



## SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 E. Washington  
ATTN: City Administrator Deanna McCusker 319-653-6584  
dmccusker@washingtioniowa.gov

**\*\*Requires advance City Council approval- Council meets 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays at 6 PM;  
Completed applications are due the Thursday previous to the meeting\*\***

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):

\_\_\_\_\_

\_\_\_\_\_

Other Requests

\_\_\_\_\_ Temporarily park in a "No Parking" area location : \_\_\_\_\_

\_\_\_\_\_ Use of City Park (specify park : \_\_\_\_\_  
Electrical Needs: \_\_\_\_\_

\_\_\_\_\_ Walk/Run (attach map of route and indicate streets to be closed)

\_\_\_\_\_ Fireworks (specify location :)

\_\_\_\_\_ Use of gators/UTV/ATV on City streets

\_\_\_\_\_ Parade (attach map of route and indicate streets to be closed)

\_\_\_\_\_ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

\_\_\_\_\_ Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

\_\_\_\_\_ Street barricades

\_\_\_\_\_ Emergency "No Parking" Signs

\_\_\_\_\_ Traffic cones

\_\_\_\_\_ Picnic Tables

\_\_\_\_\_ Yield signs for crosswalks

\_\_\_\_\_ Garbage/Recycling Barrels

\_\_\_\_\_ Street Sweeping following (parades)

\_\_\_\_\_ Other (please specify :)

5. SOUND SYSTEMS Please indicate if the following will be used (verify availability with Parks Dept):

\_\_\_\_\_ Amplified Sound/Speaker System

\_\_\_\_\_ Public Address System

\_\_\_\_\_ Recorded/Live Music

\_\_\_\_\_ 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.

\_\_\_\_\_ Date  
 Applicant/Sponsor Signature

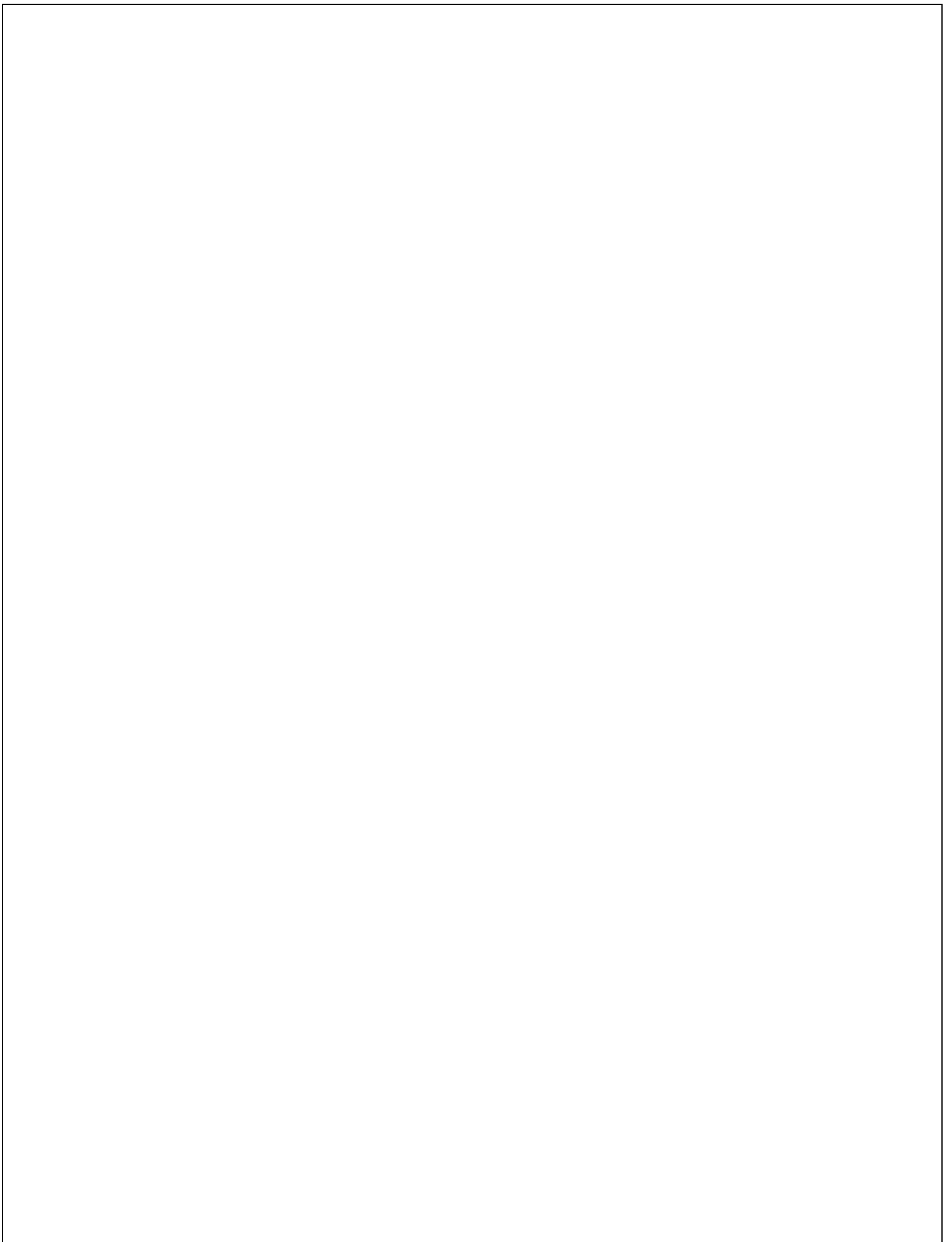
**DEPARTMENT APPROVALS**

<u>Indicate Date Contacted</u>	<b>The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.</b>			
_____	City Administrator Deanna McCusker (Liquor Licenses)		319-653-6584	<a href="mailto:dmccusker@washingtioniowa.gov">dmccusker@washingtioniowa.gov</a>
	Comments/Restrictions:			
_____	Police Chief	Jim Lester	319-458-0264	<a href="mailto:jlester@washingtioniowa.gov">jlester@washingtioniowa.gov</a>
	Comments/Restrictions:			
_____	Fire Chief	Brendan DeLong	319-653-6584 x181	<a href="mailto:bdelong@washingtioniowa.gov">bdelong@washingtioniowa.gov</a>
	Comments/Restrictions:			
_____	Streets	JJ Bell	319-653-1538	<a href="mailto:jjbell@washingtioniowa.gov">jjbell@washingtioniowa.gov</a>
	Comments/Restrictions:			
_____	Parks	Nick Pacha	319-321-4886	<a href="mailto:npacha@washingtioniowa.gov">npacha@washingtioniowa.gov</a>
	Comments/Restrictions:			
_____	County Environmental Health (if serving food):			
		Jason Taylor	319-461-2876	<a href="mailto:jtaylor@co.washington.ia.us">jtaylor@co.washington.ia.us</a>
	Comments/Restrictions:			

**CITY COUNCIL APPROVAL**

\_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
 City Clerk or Administrator Signature Date of Action

CONDITIONS IMPOSED: \_\_\_\_\_



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

