

City of Wadsworth TROLLEY LINE TRAIL HOUSE SPECIAL ACTIVITY PERMIT

This form is used for events held at the City of Wadsworth's Trolley Line Trail House
Acceptance of your application should in no way be interpreted as final approval or confirmation of your request. Caution should be used in 'advertising' your event, until all details of the permitting process are complete / approved. Event approval may take up to 14 days.
PLEASE NOTE: Use of the Trolley Line Pavilion is NOT included with this permit. That requires a separate reservation.

EVENT NAME: _____

EVENT DATE: _____

APPLICANT INFORMATION

Organization putting on event: _____ Is it Non-Profit? _____

Applicant Name: _____ Title / Position: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Applicant's Contact Information: Phone: _____ Email: _____

On-Site Coordinator Name: _____ Cell: _____

Event website: _____

EVENT OPERATIONS

Type of Event or Special Activity: _____ (ex. family get-together, baby shower, etc.)

Anticipated Attendance: _____ note: maximum occupancy for the house is 49 persons; only the first floor of the house is for rent

Provide a general statement about your activity and the area(s) of the City you're requesting for use:

Event Time (do not include set-up/tear-down): _____ AM or PM to _____ AM or PM

SET-UP/TEAR-DOWN INFORMATION:

Set Up Hours: _____ AM or PM to _____ AM or PM Tear Down Hours: _____ AM or PM to _____ AM or PM

Describe any activities for your event being held that extend beyond the confines of the Trail House. These may include, but are not limited to, additional seating, tents, games, inflatables, etc. Any additional equipment should be free-standing and not damage any City of Wadsworth property or grounds. Such activities may not interfere with activities at the adjacent pavilion area (pavilion use is NOT included in Trail House reservation).

A drawing of the proposed set-up for your activity should be included in the event/site/route map area below.

Attach copy of equipment suppliers' liability insurance for items such as inflatables, etc. (see 'games/inflatables' section,) with the City of Wadsworth named as additional insured. Note: No alcoholic beverages are permitted in City of Wadsworth parks.

EVENT COMPONENTS

FOR EVERY BOX CHECKED BELOW, YOU MUST COMPLETE THE CORRESPONDING SECTION(S) ON THE PAGES THAT FOLLOW

Check **all** boxes that apply to your event:

- | | | |
|--|---|---|
| <input type="checkbox"/> Games / Inflatables | <input type="checkbox"/> Tents/Canopies | <input type="checkbox"/> Clean-Up / Litter Management |
| <input type="checkbox"/> Music / Sound Amplification | <input type="checkbox"/> Event/site map (for events extending beyond the house and porch) | |
| <input type="checkbox"/> Vendors/Food Sales | <input type="checkbox"/> Additional seating, tables, etc. | |

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GAMES / INFLATABLES:

Will your event include games and/or inflatables: ____ Yes ____ No

vendor contact information: _____

Attach copy of vendor's liability insurance with the City of Wadsworth named as additional insured.

TENTS / CANOPIES:

Tents may not be secured in any manner that is damaging to City property and may not interfere with activities at the nearby pavilion. Insurance is required from vendors providing tents.

Number of tents / canopies and size of each _____

Means of securing the tents / canopies _____

Tent rental company contact information: _____

Tents of a certain size require adherence to the Ohio Fire Code and liability insurance. Applicant is responsible for reviewing said code and attaching attach copy of Tent suppliers' liability insurance with the City of Wadsworth named as additional insured, if applicable.

CLEAN UP/LITTER MANAGEMENT

You are responsible for all litter / trash generated by your event. Two residential size carts are to the rear of the house for trash. Additional trash bags may be tied and left next to them for pickup. If you are requesting that the City provide additional trash receptacles or provide special pickup, indicate that here and request will be considered.

How will you collect and remove trash generated at your event? _____

MUSIC / SOUND AMPLIFICATION:

Describe any music and/or amplifying equipment that is part of your event: _____

All event activities must comply with City of Wadsworth Code § 132.14 regarding noise: No person, being the owner, occupant or person in charge of any premises in the city, shall permit or neglectfully allow the making of unreasonable noise on his premises which causes inconvenience, annoyance or alarm to a person or persons off the premises.

EVENT / SITE MAP

not required for activities confined to the trail house interior and porch area

Event / Site / Route Map must be provided and should include the following:

- A drawing / outline of the entire event venue including areas that are part of the venue and the surrounding area.
- The location of anything related to the event that will be outside the confines of the trail house.

