION

We encourage you to review the City of Mason **Guidebook**, **Application**, and **Checklist** to help guide your planning process.

[Special Event Checklist](#)

[Special Event Application](#)

If you have any questions regarding the guidebook or application, please contact the Events Team at EventsTeam@masonoh.org or **513.229.8500**. Please remember that the size/scale of the event will determine the overall needs and any associated fees. Completed applications will have scheduling priority.

GENERAL INFORMATION

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.

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 would lend City support and providing 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. We have an experienced Events Team that wants to learn more about your organization's goals so that we can help craft a potential partnership with the City that provides a mutual benefit to both organizations. Please review the Guidebook and complete an Application.

Community Event and Celebration Guidelines

- Events need to comply with all local, state and federal laws and ordinances, statute, regulation or constitutional provisions.
- This includes, but is not limited to park rules, noise and solicitation ordinances.
- Mason is an inclusive and diverse community. Event organizers need to provide accessible facilities and accommodations including restrooms, parking and access.
- Any individual or organization who intends to hold a Community Event or a Community Celebration needs to submit a City of Mason Special Event Application to EventsTeam@masonoh.org at least 90 days prior to the scheduled event, unless exempt by law. Community Celebrations that are in partnership with the City of Mason receive priority.
- Events that are held on City property that would like to pursue a waiver to serve alcohol, should submit their initial request for consideration 120 days in advance. The City reserves the right to approve or deny any application.
- After the receipt of the Application, a meeting with the Events Team may be scheduled. Attendance at the meeting is mandatory and must include a person who will be responsible on-site for setup and event operations.
- All permits and approvals need to be obtained before an event may take place.
- The State of Ohio and Warren County Auditor have sales and taxation requirements for all non-county vendors. [Click here](#) for more information.

Resources

City resources and/or equipment may be needed for a safe and successful event. We encourage you to speak to the City's Events Team to learn more about resources that are available. Please note that event organizers may be responsible for costs associated with City resources and equipment used as part of the event. The Events Team will provide an estimate of associated costs during the planning process. After the event, the City of Mason will send the event organizer an invoice outlining the cost of the services provided by the City. The final amount due could be affected by weather, changes made by the event organizer, crowd size and other factors.

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Cancellation Policy

Should the event be canceled, please notify the Events Team at least 3 hours prior to the scheduled start of the event. The Events Team understands that inclement weather can be challenging to navigate and will work with event organizers if delay or cancellation is warranted. If notification fails to be made, the organization may be billed for three hours of "show-up" time for all Mason personnel scheduled to work. It is important that event organizers communicate with the Mason Events Team.

Event Fees and Billing

Fees may be adjusted on an annual basis to cover the cost of providing City services or resources. A nonbinding estimate of the cost of City services and equipment will be provided to the event organizer after the initial meeting with the Events Team. Below is a link to the City of Mason's event fees for resources and services related to hosting a successful event.

[City of Mason Special Event Cost Sheet](#)

After the event, the City of Mason will send the event organizer an invoice outlining the cost of the services provided by the City. The final amount due could be affected by weather, changes made by the event organizer, crowd size and other factors.

In some cases, a special event application/permit deposit may be required.

Insurance

All community events, celebrations and rental insurance requirements are evaluated on a case-by-case basis. The City's insurance provider generally requires the following coverage:

- Organizers must provide a Certificate of Insurance listing the City of Mason as an additional insured, covering the event days, including setup and take-down, and must be presented to the City of Mason 30 days prior to the event. At a minimum, the policy must cover \$1,000,000 per incident and a \$2,000,000 aggregate. Event subcontractors are required to have the same coverage. Additional coverage may be required based on the risk factor for the event. The commercial insurance is intended to protect organizers and the City.
- The Hold Harmless-Indemnification Agreement must be signed by authorized representative of the sponsoring organization. See attached Event organizers will be responsible for any and all damage caused by or related to the event.
- Please note that if organizers are conducting an event that involves unsupervised time between adults and minors (time when other adults would not be present) and physically/mentally impaired adults they may be required to provide proof of SAM (Sexual Abuse and Molestation) coverage.

