

CITY OF DECATUR EVENT APPLICATION

Name of Event and Describe Event _____

Please attach a complete list of activities and times.

1. Name of Sponsor/Organization _____
2. Name of Person in Charge _____
Mailing Address _____
Telephone # __ (home) _____ (cell) _____
Email Address _____
3. Co-Person in Charge _____
Telephone # __ (home) _____ (cell) _____
4. Event Date (day/month/year) _____
5. Location of Event _____
6. Set Up Time _____
7. Event Start Time _____ Event End Time _____
8. Number of People Expected? _____
9. Street Closings, When and Where? _____

_____ (Please attach list if necessary.)

10. Tents or similar structures, when placed on city streets or parking lots, may NOT be staked into asphalt.

11. Electrical needs _____

12. Trash Pick Up _____

13. Event Sponsor must provide Port-A-Pots for events.

Number Needed _____
Have They Been Ordered? _____ Date Ordered _____
What Company? _____

14. Downtown Activities requesting the Courthouse Square will need to make request to the Adams County Commissioners. Yes/No _____

Must have Signature from the Commissioners _____

15. Downtown Activities requesting the electrical box on Madison Street must request usage from Decatur Chamber of Commerce. Yes/No _____

Must have Signature from the Chamber of Commerce _____

16. If requesting Jackson Street site, contact the Park and Recreation Office at Riverside Center (between 8:00 am and 4:00 pm, Monday through Friday). Date Confirmed Yes/No _____
 Contract Signed Yes/No _____ Signature of Office Manager _____
17. Have you contacted the Police Department on street closings? Yes/No _____
 Must have Signature from the Police Department _____
18. Have you contacted the Fire Department on street closings? Yes/No _____
 Must have Signature from the Fire Department _____
19. Have you contacted the Street Department on street closings? Yes/No _____
 Must have Signature from the Street Department _____
- 20. Noise for any event must meet City Ordinance.**

Once this form has been completed and approved by all, it can be turned in to City Hall.

A representative of the event will need to make the formal request to the City Council Members at the next City Council meeting.

Upon passage by City Council, the event sponsor must sign indemnity agreement, present certificate of insurance, and pay any fees and charges.

Unless waived in writing, in advance by the Mayor or his assignee, a certificate of public liability insurance covering the event must be secured and attached to the indemnity agreement or the event will be cancelled.

**Insurance Coverage Required: \$ 300,000 / \$ 1,000,000 bodily injury liability
 \$ 300,000 property damage liability, per occurrence**

Signature of person in charge of event.

Date

Please provide copy to each agency -- Park and Recreation Department
 Police Department
 Fire Department
 Street Department

CITY OF DECATUR INDIANA
LIMITED USE AND INDEMNITY AGREEMENT

This Limited Use and Indemnity Agreement is made this _____ day of _____, 20_____.

By and Between the City of Decatur, Indiana (city) and

("Use Party") _____

By these terms the City grants to Use Party the limited right to do the following:

(the "Authorized Activity") _____

It is expressly agreed that the **Authorized Activity** is the sole permitted use by the **Use Party** hereto, unless otherwise agreed in writing, in advance, by the City of Decatur.

As Consideration for the Agreement and the right to engage in the Authorized Activity, Use Party hereby jointly and severally agrees to indemnify, defend, and hold the City of Decatur harmless from any and all claims arising from or relating to use of the City Premises or from the conduct of its business, or from any activity, work, or things which may be permitted or suffered by Use Party in or about the City Premises.

This indemnification obligation shall include without limiting the obligation to indemnify, defend and hold harmless the City from any breach or default in the performance of any obligation on Use Party's part to be performed under the provision of this agreement, or arising from any negligence by Use Party, or any Use Party's agents, guests, invitees, contractors or employees, and from any costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim, or any property in or about the City Premises from any cause and Use Party, for themselves, their guests, invitees, heirs, beneficiaries, and estates, hereby waives all claims in respect thereof against the City excepting where said damages arise out of negligence of the City.

City of Decatur, Indiana

"Use Party"

By _____

Its _____

Date _____

* Attach Certificate of Insurance _____

* Fees and Charges Collected _____