



# UPTOWN PARK PERMIT

City of Medina  
 132 N. Elmwood Street  
 Medina, OH 44256  
 330-725-8861

## 1. EVENT INFORMATION

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ City Resident?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Email Address: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Officer of Sponsoring Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title of Event: \_\_\_\_\_ Date & Hours of Event: \_\_\_\_\_

Actual Hours for Public: \_\_\_\_\_ Number of People Expected to Participate: \_\_\_\_\_

Does the sponsoring organization carry event insurance?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you intend on having food trucks? \_\_\_\_\_ No \_\_\_\_\_ Yes *If so, provide a vendor list with this request.*

Do you intend on using decorations? \_\_\_\_\_ No \_\_\_\_\_ Yes *If so, please review rules and regulations.*

Below is the fee structure for rental of the Uptown Park. Please circle the type of event and all charges that apply. Please note the deposit amount will be refunded to the renter under the condition that the property was not damaged during the rental and no rules nor regulations were violated. Please include specific details on the event.

Type of Event	Size of Event	Deposit Amount *	Resident/Non-Profit	Non-Resident/Corp.
Wedding / Gathering	1—200	\$100.00	\$100.00	\$200.00
Small Event	201—500	\$750.00	\$200.00	\$400.00
Large Event	501 +	\$1,500.00	\$500.00	\$1,000.00
Multi-Use Event	6+ similar events per year	Same as above event and size	50% discount—on base fee, \$50 additional per day beyond 6	\$200.00 per day

## 3. PRO-RATED COSTS (\*\* Upon Request)

3. PRO-RATED COSTS (** Upon Request)		Requested Service
Service	Cost	Check box that applies
Garbage Removal	\$75.00 per collection	
Snow Removal	\$75.00 per day	
Barricades/Road Closures	\$35.00	
Sound System—Basic	\$50.00 (No Charge Non Profit)	
Sound System—Distributed	\$100.00 (Including Non Profit)	
Spider Boxes—First 3 free	\$25.00 each additional	Locations:
<b>Total Charges</b>		<b>\$</b>

\*\*If services are required, but not requested by Permit Holder, costs will be withheld from the deposit

## Uptown Park Rules and Regulations

1. The City of Medina may agree to the use of existing electrical capability. Extension cords may not be placed across the sidewalks, suspended from the trees, or used in any area near water (unless covered or taped).
2. The possession and/or consumption of alcoholic beverages are prohibited in the Uptown Park.
3. **NOTHING MAY BE STAKED INTO THE GROUND IN THE UPTOWN PARK.**
4. **NO DECORATIONS CAN BE AFFIXED TO THE GAZEBO.** Decorations are permitted on surrounding trees and corner arches (between the hours of 6am-11pm.) Decorations can be placed during the day of the event and must be removed at the completion of the event. Nails, screws, staples, chalk, spray paint, adhesives, or materials of similar use will not be permitted. Failure to comply will result in forfeiture of the deposit.
5. No food may be sold at the Uptown Park without review and approval of the Medina County Health Department and governed by the regulations of the Medina County Health Department.
6. Clean up of the Uptown Park is the responsibility of the sponsoring organization.
7. **NO VEHICLES, MACHINERY, OR TRAILERS ARE ALLOWED IN THE UPTOWN PARK.**
8. The park benches shall not be moved to any other location in the park.
9. Park users are prohibited to use the sound system between the hours of 11:00 p.m.—8:00 a.m.
10. A Parade Permit must be applied for separately if you intend on using Broadway Street.
11. Inflatables are not permitted in the Uptown Park. Failure to comply will result in a forfeiture of the deposit.
12. If you plan to use a temporary tent (400ft<sup>2</sup>. or larger) you **MUST** complete the Temporary Tents and Membrane Structures Permit. Please make arrangements with the Fire Department to have your tent inspected at least 30 minutes **PRIOR** to your event.

All extraordinary safety precautions and arrangements necessary to safeguard the participants during the requested event are the responsibility of the sponsoring organization. Approval of the requested event by officials of the City of Medina is an approval of general arrangements and scheduling. Please **do not** start arrangements for your proposed requested event until you receive a fully approved and signed copy of this permit. If you are renting the Gazebo for a wedding, it is your responsibility to arrange someone to officiate the ceremony, rental of chairs, etc.

### VIOLATION OF ANY OF THE ABOVE WILL RESULT IN DEPOSIT FORFEITURE

For any conflicts or issues that may arise, contact the Medina City Police Non Emergency at 330-725-7777

**I have read and fully understand the Safety Precautions and Arrangements and the Rules and Regulations of the Uptown Park in the City of Medina.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**If the permit is approved the following conditions are imposed and must be strictly complied with:**