Location and Layout Map

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 to then hand draw the layout of their event.

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

Location and Layout Map (continued)

This map will be helpful for the Events Team in understanding the scope of your event and assist in your planning process. When planning for your event, please review the event checklist to help guide you in the planning process.

[Special Event Checklist](#)

Application & Process

[City of Mason Special Event Application](#)

After the receipt of the Application, a member of the Events Team may schedule a meeting with organizers. Attendance at the Events Team meeting is mandatory and must include a person who will be responsible and on-site for setup and event operations.

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Application & Process (continued)

The meeting is intended for the Events Team to learn more about the event. During the meeting it may be determined that City services or staff may be needed to ensure the safety and well-being of the public. The Events Team understands the importance of minimizing the impact of expenses for the event and will work with event organizers on options that may be available. Please note that the event organizer is responsible for fees and wages for all City services and staff as determined by the Events Team. The event organizer may also be charged a rental fee for use of City facilities and an additional fee for lost or damaged City property.

Providing community events and celebrations help connect and create a sense of community. The following identifies criteria that may cause permission for the event to be denied:

- The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- The conduct of the event or the number of events scheduled during the time period will require the diversion of so great a number of other City employees, such as Police, Parks or Streets & Utilities staff, that reduce adequate staff to provide a safe event.
- The concentration of persons, equipment, vehicles or animals at the event or assembly sites will substantially interfere with adequate fire and police protection of, or emergency medical service to the community or areas at/near/adjacent to event.
- The conduct of the event may result in violence to persons or property, causing serious harm to the public.
- The event is to be held for the primary purpose of advertising a product, goods, or service.
- The event site or route will cause too great a disturbance to surrounding residents and businesses or has been used frequently.
- The date or location of the event is in direct conflict with an existing event.
- Any proposed use of public property, right-of-way, or facilities will unreasonably interfere with normal use of the property, right-of-way, or facility by the City or the general public.
- Past events held by applicant cause concern about the likelihood the event would follow City of Mason's policy and regulations.

Mason Safety, Security, Fire and EMS Services

The Events Team will collaborate with Mason Police and Fire Departments to assess general security and emergency needs for safe operation of the event. Needs may include security, road closures, traffic directions, first aid etc. for setup, take-down and during your event. Paramedics may provide Emergency Medical Services standby, ALS transport to the emergency department (ED), on-site medical care that may not need transport to the ED and other services as needed.

Security Plan

Event organizers are required to develop a security and safety plan for their event. The plan needs to include procedures for crowd control, collecting and depositing of money, lost child procedures, entry points for emergency vehicles, communication throughout the event, emergency evacuation and severe weather procedures, stage security, command post, media areas, private security services, entertainment and VIP areas.

Exit Lighting

If the event is to occur into or at night, for the safety of the patrons, arrangements may need to be made for exit lighting.

Command Post

A command post is necessary to serve as a central location for security, safety and well-being for the event. At least one person of authority from the organization must be on site at the event at all times. The person must have the authority to cancel or greatly modify the event plans and must be in contact from the command post at all times.

First Aid

The Mason Fire Department will identify general first aid and emergency services issues to consider and working in collaboration with the Events Team, will determine the amount of service required for safe operation of the event. Mason Fire Department may be available to provide on-site first aid services-please see fee schedule for pricing. All City facilities and parks have automated external defibrillators (AEDs) available.

Crowd Managers

Per [Ohio Fire Code 1301:7-7](#) crowd managers may be required for the event. The Events Team will assist and evaluate the most cost-effective manner to ensure safety and well-being at the event. Staffing may be accomplished through on-duty personnel, overtime or special duty details. A supervisor will be scheduled for events that necessitate the use of four or more officers.

In the event Mason Police are unable to meet the needs of the event, we will work to fill the needs with a partner agency.

