

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? _____

****See the information in red and ** below regarding a street closure.** _____ (Please attach a list if necessary.)

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

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 a 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 the Decatur Chamber of Commerce. Yes/No

Must have a Signature from the Chamber of Commerce _____

16. If requesting the 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 _____
17. Contract Signed Yes/No _____ Signature of Office Manager _____
18. Have you contacted the Police Department on street closings? Yes/No _____
19. Must have a Signature from the Police Department _____
20. Have you contacted the Fire Department on street closings? Yes/No _____
Must have a Signature from the Fire Department _____
21. Have you contacted the Street Department on street closings? Yes/No _____
Must have a Signature from the Street Department _____
22. Noise for any event must meet the City Ordinance.

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

A representative of the event will need to work with The Community Coordinator and make the formal request to the City Council Members at the next City Council meeting.

**If you will have food at your event, each vendor must have a permit from the Adams County Health Department

Call 260-724-5326 for more information

Upon passage by the City Council, the event sponsor must sign an indemnity agreement, present a 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 canceled.

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

****If you are requesting to close a street, you must leave 20 feet open so emergency responders can get through if needed. In accordance with the 2012 International Fire Code Section 503.2.1**

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
By _____
Its _____
Date _____

"Use Party"

* Attach Certificate of Insurance _____

* Fees and Charges COLLECTED _____