



## Kenton County Parks and Recreation Policy for Special Event/Advanced Booking Permit

### **Purpose:**

Kenton County Parks & Recreation has introduced a policy to assist organizers of special events. Under this policy, a special event is defined as a non-profit event that requires additional space for tents or other apparatus, that requires use of large areas of the park and impacting the normal use of the park (such as car shows, festivals, large corporate functions, show, demonstration, exhibition, pageant, large outdoor gathering, \*race/walk, etc.), or that requires advance planning, such as a wedding. Special event permits may also be obtained for advanced booking of a shelter house up to one year in advance of the date of an event. Booking one of Kenton County's parks for a special event includes the exclusive use of one designated shelter house only. Reserving a date for a special event requires payment of a **non-refundable** permit fee and a completed Special Events Permit Application.

*\* Please see the additional requirements below for hosting a race or large event in one of the parks maintained by the Kenton County Fiscal Court.*

### **Procedure:**

A completed application should be submitted to the Kenton County Parks and Recreation Office no less than 30 days from the event date. If an application is not submitted at least 30 calendar days prior to the scheduled event, the Parks and Recreation Director or his/her designee may decline to consider the application.

An application will not be reviewed until it is complete and all relevant documentation is provided, including payment of fees. A list of required documentation is below.

- Special Event Application
- Certificate of Insurance
- Letter of Event Explanation – \*Specifically for race/walks and fundraisers
- Copy of Additional Permits if applicable

Individuals wishing to reserve an advanced shelter house permit for a gathering of fewer than 150 people need to complete the Special Event Application form only.

The application will be reviewed by the Parks and Recreation Director within ten (10) business days of the completed application. If a permit is denied, the applicant has the right to appeal to the Deputy Judge/Executive. Appeals must be made in writing and submitted within five (5) days of the applicant's receipt of the notice of denial.

### **Fees:**

Reserving a date for a special event requires payment of a **non-refundable** permit fee and a completed application. The special event permit fee is \$150. Applicable KY sales tax may apply. For a tax exempt entity, call (859) 392-1920 to make reservation and to have the tax waived. A Sales Tax Certificate of Exemption must be received with reservation. Please see additional fees below for hosting races in our parks.

### **Clean Up Fee:**

Shelter Houses are cleaned on a regular basis by Parks Department. However, due to frequent use and exposure to the elements, we recommend that you check your site prior to your reservation for shelter condition. Please think of others, leave the shelter and tables clean for the next user. Shelter reservations guarantee use of the shelter only - no other conditions implied.

Permitted users are expected to clean up all litter and debris (decorations, balloons, etc.) that they generate and place in trash barrels provided by the Parks Department. If facility maintenance is required above and beyond the normal cleaning process, a Clean Up Fee of \$75 may be charged. Large groups should request additional trash receptacles and bags.

### **Large Event/Races:**

Kenton County Parks and Recreation also allows non-profits to host 5K races at various parks. A different set of requirements and fee structure has been established for these events due to the large amount of park space that they require. The following must be completed to host a 5K race at one of our parks:

- Special Event Application
- Certificate of Insurance Naming Kenton County Fiscal Court as Additional Insured
- Letter of Event Explanation (Letter describing the event, how the funds raised will be used, and benefit to the community)
- Create Traffic Control Plan – If the race course shares the public road or right of ways, it is highly recommended to hire law enforcement for the event.

To book a race or large event at one of our parks, the organizer must pay the special permit fee of \$150 along with reserving the additional shelters at the parks. For example, at Pioneer Park the special permit fee would be \$150, which would include the use of Shelterhouse 1 plus an additional \$65 for use of Shelterhouse 2. The total cost in this case would be \$215. Applicable KY sales tax may apply. For a tax exempt entity, call (859) 392-1920 to make reservation and to have the tax waived. A Sales Tax Certificate of Exemption must be received with reservation.

### **Additional Permits:**

It is important that applicants understand that by receiving a special permit from Kenton County Parks and Recreation does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

Some of the common permits and licenses used for events are listed below. It is the responsibility of the applicant to obtain these permits.

Food Service – Temporary food service establishments must obtain a permit to operate and be inspected by the Northern Kentucky Health Department prior to opening. Additional information and applications can be found at [www.nkyhealth.org](http://www.nkyhealth.org).

Alcohol – The service or sale of alcoholic beverage requires state and local temporary ABC licenses. Contact the Kentucky Department of Alcoholic Beverage Control at 888-847-7222.

Commercial Tents – Kentucky Building Code requires inspection and permitting of all temporary structures, including tents. Contact the Planning and Development Services of Kenton County at 859-331-8980 for more information.

Inflatables - Kenton County Parks and Recreation considers all parties with inflatable jump houses to be classified as a Special Event. Anyone using an Inflatable needs to have a shelter house permit, provide proof of insurance from the providing company and pay the permit fee. There is a \$70 permit fee. Failure to do so will result in the removal of the inflatable upon the Park staff's request. No electricity is available for inflatables. A generator must be used at the responsibility of the renter.

### **Insurance:**

Applicants must provide a certificate of general liability insurance naming the Kenton County Fiscal Court as an additional insured for the date(s) of the event. Minimum limits for event liability insurance are \$1,000,000 per occurrence.