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Service Department Services

Service Department staff may be needed to:

- Install temporary directional signage for event parking, reserved parking and handicapped parking
- Assist with road closures and detours and may provide barricades or other traffic devices to control closures
- Remove excess litter not removed by event
- Setup, monitor or maintain park restrooms or other restroom facilities

Traffic Control and Road Closures

The Events Team will work with organizers to determine plan for use of City streets, alleys, sidewalks and parking lots for events. The Team will review: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety.

All road closures and lane restrictions must be set up and removed by City of Mason staff, unless otherwise approved by the Events Team. Any event personnel working on or near public roadways are required to wear safety vests or brightly colored apparel.

- The event organizer is responsible for maintaining a minimum 12-foot-wide fire and emergency lane through all areas.
- If roads are to be closed or access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses 15 to 30 days prior to event. Letter and distribution list submitted to and approved by the Events Team prior to distribution.

Resident and Business Notification

Event organizers are responsible for notifying all residents and businesses impacted by roadway closures. A letter or postcard must be mailed to residents and businesses in the immediate vicinity, determined by the City, 30 days prior to the scheduled start date for the event. Guidelines for residents and businesses notification letter or postcard is featured on page 16 of this packet.

The letter/postcard and distribution list must be approved by the Events Team prior to being delivered to impacted properties.

The Events Team in collaboration with Mason Police will assist in determining the following:

- A list of the roads to be closed and corresponding intersections and detours
- Required placement of volunteers and personnel
- Dates and times of the closure and reopening

Parking

Event planners are required to provide a detailed parking plan that will accommodate the number of guests expected. If a shuttle will be used, application must indicate the route, and pick-up/drop-off points.

- Approval for vehicles to park or drive on sidewalks, bike paths or City-owned property may be permitted after discussion with the Events Team. Event planners will be responsible for any damages that may occur.
- If parking in an area not lined for parking, event must ensure there is adequate access for safety and fire vehicular access.
- City Staff can revoke permission to use any City-owned grass lots if it is determined that the use will cause excessive damage due to weather conditions.
- The City may require any outside shuttle contractor to provide proof of insurance.

Signage

The use of signage for events is regulated by Chapter 1187.07, Sign Regulations, in the City of Mason Zoning Ordinance.

To learn more about temporary signs visit Chapter 1187 of Mason Zoning Code: [Mason's Zoning Code](#)

To learn more and apply for a temporary sign permit visit: [Mason Permit Portal](#)

The following is some general information about temporary event signs. For more detailed information please review resources above or contact our Events Team.

- Temporary signs are not permitted any public right of way; any location where the view of approaching and intersecting traffic would be obstructed; any private property sites without prior written authorization granted by the property owner; or any median strip.
- Temporary signs are limited to one sign per property.

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Signage (continued)

- Must be located on the premise to which it refers.
- Flashing lights are not permitted on a temporary sign.
- Promotional signage may be displayed for 15 days immediately preceding the event, 4 times a year or a maximum of 60 days per year with permit.
- Directional signs shall be installed no more than 24 hours immediately preceding the event and shall be removed within 24 hours following conclusion of the event.
- Zoning Code Chapter 1187.7 outlines permitted temporary sign height and sizes.
- On-site event signage is to be used only for the duration of the event and during permitted setup and tear-down times.
- Signage shall not contain any commercial advertising. However, other than the organization sponsoring the event, the name only (no logos) of the organization may be used on promotional signage.

Sanitation Plan

- Event organizers are required to create a sanitation plan for the event including restrooms, hand washing stations, waste and recycling removal. Please see below for some helpful information.

