

SPECIAL EVENT PERMIT APPLICATION

Please attach any additional information as necessary

INFORMATION CONCERNING PURPOSE AND USE

TYPE OF EVENT: _____

ADDRESS/DESCRIPTION OF PROPERTY/ROUTE DESIRED TO BE USED (Please be as specific as possible): _____

DATE(S) OF USE: _____ START TIME: _____ END TIME: _____

PURPOSE (Attach proposed Flyer/Ad if possible): _____

ESTIMATED NUMBER IN ATTENDANCE: _____

ARE YOU REQUESTING AS: ONE TIME USE ☐ OR ONGOING USE ☐ EXPLAIN _____

SECURITY/SAFETY PLAN: _____

WHO IS IN CHARGE OF CLEAN-UP AFTER EVENT: _____ PHONE: _____

HAVE YOU HELD THIS EVENT BEFORE IN MARION, IF YES WHEN: _____

APPLICANT INFORMATION

APPLICANT NAME: _____ D.O.B. _____

ADDRESS: _____

PHONE: _____ DL# _____ STATE: _____

EMAIL: _____

ENTITY/GROUP/ORGANIZATION INFORMATION

NAME: _____

NON-PROFIT: YES ☐ NO ☐ TAX EXEMPT ID _____ STATE _____

DATE FORMED: _____ INSURANCE: YES ☐ NO ☐

INSURANCE COMPANY: _____ POLICY # _____

FULL NAMES OF OTHER ORGANIZATION/GROUP MEMBERS PARTICIPATING: _____

PLEASE READ CAREFULLY BEFORE SIGNING

EXPRESS ASSUMPTION OF RISK: The undersigned hereby agrees that he/she is using the described property for their event at his/her/their own risk. The undersigned agrees that he/she is voluntarily requesting the use of the space and participating in all activities related to the use of space, and assumes all risk of injury, illness, damage or loss that might result and will take all necessary and reasonable safety precautions to prevent injury, damage and loss to the extent possible to all who participate in the event.

WAIVER/RELEASE OF LIABILITY: By the execution of this Waiver and Release, the undersigned agrees that the City of Marion, including its employees, officers and representatives, shall not be liable for any damages arising from property damage or personal injuries sustained by the undersigned, other individuals attending undersigned's event, nearby properties, or any of his/her assigns, successors, or any licensee thereof as a result of any and all activities related to the use of the property or any City resources. The undersigned assumes full responsibility for any such injuries or damage which may occur.

INDEMNIFICATION/HOLD HARMLESS AGREEMENT: Applicant agrees to defend the City from and against any and all claims, suits, or actions for death or injury to persons or damage to property brought against the City arising from any alleged claims, acts, or omissions in connection with this Special Event, whether or not suit is filed, unless such claim, suit, or cause of action was based solely on the negligence of the City, its employees, agents or contractors. Additionally, applicant shall indemnify the City for any sums the City becomes obligated to pay as damages arising out of such circumstances, except to the extent such damage is due solely to the negligence of the City, its employees, agents, or contractors. Additionally, the applicant agrees and understands the City may require reimbursement for any and all costs and expenses incurred by the City as a result of the Special Event. The applicant is an authorized representative/agent for the organization sponsoring the Special Event and authorized to sign on its behalf.

APPLICANT SIGNATURE

DATE

APPLICANT TITLE

APPROVED BY: _____

DATE: _____

LIMITATIONS OR CONDITIONS OF APPROVAL (IF ANY): _____
