



10245 Winton Road
Cincinnati, Ohio 45231
(513) 521-7275 (Telephone)
(513) 521-2606 (Fax)

Special Event Request Form

In order to process your request, please return completed form as soon as possible to Great Parks of Hamilton County, 10245 Winton Road, Cincinnati, Ohio 45231, Attention: Donna Weber. The form may also be emailed to dweber@greatparks.org. **This form does not confirm reservation.**

Contact Information:

Organization: _____
Primary Contact: _____
Primary Contact Address: _____
City, State & Zip: _____
Primary Contact Phone #: _____
Primary Contact E-Mail: _____
Organization Address: _____
City, State & Zip: _____
Organization Phone #: _____
Federal ID # (Charitable/Non Profit Status) _____

Event Information:

Name of Event: _____
Type & Purpose of Event: _____
Non-profit or For-profit Event: _____
Park/Location of Event: _____
Date & Time of Event: **Date:** _____ **Time:** _____
Expected Attendance: _____
Parking (Number of Spaces requesting) _____

Please describe the nature of your organization's request(s) in detail:

Frequently Asked Questions

Is a Motor Vehicle Permit required?

A valid Motor Vehicle Permit is required to enter the parks. Cost for residents of Hamilton County: \$10 annual/\$3 daily; other visitors: \$14 annual/\$5 daily. Otto Armleder Memorial Park and Fernbank Park are cooperative ventures with the City of Cincinnati; a Motor Vehicle Permit is not required.

We offer a discounted Special Event MVP that is based on estimated attendance. Please contact Donna Weber at 245-7449 for details.

Walk / Run Event Guidelines

- Is this a sanctioned race (USATF, NCAA, NFHS, OHSAA, or other)? If so, please provide a certificate of liability insurance naming Great Parks of Hamilton County as an additional insured to the attention of Dave Bruce, Risk Manager, Great Parks of Hamilton County, 10245 Winton Rd Cincinnati, OH 45231. If you have questions, you can contact Dave at 521-7275 or dbruce@greatparks.org.
- All Great Parks bylaws, rules, and regulations must be followed.
- If estimated attendance is 400 or above, our Ranger Dept. may require the use of one or more off duty details – minimum of 3 hours at \$35 per hour.
- Use of park roads for races is not permitted. All routes must be on paved trails.
- Trails are always open to the public – runners and walkers participating in your event may encounter people with strollers, bike riders, roller blades and other walkers / runners.
- Start times should be staggered to eliminate trail congestion.
- No permanent markings are to be used to designate the route. No markings are to be sprayed on, or attached to any building, park sign, tree, road surface, or trail surface. Temporary directional signs are permitted; however, these must be removed immediately following the race.
- Your group is responsible for clean up in the area(s) it uses.
- A valid Motor Vehicle Permit is required to enter the parks. Cost for residents of Hamilton County: \$10 annual/\$3 daily; other visitors: \$14 annual/\$5 daily. Otto Armleder Memorial Park and Fernbank Park are cooperative ventures with the City of Cincinnati; a Motor Vehicle Permit is not required. These will be available for purchase the day of your event. It would be helpful to mention this requirement in your race promotions. **Large groups may be required to purchase these in advance.**
- Large groups may be required to rent multiple shelter areas to accommodate parking needs.
- Use of amplified sound must be approved by the park district Director. It is your responsibility to request permission in writing if you wish to use amplified sound. If approved, Ranger Dept. will have sole discretion as to whether amplified sound is too loud and whether the amplified sound system must be turned down or off. The Rangers' decision with regard to the sound system will be final.
- Parking is not permitted on grass areas unless approval is given in advance by the Ranger Dept.
- No person shall remain in or use any part of the facilities of the park district during the times the park district is closed, unless by special written permit from the Director. The park district is open from dawn until dusk daily.
- No person shall possess an open container of beer or intoxicating liquor, as defined by R.C. § 4301.01, within any park, except within the confines and privacy afforded in a cabin, tent, camping vehicle, permit premises, or other non-public areas reserved or leased from the Board.
- No person shall discharge, ignite, or explode any fireworks in the park district. No person, except authorized employees or agents of the Board shall possess fireworks within the park without a specific written permit from the Director.
- No person shall establish or maintain any camp or other temporary lodging place within the 14 Great Parks of Hamilton County –except in locations especially set aside by the Board as camps.