Restrooms

- The event organizer is responsible for providing adequate restroom capacity including restrooms for people with disabilities. These may include portable restrooms where permanent facilities are not available or deemed inadequate. The Events Team will work with organizers to determine locations for any temporary restrooms.
- Restrooms in City parks and facilities will be cleaned, repaired and maintained by the City Service Department. The City may determine if the impact of the event on restroom facilities necessitates the presence of Service staff to monitor and service restrooms. Costs of these services will be invoiced to event organizers.
- The following are some general guidelines for the number of facilities needed for duration and attendance at an event. These are just some general guidelines for planning the event. Experience has shown that more female designated restrooms are needed at events than male designated restrooms. The following formula is a guide to assist in determining the facilities needed for an event. Events with alcohol will likely require at least 15% more restrooms. Please review the [Ohio Administrative Code 3701-33-07](#) for more information.

Attendance	Number of Facilities Needed for Duration and Attendance at Event		
	1-3 Hours	4-6 Hours	6 or More Hours
250	2	2	3
500	2	3	4
1,000	4	5	6
2,000	6	10	12
5,000	12	20	28
10,000	26	45	60
20,000	55	95	120

Event organizers are responsible for providing and servicing (cleaning, restocking, ensure properly working) non-City owned restrooms during the event.

Trash and Recycling

Event organizers are responsible for maintaining the venue in a clean and orderly condition both during and at the conclusion of the event. Venues should be returned to the condition in which they were found prior to the event. Posters, flyers and all other signage must be removed by event organizers at the conclusion of the event. Events are required to clean up and remove trash from event site and may be required to rent a dumpster. The City must approve locations of any rental dumpsters. Trash must be managed daily, with receptacles and dumpsters regularly emptied to prevent overflow or other attempts to exceed the container capacity. Dumpsters should be at least 30 feet from buildings and tents. The cost of any litter cleanup beyond normal daily routine will be charged to the event.

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Trash and Recycling (continued)

The following are some general guidelines for the number of waste and recycling receptacles needed based on duration and attendance at an event. These are just some general guidelines for planning purposes. The following formula is a guide to assist in determining the appropriate number of waste and recycling containers needed for an event.

Attendance	Waste & Recycling Containers
0 - 1,000	10 of each
1,000 - 5,000	20 of each
5,000 - 10,000	30 of each
10,000 - 20,000	40 of each
20,000 - 30,000	50 of each

Events are required to have a plan to handle recyclable materials, grey water and grease removal. No grease or grey water will be dumped on City property or into City waterways. Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify proper disposal options and utilize them.

The City will sweep the streets in the event area following the event. The cost of cleanup not performed by event organizer as described will be invoiced to event organizers and event organizers risk the ability to host future events in Mason.

Event Structures, Mobile Food Units and Booths, Stages, Bleachers and Related Electrical Needs

Ohio Building and Fire Codes establish requirements for tents, outdoor special event structures (i.e. mobile food units and booths, stages, bleachers etc.), concessions, and related electrical needs often used for private and public events. Mason's Building and Fire Departments are here to help residents and businesses understand and comply with these codes. We encourage you to review the below documents that outlines more specific requirements related to event structures, food/cooking and related electrical needs.

For any permits needed please visit: [Mason Permit Portal](#)

These recommendations are only for temporary outdoor special event structures, tents, and other membrane structures erected for a period of less than 180 days. The deadline for general inspection appointments is 48 hours before occupancy. The deadline for inspections before operation and/or occupancy for mobile food units and booths is 24 hours.

Temporary Water Requirements

The City contracts with Greater Cincinnati Water Works (GCWW) for water supply to the community. A fire hydrant as a temporary water source during the event may be available based upon approval of the Mason Fire Department and GCWW in collaboration with the Events Team. The Events Team will coordinate completion of the form that first gets submitted to Mason Fire Department. The form then is provided to GCWW at which time event organizers will need to contact GCWW for permits and fees that may apply. Please contact Cincinnati Water Works to learn more about their requirements at **513.691.7700**.

Food & Beverage

Event organizers must ensure that all food and beverage services adhere to the regulations set by the Warren County Health Department, including obtaining a permit if required. Licensed Restaurants and Caterers are required to obtain a Temporary Food Service License. Mobile Food Service Operations are not required to obtain a Temporary Food Service License, but a Health Department Food Permit. To obtain permit guidelines and an application contact the Warren County Health District at **513.695.1220** or visit their website at www.wcchd.com. To ensure all food vendors are licensed, health and licensing inspectors will visit the event and have the authority to close any food/beverage operations that are not in compliance with regulations. All permits must be clearly displayed.

