

**CITY OF WESPORT**

**APPLICATION FOR SPECIAL EVENT**

NAME OF EVENT:

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**APPLICANT/SPONSOR(S):**

Application Name:

Date:

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Organization:

Status: For Profit / Non Profit

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Mailing Address:

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Phone Number:

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Other Authorized Individuals:

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Emergency Contact(s):

Phone:

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**NATURE OF REQUEST:**

Type of Activity (describe event):

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

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Date(s) of Event:

Hours of Operations:

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Set-Up-Date/Time:

Take Down Date/Time:

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Number of Staff/Volunteers:

Number of Participants:

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Will Participants Pay a Fee? YES / NO

Will there be outside vendors? YES / NO

Number:

Will Alcohol Be Served? YES / NO (If yes, separate insurance indemnity must be provided)

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

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How will this affect surrounding area (to others/businesses, City, Public, etc.):

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

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**INSURANCE** - The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the size and/or activity and risk level of your group, you may be required to obtain bodily injury and property damage liability insurance in accordance with city policy, name the City as an additional named insured on the policy, and are responsible for obtaining said insurance. Please attach proof of insurance, if required.

**AGREEMENT** - The organization or entity obtaining a permit agrees to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to 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** – 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: \_\_\_\_\_

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FOR CITY USE ONLY

Check the Following that apply:

- Non-Profit
- For-Profit
- Constitutionally protected activity
- Event Insurance Required (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: \_\_\_\_\_

FIRE/SAFETY: \_\_\_\_\_

WATER: \_\_\_\_\_

SEWER: \_\_\_\_\_

STREETS: \_\_\_\_\_

BUILDING DEPT: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_

LTAC Chairpeson: \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

