



5K RACE/WALK APPLICATION

Event Name: _____

Event Sponsor (individual and/or organization): _____

Event Sponsor Address: _____ City: _____ State: _____

Is Event Sponsor a 501c(3) or non-profit organization? Yes No

Event Date(s): _____ Race Start Time: _____ End Time: _____

Contact Person: _____ Phone number: _____

Contact Person Email: _____

Expected Attendance: 0-49 50-99 100-149 150-199 200+

Will you have any of the following at your event? (Please check all that apply):

Tent(s) Electrical Needs Bounce Houses Music

Food (If so, what food?) _____

Will you have medical personnel or a first aid station? Yes No

Indemnification Agreement:

The parties named above agree to defend, indemnify and hold harmless the City of Springboro from an claim, demand, suit, loss, cost of expense, or any damage which may be asserted claimed or recovered against or from the City of Springboro by reason of any damage to property, personal injury or bodily injury, or is incident to or in any way connected with the performance of this application, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the group or by third parties, or by the agents, servants, employees or factors of any of them.

I agree to the Indemnification Agreement and agree that all the information supplied herein is true to the best of my knowledge.

Signature of Applicant

Date



5k RULES & GUIDELINES:

- 5k's in the City of Springboro can only be held in and around North Park, on the approved course (attached to this application) on the streets adjacent to North Park and can only occur on Saturdays or Sundays, between the hours of 8am – 11am (does not include setup and tear down), unless a specific exemption is granted by the City Manager or held entirely on private property or at the Springboro Schools.
- Only one 5k can be held on this approved course per month. They will be scheduled on a first come, first served basis. This will help the City minimize the disruption to the surrounding neighborhood.
- 5k must have AT LEAST eight (8) volunteers out on the course to control runners at locations indicated on attached course map.
- The organizers will be provided signage from the City to indicate the intersections where the runners will make turns on the course. The event organizers are required to place the signs in the proper locations and are required to collect the signage and return them to the City after the event.
- 5k must supply event liability insurance acceptable to the City of Springboro, and insurance MUST be supplied to City as part of this application, before the event occurs.
- A Springboro Police Officer will be assigned to monitor the event, however the Police Officer may be called away to perform regular duties in case of emergency.
- If the event would require (or prefer) Police Department personnel, the event shall be charged a minimum of \$50 per hour for each officer required (or preferred), and a minimum charge of \$200 shall apply. This is not required to hold the event.
- Any music or announcements that are a part of the event WILL NOT commence before 8am and the sound from said music or announcements shall be controlled and shall not be heard outside of the North Park property.
- Any tents, bounce houses, etc., that are required to be anchored into the ground – locations MUST be approved before the event occurs.
- Applicant is aware that North Park is a public park and the general public cannot be restricted in any way from their general use and enjoyment of the park. North Park is simply provided as a parking area for participants and/or staging area for the event.

I have read, understand and will comply with all the rules and guidelines herein.

Signature of Applicant

Date

City Approvals:

Police Department: ____ Yes ____ No City Manager's Office: ____ Yes ____ No

North Park/Spice Rack 5k Race Course

START/STOP
North Park Parking Lot

VOLUNTEER LOCATION
LEFT TURN STREET
INTERSECTION CROSSING

NORTH

