

CITY OF WESTPORT

APPLICATION FOR SPECIAL EVENT

Please file 30 days in advance

NAME OF EVENT:

APPLICANT/SPONSOR(S):

Applicant Name:

Date:

Organization:

Status: For Profit / Non Profit

Mailing Address:

Phone Number:

Email:

Other Authorized Contact:

Emergency Contact(s):

Phone:

NATURE OF REQUEST:

Type of Activity (describe event):

Attach Copies of Brochures, Posters, Flyers, or Mailings Advertising this Event

Date(s) of Event:

Hours of Operations:

Set-Up-Date/Time:

Take Down Date/Time:

Number of Staff/Volunteers:

Number of Participants:

Will Participants Pay a Fee? YES / NO

Will there be outside vendors? YES / NO

Number:

Will Alcohol Be Served? YES / NO (If yes, Liquor Liability Insurance / City as Additional Insured & WSLCB permit must be provided)

Location To Be Used (describe area to be used, attach map/route plan as appropriate):

How will this affect surrounding businesses, city, public, etc. (traffic,parking,property)

Are You Requesting City Services (if so please list):

INSURANCE - The City does not maintain insurance that will respond to claims against the Applicant arising out of special event activities organized and/or operated by the Applicant, its members, or those attending the event. Depending on the size and/or activity and risk level of the event, liability insurance, with the City named as an additional insured using an endorsement at least as broad as ISO form CG 20 26, may be required in accordance with city policy. If there will be alcohol at the event, I agree to also provide proof of Liquor Liability insurance and an additional insured endorsement naming the City of Westport as an additional insured. Please attach proof of insurance and amendatory endorsements, if required.

HOLD HARMLESS óApplicant/Sponsor shall defend, indemnify and hold harmless the City of Westport, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Sponsor, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Sponsor, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

RIGHT OF ASSEMBLY - A special event permit or authorization from the City is required for any event in a park, public place or on private property where it will significantly impact public sidewalks or roadways. When such an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without charging a fee for political or religious activities or imposing terms or conditions that infringe constitutional freedoms, and in a manner that respects the liberty of applicants and the public.

EXEMPTIONS FROM FEES, INDEMNIFICATION AGREEMENT AND INSURANCE - No fee, indemnification agreement or insurance requirement shall be imposed when prohibited by the First and Fourteenth Amendment to the United States Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Factors that may be considered in evaluating whether or not the fee applies include the nature of the event; the extent of commercial activity, such as the sales of food, goods, and services; product advertising or promotion, or other business participation in the event; the use or application of any funds raised; if part of any annual tradition or series, previous events in the sequence; and the public perception of the event.

REPORTS AND INFORMATION ó **If City advertising funds are requested and used for this event,** a report and documentation shall be required that include the following: The estimated number of tourists and/or persons traveling over fifty miles to the destination (event), persons remaining in the City overnight, and those staying in lodging facilities during this event. If the above information is not provided in a timely fashion after the event occurs, the funding provided by the City may be returned.

Date: _____

Signature of Applicant: _____
Organization/Title: _____

FOR CITY USE ONLY

Check the Following that apply:

- _____ Non-Profit
- _____ For-Profit
- _____ Constitutionally protected activity
- _____ Liability Insurance & Addl Insured Endorsement (attach Copy)
- _____ Liquor Liability Insurance/Addl Insured Endorsement (attach Copy)
- _____ Applicable Fee Paid (Amount) \$ _____
- _____ Outside Vendors
- _____ Request for Waivers (Please List): _____

THE FOLLOWING DEPARTMENTS MUST SIGN-OFF AND LIST ANY IMPACTS OR RECOMMENDED CONDITIONS:

POLICE: _____

PW DIRECTOR: _____

WATER: _____

SEWER: _____

STREETS: _____

BUILDING DEPT: _____

CITY CLERK: _____

Date Received: _____ By: _____