SPECIAL EVENTS APPLICATION &
HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Kathy Kron, 319-653-6584 ext 131; kkron@washingtoniowa.gov

All applications require City Council approval; Applications must be submitted at least 30 days before the event but not more than 120 days

1. **APPLICANT INFORMATION**

   Name/Event: _____

   Coordinator: _____

   Contact Number: _____

   Email Address: _____

2. **EVENT INFORMATION**

   Event Description: _____

   _____

   _____

   Days/Dates of Event: _____

   Time(s) of Event: (Include Set Up/Tear Down Time) _____

   Event Location: _____

   Will event require an alcohol license or require modification of an existing license? _____Yes _____No

3. **REQUEST INFORMATION (Check All Applicable Items)**
   If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

   _____ Temporarily close a street for a special event (specify street, times, and indicate on map:)

   Description:_____

   _____

   _____

   Method of Notification for businesses/downtown residents (if applicable):

   _____

   _____

<u>Other Requests</u>

_____ Temporarily park in a "No Parking" area   _____ Use of gators/UTV/ATV on City streets
location : _____

_____ Use of City Park (specify park :   _____ Parade (attach map of route and indicate
Electrical Needs:_____   streets to be closed)

_____ Walk/Run (attach map of route and indicate   ____ Tent(s) to be used – over 400 sq ft or canopies
streets to be closed)   over 1,000 sq ft

_____ Fireworks (specify location :)   _____ Other (please specify :)

4. **ITEMS REQUESTED FROM THE CITY OF WASHINGTON (There may be fees for these services)**

_____ Street barricades   ____ Yield signs for crosswalks

_____ Emergency "No Parking" Signs   ____ Garbage/Recycling Barrels

_____ Traffic cones   ____ Street Sweeping following (parades)

_____ Picnic Tables   ____ Other (please specify :)

5. **SOUND SYSTEMS**   Please indicate if the following will be used:

_____ Amplified Sound/Speaker System   _____ Recorded/Live Music

_____ Public Address System   _____ If so: BMI/ASCAP License obtained?

6. **SANITATION**   Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).
Will additional restrooms be brought to the site? _____ Yes _____ No   If yes, how many? _____
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? ____ Yes ____ No If yes, how many?)

Contact Person:_____   Phone: _____

7. **INSURANCE**
For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be $2,000,000 general aggregate, $1,000,000 personal injury and $1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be $500,000. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be $500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

_____Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

8. **AGREEMENT**

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

_____   _____
Applicant/Sponsor Signature   Date

APPROVAL PROCESS

Please note the approval process was updated in April 2025

1. Application is turned in <u>at a minimum of 1 week prior</u> to the next City Council meeting and reviewed by City Clerk. (City Council meetings are on the 1st and 3rd Tuesday of every month)

2. At the next available staff meeting, a thorough review by all City Department Heads will be conducted. A recommendation for approval or denial will be made.

3. If any concerns are identified in the first two steps, the City Clerk will reach out to the applicant to discuss.

4. Once a staff recommendation is made, the application will be placed on the next available City Council meeting for approval.

5. Once approved, a copy of the approved permit will be emailed to the applicant.

Depending on when the application is turned in, the approval process takes a minimum of 2 weeks and up to one month.

CITY COUNCIL APPROVAL

Approved: _____   Denied: _____

_____   _____
City Clerk Signature   Date of Action

CONDITIONS IMPOSED:_____

_____

Downtown Map (If Area Outside Downtown, Please Attach a Map):

North

Main Street

Marion Avenue

Iowa Avenue

Bandstand

Washington Street