

SPECIAL EVENT APPLICATION

Date of Application: _____ Rec'd by: _____ Date: _____

Name of Organization Sponsoring Event: _____

Type of Organization: _____
(Example: religious, charitable, educational, fraternal, etc.)

Contact Representative: _____
(Print Name) (Signature)

Contact Address: _____ Phone No. _____ Email Address: _____

Special Event: Parade _____ Bike Tour _____ Run/Walk _____ Cruise _____ Circus _____
Tournament _____ Other _____ (please describe)

Name of Event: _____ Reason for Event: _____

Date of Event: _____ Hours of Event: _____

Fees charged for Event: _____
(Example: Parking, entry fees, tickets, concessions, cover charge, etc.)

City Property to be used: _____
(Example: Park name, street closing, building, etc.) (Attach additional pages if needed.)

Are street closures required: Yes _____ No _____ (Attach map of route, if applicable.)

If yes, which streets? _____

Point of Assembly: _____ Start time: _____ Finish time: _____

Estimated No. of People: _____ No. of Floats: _____ No. of Bands: _____ No. of Cars/Trucks: _____

Will traffic be monitored? Yes _____ No _____

Barricades needed? Yes _____ No _____ If yes, how many? _____

(Attach map of intersections where barricades are needed. Barricades will be delivered to the locations one day prior to the event for placement by event sponsors.)

Insurance Provider: _____ (Attach Certificate of Insurance / \$1 million minimum liability)

Will Release of Liability forms be required for participation in the special event? ___ Yes ___ No (See Sample)

Special Requests: _____

If entry forms are required for participation in any event, include a Release of Liability. Sample wording for a Release of Liability is as follows:

SAMPLE

Release of Liability: I am aware of the nature of this special event and I hereby assume responsibility for participation in it. I agree to indemnify, hold harmless and defend name of sponsoring organization(s), the City of Olney and/or its employees, and all sponsors and volunteers, from and against any and all claims, liability, costs and attorney's fees arising out of any injury or death as a result of my participation in this event. The release of liability is binding on the undersigned, his/her heirs, legal representatives and assigns.

Signature of Participant / Parent / Guardian

Date