A list of all vendors and/or caterers who will be selling or providing food and/or beverages should be provided to the Events Team.

Vendors may not leave waste at the event site. Grease barrels, ash containers, and gray water containers should be provided by vendors or event organizers.

If you plan to sell food after dusk, all food booths must have internal lighting. Electrical service is required for mechanical food refrigeration and heating equipment.

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Alcohol

Events must ensure that the sale of alcohol adheres to the regulations set by Ohio Division of Liquor Control in Columbus, Ohio. For more information, please call Liquor Control at **614.644.2431** or [visit their website](#). A **Special Events Liquor Permit** must be obtained from the Ohio Department of Commerce, Division of Liquor Control. When received, a copy of the liquor permit must be sent to the City of Mason.

If the event location is on City property, a written request for the use of alcohol must be submitted to the Events Team 120 days in advance of the event. The written request must also include location from where alcohol will be served, alcohol vendor, copy of liquor license to sell and names of individuals serving. The written request should be provided to the Events Team along with the permit application if not already filed.

The event organizer is responsible for checking the identification of all people being served alcohol and for ensuring all people acting as servers are over the age of 21. It is the servers' responsibility to make sure that intoxicated people are not served.

A detailed plan for the sale of alcoholic beverages, including ID methods, security, etc. must be submitted for review and approval. Individuals serving the alcohol may be required to attend an education session conducted by Mason Police prior to the event or a description of the training the servers will receive must be submitted. Included in the session should be an overview of the liquor laws and the individual's liability for enforcing them.

Proof of Liquor Liability Insurance in the minimum amount of one million dollars on an "occurrence" basis, naming the City of Mason as an additional insured may be required at the discretion of the Risk Manager.

Any event that includes the sale of alcoholic beverages that is held on public property will require having Mason Police Officers on-site; number required, and schedule will be determined by Events Team in cooperation with Mason Police.

Entertainment

If entertainment is being provided at the event, please attach a list of all entertainment including the name of the act, type of entertainment, day and time. Depending on the act and anticipated crowd size, additional safety and security measures may be deemed appropriate.

Parades, Processions, Bike and Foot Races

The City discourages the closure of public roadways outside of established City events. Closing major arterial roadways such as Mason Montgomery Road, Tylersville Road and US 42 create significant safety issues and disruption to vehicular traffic in the community. The City pre-established a 5k scenic route through Corwin Nixon/Pine Hill Lakes Park to help event organizers reduce costs associated with using public roadways in the community. Event organizers may submit proposed routes to the Events Team for their consideration. The Events Team will work with Mason Police and Fire to determine feasibility of any proposed road closure.

Amusements & Attractions

The Event Team will coordinate with Mason's Engineering and Building Department to inspect all amusements and attractions, such as rides, inflatables and haunted houses planned as part of your event. All rides also must be inspected, licensed by and follow all the rules and regulations of the [Ohio Department of Agriculture](#).

The use of animals as part of the event may be permitted, however, event organizers are responsible for all cleanup of animal waste including in public roadways and property.

Aerial Entertainment Requirements

All aerial entertainment displays must be preapproved with the Events Team. The Events Team will work with Mason Police and Fire to discuss display sites and security measures including storage for fireworks displays prior to approval. Mason will determine if associated fees apply. Drone use must obey all of the Federal Aviation Admission requirements. [Click here](#) to learn more information.

Noise Violations

The City has an established noise ordinance to ensure the well-being of the community. Event organizers are encouraged to review City Ordinance Chapter 511, which can be found online at [City of Mason Noise Ordinance](#).

Organizers can request a variance to the noise ordinance. Requests for a variance must be submitted 90 days in advance of the event. Permission for events may not be granted if the noise is deemed to cause too much inconvenience for surrounding neighbors and/or businesses.

