



Art Park Amphitheater Guidelines

DATE: 1/1/2024
TO: City of Vandalia Residents
FROM: Vandalia Parks and Recreation Department
RE: Art Park Amphitheater Reservations

Art Park Amphitheater Guidelines

Art Park Amphitheater Seating Capacity – 155 people.

Total Event Capacity – 250 people.

There is no charge for reserving the Art Park Amphitheater.

The Art Park Amphitheater can be reserved by City of Vandalia residents.

A resident is defined as any individual or business located within the corporate boundaries of the City of Vandalia. Butler Township Residents are not City of Vandalia Residents.

Art Park Amphitheater reservations run from April 1 – October 31.

The Art Park Amphitheater can be reserved on Friday, Saturday, and Sunday between dawn and dusk. Monday – Thursday will be first come-first serve, unless you deem your Event “large scale,” then it is recommended you make a reservation, and get a Permit.

Requests for Art Park Amphitheater reservations are accepted on a first come-first serve basis beginning the first business day following January 1 of the given year.

Group/Organization Requests: Application must be completed by the Group Representative (User) and he/she must be 18 years of age or older.

Please complete the ‘Art Park Amphitheater Reservation Request’ Form. This form can be found by visiting our website: vandaliaohio.org. **Reservations are not accepted by telephone.**

Permit – Once the Art Park Amphitheater Reservation is finalized and confirmed, a Permit will be issued. On the day of the Event, a reservation card will be posted at the Art Park Amphitheater.

The Art Park Amphitheater is a public venue located in a public park. As such, it is difficult to enforce total private use of the area around the Amphitheater. The Amphitheater may be reserved and approved for private functions, but all applicants must consider that their event is taking place on public property, and areas immediately adjacent to the Amphitheater may be occupied by others.



Art Park Amphitheater Reservation Permit Terms & Conditions

USER - User must be (18) years of age or older. User shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the Art Park Amphitheater reservation. User agrees to use the Art Park Amphitheater in a safe and careful manner and shall comply with all federal, state, and local laws and any rules and regulations set forth by the **City of Vandalia. Park Rules** can be viewed at www.vandaliaohio.org.

PROOF OF CITY RESIDENCY – A resident **could be** required to provide proof of residence - a valid Ohio Drive License or a water/utility or tax bill.

SCHEDULING – City of Vandalia sponsored events take first priority in scheduling.

TIME – The Reservation shall be for any time period ranging from ½ hour up to 6 hours maximum. Setup and tear down is day of Event ONLY.

INHERENT RISKS – User and User's participants shall assume all inherent risks.

WEATHER – It will be the responsibility of the User to make provisions for rain or severe weather. However, the City has the right to terminate an Event due to inclement weather that could pose a hazard to the guests, performers, Staff, or the Amphitheater.

GLASS BEVERAGE CONTAINERS and ALCOHOLIC BEVERAGES are **STRICTLY PROHIBITED**.

SMOKING and VAPING are **STRICTLY PROHIBITED**.

PERMIT HOLDERS must have Permit on hand while using facility.

PARKING – Street parking is available. Depending on the size of the Event, overflow parking could be located in the Vandalia-Butler High School parking lot. Overflow parking must be coordinated with the Parks and Recreation Department well in advance, as parking for baseball tournaments, and other school events may take priority.

VEHICLES – Driving vehicles on the sidewalks or lawn is **strictly prohibited**. Loading or unloading of vehicles from the sidewalks or lawn is **strictly prohibited**.

GRILLS – Personal grills are strictly prohibited.

GAS POWERED GENERATORS are strictly prohibited.

AMPLIFIED MUSIC – (live bands, DJ'S) requests must be submitted in writing or email to the Parks and Recreation Department at least 30 days in advance. Applicants and their guests must follow all City ordinances (Peace Disturbance Ordinance 648.04 A2) where the event occurs.

ELECTRICITY – The Art Park Amphitheater offers TWO 20 AMP Plugs. ONE 50 AMP Plug will be turned on by request only. If use of the 50 AMP Plug is required, a key will be issued. In the event the key is lost, damaged, or not returned, the City of Vandalia reserves the right to charge a fee of \$500 to replace it.

SMALL PERSONAL CANOPY TENTS – 10' x 10' or smaller are allowed.

TENTS/EQUIPMENT – Please contact the Parks and Recreation Department before any LARGE SCALE staked tents can be erected. Any other equipment requests must be submitted in writing. A copy of the USER's Certificate of Liability Insurance, specifying the "City of Vandalia" in the Permit is required to be submitted in advance.

RESTROOM FACILITIES – New ADA compliant restroom building at the Art Park has a men's and women's restroom, both with a Koala baby changing station. The design includes a women's restroom with three (3) partitioned toilet and two (2) sinks and a men's restroom with one (1) partitioned toilet, two (2) urinals and two (2) sinks. The facility also has a drinking fountain on the exterior of the building, along with exterior hose bibs, exterior lighting, and exterior receptacles.

LIGHTING – There is no on-site lighting at the Art Park Amphitheater.

LIGHTED CANDLES, GLITTER, RICE, SILLY-STRING, and CONFETTI - Are strictly prohibited.

DANCE FLOOR – Portable dance floors are strictly prohibited.

THE CITY OF VANDALIA does not provide an additional water supply.

ARRIVAL/DEPARTURE – The Art Park Amphitheater may not be occupied until the stated time on the Permit, and must be vacated at the indicated time on the Permit.

FOOD TRUCKS – Food trucks require a separate Permit from the Engineering Department. Please call 937-415-2342 for more information. Food trucks must be parked on the south side of the street.

CLEANING AND CONDITION OF THE ART PARK AMPHITHEATER – The Art Park Amphitheater and surrounding areas must be maintained and restored to the same conditions as when entered. The City of Vandalia will provide a clean Amphitheater with empty trash cans. All supplies, equipment, tape, and decorations are to be removed by the time stated on the Conditional Permit. Clean up after each reservation is the responsibility of the reservation holder. Conditions of the Art Park Amphitheater are checked on a daily basis by the Parks and Recreation personnel. The City of Vandalia reserves the right to charge a fee of \$200 if the property is not left in the same condition in which it was reserved.

VANDALIA POLICE DEPARTMENT - Non-Emergency number is (937) 898-5868.

DISCLAIMER – The City, elected and appointed officials, all employees and volunteers, all boards' commissions and/or authorities and board members, including employees and volunteers thereof shall be free of any liability for damages to persons or property resulting from the issuance of this Permit.

CANCELLATION - Please call 937-415-2353 Monday-Friday between 8:00 am – 1:00 pm.

PLEASE PRINT THESE PAGES FOR YOUR INFORMATION