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### FOR OFFICE USE ONLY

#### APPROVAL

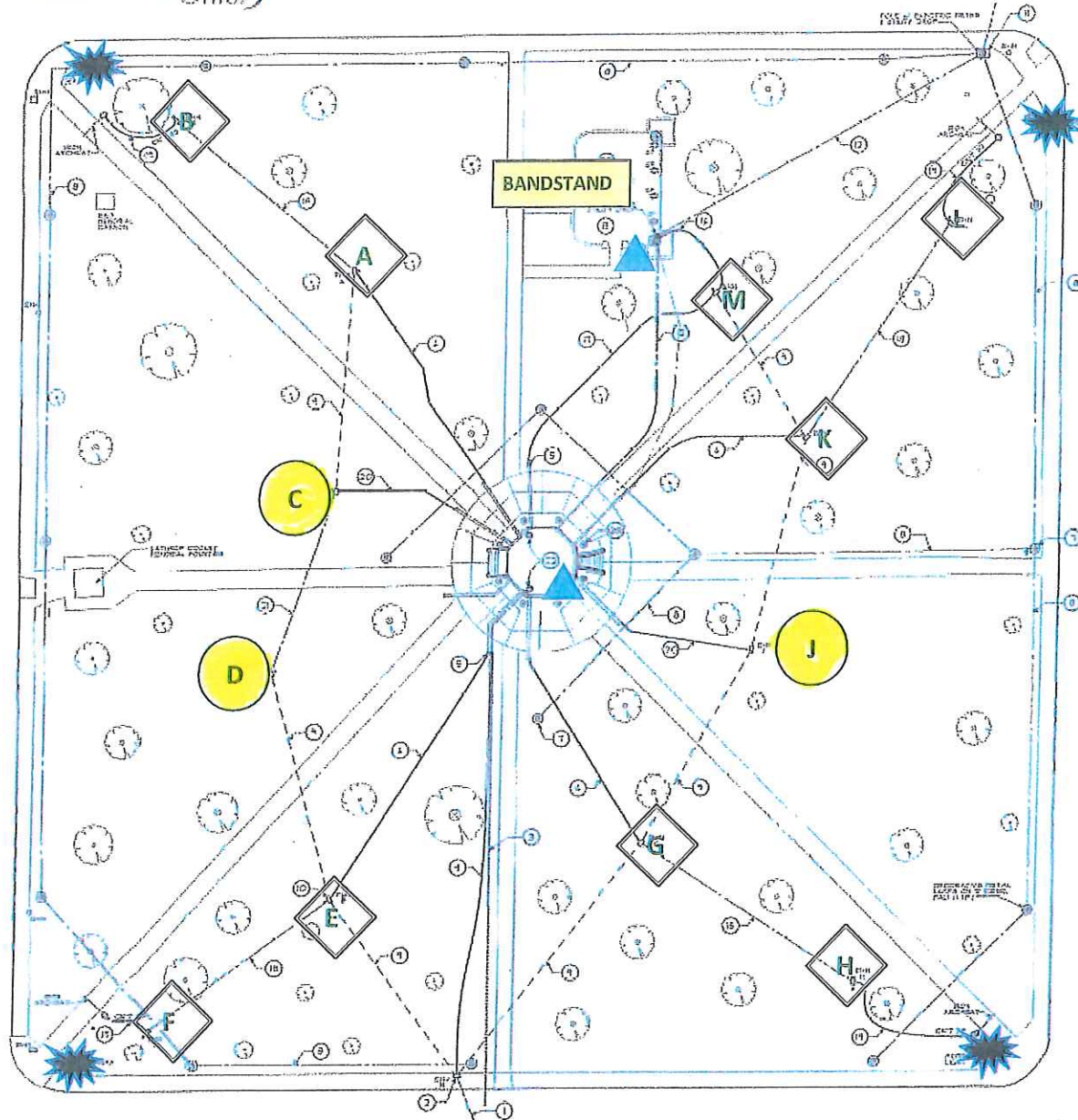
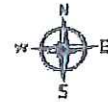
Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

**The Mayor's Office forwarded an approved permit to the following departments:**





Parks       Service       Police       Street



EAST LIBERTY STREET



EAST WASHINGTON STREET

-  Spider Box Location and Sound System Location – 100 AMP service panel; 6 – 20 AMP 125 volt circuits Class A GFCI Protected
-  Additional Spider Boxes– 100 AMP service panel; 6 – 20 AMP 125 volt circuits Class A GFCI Protected
-  20 AMP
-  Water

Bandstand – 100 AMP Panel; 6 – 20 AMP circuits, water

Gazebo - 2 receptacles – 20 AMP; water



300 W. Reagan Parkway, Medina, OH 44256  
Telephone 330 725-1772 [www.medinaoh.org](http://www.medinaoh.org)

### TEMPORARY TENTS & MEMBRANE STRUCTURES APPLICATION (APPLICABLE 400 SF OR MORE)

Temporary  
Tent Permit

\*Dates / Duration of Request \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Address/location where placement will be \_\_\_\_\_

Applicants Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Structure: \_\_\_\_\_ Structure Square Feet: \_\_\_\_\_

Per Ohio Fire Code 1301:7-7-24 (other code sections may also apply):

All tents no matter the size need to meet the following requirements:

- 1) Be flame-retardant and have documentation.
- 2) Following Manufactures requirements to be adequately roped, braced and anchored to withstand the elements of the weather and prevent against collapsing. Each leg of the tent must be secured with weights, weighing between 25 to 40 lbs. Weights can either be attached to each leg of the tent or securely tied to all 4 sides of the tent frame with the weight resting on the ground.
- 3) Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while open to the public unless approved by the Fire Code Official.
- 4) When multiple tents are placed side by side and the aggregate area equals 700 square feet a fire break clearance of 12 feet is needed.
- 5) All tents having an area in excess of 400 square feet or being used for a place of assembly shall obtain a permit and approval from the Fire Code Official.

The undersigned hereby applies to the City of Medina, Ohio for placement permission of a *temporary tent and other membrane structures*, to be installed in compliance with the regulations contained in the Ohio Fire Code Section and with the representations made herein, all of which the undersigned affirms to be true and accurate.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Applicant signing this document \_\_\_\_\_

Permit Approved & Issued By: \_\_\_\_\_ Date \_\_\_\_\_

**(Fire Code Official)**

**Please have the Tent installed 30 minutes prior to event for inspection.**