If sound is expected to disrupt local residents or businesses, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses at least 30 days prior to event. The letter and distribution list must be approved by the Events Team prior to being delivered.

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Permits

- The Events Team may grant a permit, grant a permit with conditions, or deny a permit within 10 business days of the meeting or receipt of initial application if a meeting is not required.
- Permits will be issued within one week (5 business days) of the Events Team receipt of proof that conditions have been met and after meeting if required. In some cases, a conditional permit may be issued.

Revocation of Permit

- A permit may be revoked before or during an event at the discretion of the City Manager or designee, the Event Manager, Incident Commander or Senior Safety officer onsite when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition that has arisen.
- If a permit is revoked, the event is cancelled, and activities are terminated immediately.
- Fees are not refunded when permit is revoked. Event organizer will be responsible for fees on any services incurred.

Appeal Process

All appeals must be presented in writing to the City Manager, and he/she will respond within 20 working days.

Enforcement of Other Laws

- Nothing contained in this document shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the state, provision of this Code, or ordinances of the City, or unreasonably obstructs the public streets and sidewalks of the City, or if such person engaged in acts that cause or would tend to cause a breach of the peace.
- The granting of any permit required by this policy shall not eliminate the requirements for any business license or any other permits which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations, or compliance with any other applicable federal, state or local statutes ordinances, rules or regulations.



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CITY OF MASON FACILITIES AND LOCATIONS AVAILABLE FOR USE/RENTAL

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

The following pages include basic information related to the many different venues, facilities, and meeting rooms available for use by the community. The Events Team is available to help event organizers find a location that best meets their needs.

As part of the City's overall safety plan automated external defibrillators (AEDs) are available in all City facilities and parks.

Please keep in mind that room capacity is dependent upon the room setup. The room capacities indicated below are general guidelines.

Mason Municipal Center - Community Room

- Location** Inside the Mason Municipal Center at 6000 Mason Montgomery Rd.
- Capacity** This room has a capacity of 62.
- Criteria** This room was intended to provide a meeting location for Mason residents and businesses for not-for-profit activities. Due to its popularity, routine or regularly occurring meetings by one group or organization is discouraged. City business receives priority scheduling.
- Contact** 513.229.8500

Mason Municipal Center - Second Floor Classroom

- Location** Inside the Mason Municipal Center at 6000 Mason Montgomery Rd.
- Capacity** This room has a capacity of 32.
- Criteria** This room was intended to provide a meeting location for Mason residents and businesses for not-for-profit activities. Due to its popularity, routine or regularly occurring meetings by one group or organization is discouraged. City business receives priority scheduling.
- Contact** 513.229.8500

Mason Municipal Center - South Lawn

- Location** Outside the Mason Municipal Center at 6000 Mason Montgomery Rd.
- Criteria** This is a great outdoor venue ideal for events and gatherings. Located on the grass lawn just south of the Municipal Center.
- Contact** 513.229.8500

Mason Municipal Center - Front Plaza

- Location** Outside the Mason Municipal Center at 6000 Mason Montgomery Rd.
- Criteria** Great outdoor venue that is ideal for events and gatherings. There is a shaded area adjacent to the Municipal Center with minimal seating and a lawn area/patio area available as well.
- Contact** 513.229.8500

Mason Municipal Center - Atrium

- Location** Inside the Mason Municipal Center at 6000 Mason Montgomery Rd.
- Capacity** The area has a capacity of 500.
- Contact** 513.229.8500

Mason Downtown Plaza

- Location** Downtown Mason
- Capacity** This outdoor venue is ideal for events and gatherings. There are some tables and chairs located on the plaza throughout the year and during the summer months generally June – August a large tent is located on the plaza.
- Contact** 513.229.8500

