



## AMPHITHEATER RESERVATION FORM

The undersigned requests the use of the Springboro Amphitheater and agrees to abide by all rules of the Springboro Park Board as stated in the Codified Ordinances of the City of Springboro/Park Rules and Regulations, Chapter 646.

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

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

\*\*\*\*\*

Date of Event: \_\_\_\_\_ Requested hours\*\*: \_\_\_\_\_

Purpose\*\*: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Electrical Service requested: yes: \_\_\_\_\_ no: \_\_\_\_\_

**\*\* If event is a music concert – music can only be played until 9 pm, unless otherwise approved.**

\*\*\*\*\*

Event Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Hours Approved: \_\_\_\_\_

\*\*\*\*\*

Amphitheater events are permitted only during regular park hours of operation:

April 1st thru October 31st, 6 am to 10 pm

November 1st – March 31st, 8 am to 6 pm

Unless authorized and approved by the City Manager.

**Reservations for the Amphitheater can be taken for Springboro Residents, Springboro Non-profit groups and other Springboro affiliated groups starting January 1 of each year. Reservations for Non-Residents and Non-Resident groups can only be taken 1-month before the requested date.**

\*\* Please be aware, that depending on the number in attendance at your event, **and at the sole discretion of the City**, you may be charged \$25 per hour per City employee that must be present at your event for the following, including but not limited to; the parking of vehicles, sound and lighting system issues, restroom maintenance, etc. You will be notified before your event takes place of any charges that may be necessary.\*\*

Restrooms shall be available for use during regular park hours of operation as well as special hours as approved and authorized. Electric shall be available for events requesting service as indicated above during the hours of your event only.

For operational assistance between 7 am and 4 pm weekdays, call (937) 748-0020  
and weekends and evenings, call (937) 748-0611  
(Springboro Police Department Non-Emergency Number).

Please respect this public facility so many may enjoy it for years to come.