

Date Stamp of Payment

\$20.00 Fee

due at the time the application is submitted.

SPECIAL EVENT APPLICATION

EVENT NAME: _____

Purpose of Event: _____

Location of Event: _____

(Please attach site plan)

Event Sponsor

Address _____

Phone _____

Contact Person's Name

Address _____

Phone _____

Cell _____

Actual Event Date _____ Time _____

Set Up Date _____ Time _____

Clean UP Date _____ Time _____

List any City streets which may be closed, include specific dates and times of closing and re-openings. (Street Closing will need approval by City Council during a regular meeting)

Will

Street Name	Closing Date	Closing Time	Opening Date	Opening Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Approximate number of people expected _____

Will any temporary structures be erected, i.e. tents, canopies, etc. _____

Sizes _____ Locations _____

Will there be any entertainment or music? _____

If yes, performance times: Start _____ End _____

Location _____

Is a parade planned in connection with the event? _____

Please attach a map of the route.

Are any street peddlers or vendors planned? _____

How many _____ Types (food, craft, etc) _____

If food sales are planned, the applicant should also contact the local health department for regulations.

Describe in detail how do you plan to provide security. _____

Will more restroom facilities be needed? _____ if so,

Describe plans to augment available sanitary facilities.

Explain the proposed controls for the sale of alcohol beverages where minors may be present. (A temporary Liquor license may need to be approved by City Council during a regular meeting and submitted to AGE 30 days prior to the event).

Do you plan fireworks display? _____

Date _____ Time _____ Location _____

Vendor _____

Approval of this application will reserve for the applicant, the requested event date/place providing all requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to (City) property, lost barricades/signs, cleanup by (city) crews, or any other additional (City) expenses caused by this event.

Applicant's Signature _____ Date _____

Please return Complete Application to the Royalton City Office

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Approved

Denied

Police Chief Authorized Signature

Date

**-EVENT SPONSOR-
GENERAL RELEASE AND INDEMNIFICATION AGREEMENT**

City of Royalton

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENT HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Royalton property:

Special Events Holder hereby acknowledges, represent, and agrees as follows:

- A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss, or damage, arising from the following circumstances, among others:

Special Events Holder Initial Here _____

- B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for The City of Royalton, on the following form approved by The City of Royalton.

Participant Release and Indemnification required? YES _____ NO _____

Special Events Holder Initial Here _____

- C. We agree to procure, keep in force, and pay for acceptable special event insurance coverage, from an insurer for the duration of the above described activities.

Special Events Holder Initial Here _____

- D. By signing the RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of The City of Royalton, its officers, its employees, or by any other cause.

Special Events Holder Initial Here _____

- E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release, and discharge The City of Royalton, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of The City of Royalton, its officers, its employees, or by any other cause.

Special Events Holder Initial Here _____

- F. We further agree to defend, indemnify, and hold harmless the City of Royalton , its officers, employees, insurers, and self insurance pool, from and against all liability, claims and demands, court costs and attorneys fees, including those arising from any third party claim asserted against The City of Royalton, its officers, its employees, insurers, or self insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other kind of loss of any kind whatsoever, which arises out of or are in any way, related to the above described activities. Whether or not caused by my act, omission, negligence, or other fault of The City of Royalton, its officers, its employees, or by any other cause.

Special Events Holders initial here _____

- G. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts, omissions, negligence, or other fault of The City of Royalton, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Special Events Holders initial here _____

- H. We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

Special Events Holders initial here _____

- I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

Special Events Holders initial here _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by the through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER (Organization, Business, etc.)

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____ Initials _____

Date _____

**-PARTICIPANT-
GENERAL RELEASE AND INDEMNIFICATION AGREEMENT**

**I. RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT: PARTICIPANT
MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following activities:

I hereby acknowledge, represent, and agree as follows:

- A.** I understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss or damage. I further acknowledge that such risks may include but are not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

Participant initial here _____

- B.** By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I hereby expressly assume all such risks of injury, loss or damage to me or any other related third party arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of The City of Royalton, its officers, its employees, or by any other cause.

Participant initial here _____

- C.** By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I further hereby exempt, release, and discharge The City of Royalton, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of The City of Royalton, its officers, its employees, or by any other cause.

Participant initial here _____

- D.** I further agree to defend, indemnify, and hold harmless the City of Royalton , its officers, employees, insurers, and self insurance pool, from and against all liability, claims and demands, including any third party claim asserted against The City of

Royalton, its officers, its employees, insurers, or self insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other kind of loss of any kind whatsoever, which arises out of or are in any way, related to the above described activities. Whether or not caused by my act, omission, negligence, or other fault of The City of Royalton, its officers, its employees, or by any other cause.

Participant initial here _____

- E. By signing the RELEASE AND INDEMNIFICATION AGREEMENT, I hereby acknowledge and agree that said agreement extends to all acts, omissions, negligence, or other fault of The City of Royalton, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Participant initial here _____

- F. I understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota, and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts of Minnesota.

Participant initial here _____

This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date set forth below and shall be binding on me, my successors, representatives, heir, executors, assign, and transferees.

Participant initial here _____

II. PARTICIPANT SIGNATURE AND DATE

Participant

Date