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Mason Community Center

- Location 6050 Mason Montgomery Rd.
- Criteria Multiple areas available for rental including the Main Street Lobby, Concession Area, Fitness Floor, Gymnasium, Fieldhouse, Activity and Multipurpose Rooms, Competition and Leisure Pool with zero depth entry, water slide, lazy river and lap lanes.
- Contact 513.229.8555

Mason Community Center • Meeting Room

- Location Inside the Community Center at 6050 Mason Montgomery Rd.
- Capacity This room has a capacity of 40.
- Criteria This room was intended to provide a meeting location for individuals, groups and organizations. There is a fee to use this meeting space.
- Contact 513.229.8555

Mason Community Center • Senior Center

- Location Inside the Community Center at 6050 Mason Montgomery Rd.
- Capacity This room has a capacity of 65.
- Criteria This room was intended to provide a meeting location for individuals, groups and organizations. There is a fee to use this meeting space.
- Contact 513.229.8555

Mason Municipal Aquatic Center • with Leisure Pool and 50-meter Competition Pool

- Location Inside the Mason Municipal Aquatic Center at 6249 Mason Montgomery Rd.
- Areas Leisure Pool with zero depth entry, water slide, lazy river, water play features, and accessible splash pad 50-Meter Competition Pool with spectator seating for approximately 750, large scale video display board, and timing equipment. Additional amenities at the Aquatic Center include restroom and locker room facilities, a concession stand, as well as a large community room and outdoor canopy.
- Contact 513.229.8555

Mason Municipal Aquatic Center • Community Room

- Location Inside the Mason Municipal Aquatic Center at 6249 Mason Montgomery Rd.
- Capacity This room has a capacity of 40.
- Criteria This room was intended to provide a meeting location for individuals, groups and organizations. There is a fee to use this meeting space.
- Contact 513.229.8555

Water Reclamation Plant • Meeting Room

- Location Inside the Water Reclamation Plant located at 3200 Mason Morrow Millgrove Rd.
- Capacity This room has a capacity of 20.
- Criteria This room was intended to provide a meeting location for Mason residents and businesses for not-for-profit activities. There is no fee to use this space. This meeting room is only open during normal operating business hours (Monday – Friday from 7:00 a.m. - 3:00 p.m.) and city business receives priority scheduling.
- Contact 513.229.8570

Corwin M. Nixon Park & Pine Hill Lakes Park

- Location 211 Kings Mills Rd.
- Criteria Four lighted baseball/softball fields w/dugouts. Large multipurpose field that can accommodate multiple fields for various sports. Additional amenities include a park concession stand, restrooms, access to walking paths, a large shelter, and the Mason Municipal Aquatic Center. The City's established 5k walk & run route utilizes Corwin M. Nixon Park and Pine Hill Lakes Park. The map of the route can be found on page 15.
- Contact 513.229.8500

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Mason Sports Park

- Location 3400 Mason Morrow Millgrove Rd.
- Criteria Five lighted baseball fields w/dugouts. One large, multipurpose space that can accommodate various sports for training/practice. Additional amenities include a park concession stand, one shelter, press box, restrooms, playground, disc golf course, walking paths, dog park and bike path leading to the Little Miami bike trail.
- Contact 513.229.8500

Sundin Fields at Heritage Oak Park

- Location 4601 US-42
- Criteria Nine baseball/softball fields. Four large soccer fields, four medium soccer fields, seven small soccer fields, and one cricket pitch. Additional amenities include a park concession stand, two shelters, restrooms, playground, 1-mile paved walking path, basketball courts, tennis courts (court lights removed) and a skatepark area.
- Contact 513.229.8500

Quinn Park

- Location 880 Tradewind Dr.
- Criteria One baseball field and one cricket pitch. Additional amenities include a port-a-let, playground, tennis, and basketball courts.
- Contact 513.299.8500

Makino Park

- Location 6100 Kopfler Ct.
- Criteria FC Cincinnati Mini Soccer Pitch. Two adaptive baseball fields. Additional amenities include a state-of-the-art inclusive playground, pavilion, picnic area and adaptive restroom facilities.
- Contact 513.229.8500

* All or a portion of the facilities above can be reserved for special events.