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VENDORS and FOOD SALES:

_____ (*initials*) Applicant agrees to familiarize himself with all city, county, and state code and licensing requirements governing vending/food sales operation relating to the event, including, but not limited to, Wadsworth City Code §70.15, § 70.16, § 70.17, §53 et al., §91 et al., §97et al., and §112 et al. Applicant states that he has notified all vendors that they must be in full compliance with all state and county license requirements and regulations and is including a completed 'Street and Parking Lot Vendor' form for each vendor at the event with this application.

Attached form must be completed by each individual vendor with copy of vendor's license included.

of Food Vendors: _____ # of Merchandise Vendors: _____ # of Food Trucks: : _____

Is there gray water associated with your activity? _____ Yes _____ No If yes, how will it be disposed of?

ADDITIONAL SEATING, TABLES, ETC. :

Describe any additional seating, tables, equipment, etc. that is part of your event : _____

see following pages for.....

- ✓ *applicant's signature and City of Wadsworth officials' approval / conditions*
- ✓ *vendor permit*
- ✓ *Trolley Line Trail House Information, Rules and Regulations*

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ACKNOWLEDGEMENT/SIGNATURE

I, the applicant, understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that providing such information is no guarantee that my proposed event will be issued a permit by the City of Wadsworth. I further hold free and harmless the City of Wadsworth and will meet all departmental requirements and details for any contract services required to make the proposed event safe and successful. I agree to abide by and comply with all City of Wadsworth Ordinances including, but not limited to, those pertaining to noise, littering, graffiti, etc. and am responsible for event attendees doing same. I agree to abide by the responsibilities set forth in the following Trolley Line House information, rules and regulations. By signing this application, I agree, for myself and/or on behalf of my organization, to indemnify and hold harmless the City of Wadsworth, its agents and employees, from the claims of third parties for injury to persons and property. I further agree to pay for all fees or services that may be required of me or my organization that are required by the City of Wadsworth in connection with the proposed event. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant.

Applicant's Signature _____ **Date** _____

Sign and return application to: **City of Wadsworth 120 Maple Street Wadsworth, OH 44281**
attn: **Beth Lucas** or e-mail to blucas@wadsworthcity.org

APPLICATION APPROVALS AND CONDITIONS:

Application includes adequate proof of the following and all forms and fees (where applicable):

- | | | |
|---|--|--|
| <input type="checkbox"/> applicant proof of insurance | <input type="checkbox"/> food vendor license | <input type="checkbox"/> payment received: amount _____ date _____ |
| <input type="checkbox"/> tent vendor proof of insurance | <input type="checkbox"/> equipment/ inflatable vendor proof of insurance | |

CONDITIONS required to be met by applicant:

CITY ADMINISTRATIVE APPROVALS:

Mayor Robin Laubaugh	_____	date _____
Director of Public Safety Matthew Hiscock	_____	date _____
Director of Public Service Robert Patrick	_____	date _____
Assistant Director of Public Service	_____	date _____

DEPARTMENTAL ACTION REQUESTED:

City of Wadsworth
TROLLEY LINE TRAIL HOUSE SPECIAL ACTIVITY PERMIT
Information, Rules and Regulations

FEE SCHEDULE:

general public groups / events: \$ 150 / per day + \$ 150 refundable deposit*

non-profit groups' meetings (NOT events): \$10 / per day + \$50 refundable deposit **

- Rentals are limited to one per day on each calendar day.
- Payment must be made at time of reservation.
- Refund of rental fee will only be issued, if cancellation occurs 14 or more days prior to the reservation date.
- The pavilion on the Trail grounds is rented separately and is not included as part of a reservation of the Trail House. It may be rented for an additional \$40 fee, online at wadsworthcity.com ,if it is available.

ACCESS:

- City of Wadsworth parks are open from one hour before sunrise until one hour after sunset, and the Trail House hours are the same unless special permission is granted by the City of Wadsworth.
- At least one adult (21 years of age or older) must be at the site at all times during the reserved time period. Renter is responsible for actions of those in attendance.
- Prior day's access to the facility requires an additional reservation/payment.
- Please do not interrupt another group's reservation by asking to view the facility. Contact the City to do so at another time.

CAPACITY: Maximum capacity for the Trail House is 49 people.

