



RECREATION AND PARKS  
DEPARTMENT

## **Non-Motorized Watercraft Provider**

### **Application for Vendor's Permit**

Dear Applicant:

Thank you for your interest in providing Non-Motorized Watercraft Services and equipment at the City of Columbus Reservoirs and Water Trails operated by the, Recreation and Parks Department ("CRPD"). Enclosed is the application for a Vendor's Permit. In this instance, Vendor is defined as an individual or company that provides Non-Motorized Watercraft services or goods to individuals for a price.

Please read the following application requirements and conditions carefully. It is recommended that completed applications be returned to the CRPD Rental Services Section no less than thirty (30) days prior to the first date of providing services. Below is a list of conditions that apply to all applications.

- No powerboats will be included in this permit. Approved Non-Motorized watercraft includes canoes, kayaks, stand-up paddleboards and pedal boats. Other, similar, Non-Motorized watercraft may be approved by the Director.
- Pursuant to City Code Section 913.02(B)(1)(f), permits for the rental of Non-Motorized watercrafts may be granted by the CRPD Director. The following waterways are eligible for such permits: Griggs Reservoir, O'Shaughnessy Reservoir, Hoover Reservoir, Downtown Pool of the Scioto River, and City of Columbus Parkland utilized to access the Olentangy Water Trail.
- All Vendor operations must abide by CC Chapter 921 and all other state, local or federal laws, policies or regulations that may be applicable.
- Permits will be valid for one calendar year.
- In 2019, as this program is implemented, all groups, regardless of size, must schedule their dates, times, and an exact launch site location with CRPD. This will be to establish levels of interest of launch locations and to avoid saturation of any launch sites.
- CRPD may create a rotation plan for sites requested by multiple Vendors as necessary.
- CRPD may designate staging areas at each reservoir or park.
- Authorization will not reserve space and all areas may be used on a first come/first served basis.
- Merchandise may be sold on site to clientele only. No sales to the general public.
- Permit may not be used for "walk-up" business unless Vendor is already on-site with paid clientele and extra vessels are readily available. Walk-up business must be unsolicited and voluntary. Vendor will not be permitted to solicit business within the park outside the scope of this policy.
- Vendor may bring extra vessels for walk-up business only if it fits in the trailer used to transport the equipment being used by the pre-registered clientele.

- Once registered clientele are done with their rental, class, etc. Vendor must vacate the premises. If parking near preferred launch site is full, alternate parking plans must be made. All Vendor or customer vehicles associated with the Permit must be legally parked while on site.
- Vendor will be permitted to place ONE advertisement up to 36"x24" on site while they are providing the service outlined in the authorization. Sign must be removed at the conclusion of their activities. Advertisement may be free standing or use wire stakes/legs up to .5" in diameter.
- Vendor may also have branded trailers and a single 10'x10' pop-up style tent while on site. Tents must be weighted and cannot be staked into the ground. Tents must not interfere with parking spaces.
- Any equipment used must be approved in advance by CRPD and CRPD reserves the right to limit any equipment that could potentially harm CRPD property or interfere with normal park activity. Equipment should be easily hand-carried to and from the park.
- CRPD may modify this policy as needed to ensure equal use of launch sites, to ensure public access is not impeded, or to address unforeseen situations.
- Permit may be revoked or suspended for violation of any CRPD terms, rules or policies. Future Permits may be withheld for such violation.
- At the conclusion of the year, Vendors must provide data on number of participants, number or times on site, and revenue generated for the given year.

**Pricing for the Non-Motorized Watercraft Provider Authorization will be as follows:**

<u>Annual Authorization</u>	<u>One Body of Water</u>	<u>Multiple Bodies of Water</u>
Non-Profit	\$400	\$600
For Profit	\$500	\$750

<u>Single Use Authorization</u>	<u>One Body of Water</u>	<u>Multiple Bodies of Water</u>
Non-Profit	\$200	N/A
For Profit	\$250	N/A

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

Vendor Organization (If Applicable): \_\_\_\_\_

Non-Profit Vendor:  YES  NO

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applying for:  Single Use  Yearly Single Body of Water  Yearly Multiple Bodies of Water

Maximum number of vessels per occurrence: \_\_\_\_\_

(Groups of 1 trailer, approx. 12 vessels or less, do not need to schedule an exact launch site location with CRPD)

Describe the type of vessels being used and a description of the service operation:

Desired reservoir(s) and launch locations:

Hoover Reservoir – Specific Location(s): \_\_\_\_\_

Griggs Reservoir – Specific Location(s): \_\_\_\_\_

O'Shaughnessy Reservoir – Specific Location(s): \_\_\_\_\_

Downtown Pool – Specific Location(s): \_\_\_\_\_

Olentangy Water Trail – Specific Location(s): \_\_\_\_\_

First date of service provided: \_\_\_\_\_

Last date of service provided: \_\_\_\_\_

List the anticipated frequency of use (Daily, Weekly, Monthly, Etc.) including what times you will be on the reservoir:

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What type of equipment will be used (types of vessels, trailers, tents, etc.)

Will staff accompany customers during their trip?  YES  NO

Describe the training customers will receive prior to entering the water:

Checklist Items to provide with application:

Insurance listing City of Columbus as additional insured for \$1,000,000 general liability coverage

Proof of Non-Profit status (if applicable)

Proof of industry standard certification(s) (Ex: ACA, ODNR, Level 1,2 Kayak, Canoe, etc.)

Safety, rescue, and first aid plan

Inclement weather plan

\*\*Application will not be processed until all items are received\*\*

**Conditions for Authorization:**

All non-motorized watercraft services and equipment provided by the Vendor pursuant to this Permit shall be provided solely at its own risk. Vendor shall take proper safeguards to prevent any and all injuries or damage to property. Vendor shall be responsible for any damages or injuries occurring on or relating to the operations under this Permit. Vendor shall assume, indemnify, protect and save harmless the City of Columbus, its Directors, Officers, agents and employees, from and against any and all claims, actions, damages, liability and expenses arising from the activities in connection with Vendors operations or this Permit.

If Vendor fails to maintain in full force and effect the terms of this Permit, then CRPD shall have the right to declare this Permit to be terminated. CRPD also reserves the right to object to any and all operations, practices or activities of the applicant that in its sole opinion are unsafe, inappropriate, discriminate because of race, color, religion, sex or national origin, or are contrary to the mission and philosophy of CRPD.

This Permit must be on site for the duration of the event, including preparation and tear down period.

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 materials is no guarantee that the proposed activities will be permitted. I further accept responsibility to meet all CRPD requirements, including proper insurance, to make the proposed activities safe and successful. I verify that I have read and understand this application and the conditions under which my request will be considered.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

\*Upon approval of this application from the Recreation and Parks Department, you have the option to have your information listed on our website as a "Permitted Vendor". If you would like to have your information listed on the Recreation and Parks website, please list how you would like your information listed below:

**Company Name:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Brief Description of Services Provided:**

**Please complete this form and return by mail, fax, or email to:**

**Columbus Recreation and Parks; Rental Services Section**

**1111 East Broad Street**

**Columbus, Ohio 43205**

**Phone: (614) 645-3340 Fax: (614) 645-0686**

**Email: [SRBulejski@columbus.gov](mailto:SRBulejski@columbus.gov)**