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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	piece / day	
Light Tower		\$350	piece / day	
Water Service		\$25	occurrence	
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; <i>must be received 14 days before the event</i>	\$500			

- There is no guarantee that 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 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.

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ADDITIONAL CONTACTS & RESOURCES

Mason Events Team

For general questions or guidance regarding an event, please call the Mason Events Team at **513.229.8500** or email at EventsTeam@masonoh.org.

Other Important Contacts

Warren County Health Department • 513.695.1228

For temporary food license: [Temporary Food License](#)

Greater Cincinnati Water Works (GCWW) • 513.691.7700

Ohio Department of Commerce Division of Liquor Control • 614.644.2360

For permits to sell alcoholic beverages.

Address:

Ohio Department of Commerce

Division of Liquor Control

6606 Tussing Road

Reynoldsburg, OH 43068

Email: web.liqr@com.state.oh.us

Link: [Permit Classes](#)

Ohio Utilities Protection Services • 1.800.362.2764

Utility marking services – Call 10 days to 48 hours before you dig.

Website: www.oups.org

Federal Aviation Administration

Website: <https://www.faa.gov>

Ohio Fire Code

Link: [Ohio Fire Code](#)

Mason Permit Portal

Link: [Mason Permit Portal](#)

MADECDC

Website: www.madecdc.org

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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.

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

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PRE-APPROVED 5K WALK/RUN ROUTE

In response to a number of requests, the City has established a 5k Walk/Run Route for event organizers. The map below provides the approved route for a 5k walk/run path beginning and ending at Corwin M. Nixon Park. Paint, spray chalk, and tape are not permitted to be used on the course path and will result in loss of deposit.



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SAMPLE PRESS RELEASE

For Immediate Release

Contact:

Name

Phone Number

Email

Compelling Headline That Captures Readers Attention and Names the Event

[City, State] – [Date] – A brief introductory sentence summarizing key news, including who, what, when, where and why. Be sure to indicate the event is open to the public to attend.

[Paragraph One] – Provide more details about the event, including key features, benefits and any relevant background information.

[Paragraph Two] – Add additional information, such as important information related to parking, roadway closures that visitors to the event should know.

About [Organization Name]

A brief description of your organization, its mission, key initiatives or beneficiaries.

Media Contact:

Name

Title

Email Address

Phone Number

Optional Social Media Handles

Helpful Hints:

- Use simple fonts with size of 10 - 12 points
- Do not use complicated sentences or large words
- Always include a phone number for the public to call with questions or a website
- Remember - There is no guarantee it will be printed
- Photographs are always good to include. Photographs should be easy to reproduce and include captions.
- Send press release at least 1 week prior to the event.

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RESIDENT, BUSINESS LETTER, AND/OR POSTCARD NOTIFICATION

Event organizers are responsible for notifying all residents and businesses impacted by roadway closures. A letter or postcard must be mailed to residents and businesses in the immediate vicinity, determined by the City 30 days prior to the scheduled start date for the event.

The letter or postcard should include:

- A brief introduction about the event including date, time, location.
- The organization hosting the event and their mission/purpose for the event
- An invite for residents and businesses to attend – if applicable
- Description of entertainment, activities included in the event
- Description of the roadway closures
- Information on detour routes available
- Organization's responsible parties name and contact information for residents to call with questions or concerns.

The letter/postcard and distribution list must be approved by the Events Team prior to being delivered.

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REQUEST FOR USE OF FIRE HYDRANT

Hydrant Start Date	Hydrant End Date	Hydrant Location/Project	
Purpose or Use of Hydrant			
Organization/Company Name		Organization/Company Representative	
Address	City	State	Zip Code
GCWW Date Permit Issued	GCWW Date Permit Expires (30, 60, or 90 Days)		

Requesting Official's Name (Please Print)

Requesting Official's Signature

Date

Inspector's Name (Please Print)

Inspector's Signature

Date