ROOMS FOR USE:

Gathering Room: 14' x 16'

Front Parlor: 9' x 20' (*furniture in this location may not be moved*)

Kitchen: 16' x 10'

Fireside Room: 13' x 13'

DEFIBRILLATOR: A defibrillator is available for emergency use and is located in the hall in front of the bathroom. Call 9-1-1 for emergencies. For non-emergency issues, Wadsworth Police and Fire dispatch may be reached at 330-334-1511.

AMENITIES:

- Tables / Chairs: (6) 32" square tables and 24 chairs
- Fireplace with gas logs
- Kitchen with small eating area, counter workspace, kitchen sink, range, and refrigerator with freezer
- Living Room / Dining area with limited seating
- Gathering Room area
- ceiling fan(s)
- built 1860
- heat
- handicapped accessible bathroom
- rear patio area with handicapped accessibility to the house
- wireless internet available
- capacity: 49 persons

RESPONSIBILITIES AND REGULATIONS:

Renter is responsible for any and all damages or injuries that may occur to the facility, the property or to any individuals, during renter's scheduled reservation time. This includes actions by your guests (including caterer or other attendees), both inside and outside of the premises. Upon applying for the rental of the Trail House, the renter agrees to defend, hold harmless, and indemnify the City of Wadsworth, its officers, members, employees and agents in both their official and individual capacities from all liability, claims, demands, damages or costs for or arising out of the use of the house and grounds.

Access to Trail House, during your rental period:

It is essential that you include the earliest time for which you want access to the Trail House (for set-up) and the latest time that you anticipate being in the house (including clean-up) on your application. The House rear sliding door will be opened remotely, during that period.

Should your event finish earlier than the end of your reserved period, you MUST notify the Buildings and Grounds Supervisor, Rich Lann, by text or phone call at 330.620.5396, so that he can lock the house remotely and so you are not responsible for any damage or incident that may occur after you've already left.

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Setup / Teardown:

The renter making the reservation is responsible for setup and teardown. The premises must be left as they were when you arrived, prior to your own set-up. Cleanup is the renter's responsibility.

- Basic cleaning products and a broom/mop will be supplied for clean-up.
- Kitchen area must be cleaned thoroughly, along with tables, chairs, spills or other accidents; and all floors should be swept and mopped.
- Coffee pot should be unplugged and any coffee grounds dumped into the trash (not in the sink) and paper filters disposed of in the trash.
- Bring your own dish towels, rags, sponges, paper towels, and trash bags for cleanup.
- All trash must be deposited in the trash receptacles located outside the back patio area of the house.
- Table and chair arrangements are the responsibility of the renter. Tables and chairs must be wiped off and should be returned to where they were before your event. Furniture in the Front Parlor area may not be moved.
- User is responsible for providing table linens, if desired.

Kitchen / Food Service:

- The City of Wadsworth does not provide catering nor does it have a food preparation license. The kitchen is for warming purposes only.
- Food spills and splashes must be cleaned up.
- A coffee pot and is provided. Care must be taken in following instructions for use and coffee pot and grounds should be emptied and cleaned up upon departure.

Lights:

All room lights must be turned off upon leaving the building.

Sale of Food / Beverages / Other Items:

The renter may not sell items of any kind unless the patron has applied for and received a special-use permit from the City of Wadsworth; and, if permitted, the renter is responsible for securing a food permit from the Medina County Health Department and observing all county and state regulations.

Decorations:

No tacks, tape, nails, staples or other means that may cause damage to the facility may be used to secure decorations. Decorations must be free-standing. The use of confetti or glitter is prohibited. Any outside decorations or signs placed for the event must be removed at conclusion of the rental period. Open flame candles are not permitted.

Furniture and decor:

Furniture or other items in the house may NOT be taken outside the facility. Furniture in the Front Parlor area may not be moved.

Heating:

The City will adjust thermostat settings to a comfortable level prior to your reservation. Settings should not be changed. The Trail House does not have air conditioning.

Fireplace:

The fireplace may be used during an event, but renter is responsible for proper use of the fireplace and making sure it is off and secure at the conclusion of use.

Parking:

Parking is permitted in the paved parking lot near the outdoor pavilion. No parking is permitted on the grass, access road, trail or next to the Trail House.

Prohibited Activities:

No alcohol is permitted in the Trail House or in any City of Wadsworth parks. All areas of the inside of the building are designated as 'non-smoking.' No smoking outside is allowed within 30 feet of the Trail House and/or the pavilion. Gambling and solicitation of any kind is not permitted in the house or on the grounds.

Securing the Building After Use:

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It is the renter's responsibility to secure the building before leaving (*see 'Access to the Trail House' section above*). Please close and lock any windows and doors that were opened during your event and turn lights off before exiting the building. Property or equipment shall not be stored nor left at the house. The City is not responsible for any personal property or equipment brought into or left at the house.

Firepit:

A firepit is available for use. The City does not provide firewood, but any left in the pit or against the storage shed may be used. Be sure that the fire is died down and safe before leaving.

** If the facility is left clean and undamaged, the deposit will be returned within four weeks of the event. The renter is responsible for any damage to the facility by any guests. Should damage occur at a cost that exceeds the maintenance deposit, the renter will be billed accordingly.*

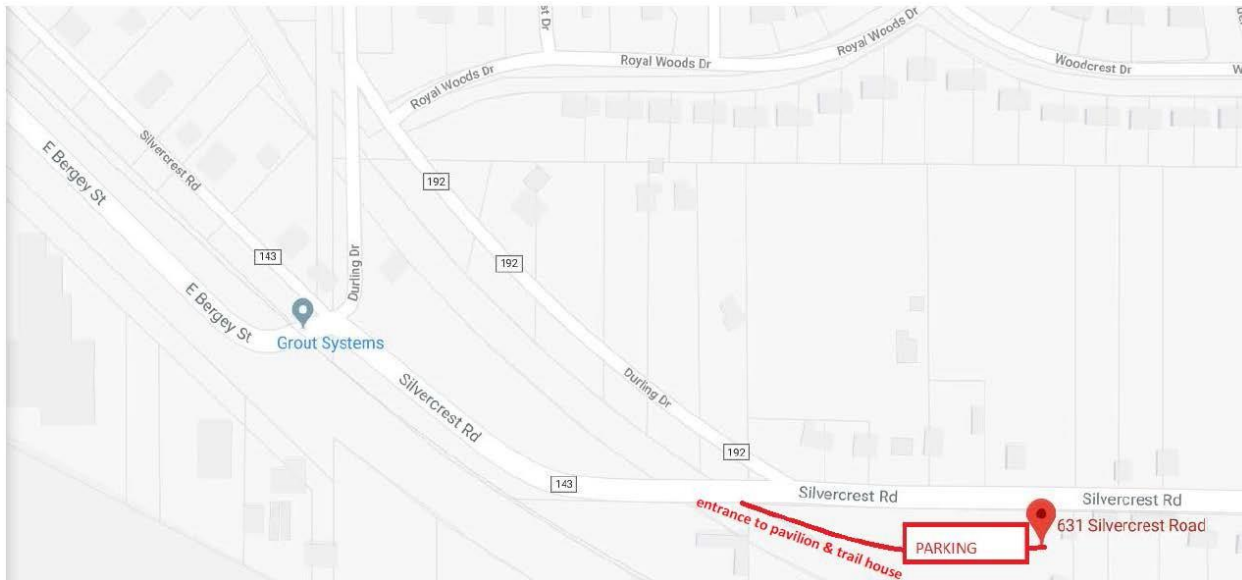
*** Non-profits who anticipate holding more than one meeting, during the course of a calendar year, may choose to have their \$50 deposit held for the duration of that year, rather than submitting a new deposit each time*

CONTACTS:

In the event of any problems / accidents, contact

Emergencies ONLY	911
City of Wadsworth (weekday business hours only)	330.335.2708
Urgent non-emergency concerns after hours	330.334.1581
Wadsworth Police Department non-emergency	330.334.1511

DIRECTIONS:



**City of Wadsworth
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VENDOR PERMIT

Business Name: _____

Owner's Name: _____

Product Sold: _____

Owner's Address: _____

Cell Phone #: _____ Work # : _____ Home # : _____

If your request is associated with a particular event, what is that event? _____

Have you committed prior violations of ordinances, statutes or laws pertaining to vendors, merchants, solicitors and the like?

Yes No (circle one)

If yes, identify city, state, date and nature of violation: _____

State License Type and Number:

County License Type and Number: _____

Include location of vendors in the site map for your event.

All vendors are expected to familiarize themselves with all City Ordinances governing their vending operation including, but not limited to Wadsworth City Ordinances §70.15, §70.16, §70.17, §53 et al., §76 et al., §91 et al., §97 et al. and §112.et al.

I am in full compliance with all State and County license requirements and regulations.

Signature: _____ Date: _____

Action taken or restrictions imposed :

Robert Patrick, Director of Public Service: _____ Approved Denied

Signature: