

SPECIAL EVENT REQUEST FORM FOR VILLAGE OF MANTUA

Name of Event: _____ Date(s): _____ Times: _____

Where: _____ Activity: _____ Day(s) of the week: _____

Name of Organization and/or Event Committee: _____

RULES AND REGULATIONS

1. **NOTIFICATION:** At least three months before the scheduled event, the Event Committee shall notify the Mayor, Council and other responsible boards of its intention to hold the event.
2. **PLANNING:** At least three months before the activity is scheduled, the Event Committee shall appoint a spokesman for the activity, and its chairpersons and shall define their responsibilities. At least two months before the event is scheduled, chairpersons shall provide a list of public services needed to the Mayor, and provide a block diagram of the proposed fair/festival area to the Mayor, Chief of Police, Village Administrator and such other Village officials as may be required. Six weeks before the event, a schedule of activities shall be distributed.
3. **SAFETY:** To insure adequate safety measures during the scheduled event, the Event Committee shall grant to the Chief of Police authority to employ such additional personnel as necessary for that purpose. If time permits, the Chief shall contact the chairman or president of the Event Committee. Compensation for the additional personnel shall be paid by the Event Committee. The committee shall maintain twenty-four hour security watch in the organization area during the event.
4. **CURFEW:** The Village curfew regulations shall be relaxed or not enforced until thirty minutes after closing of the event on nights activities are scheduled.
5. **ALCOHOLIC BEVERAGES:**
 - (a) Vendors shall be responsible for obtaining proper license and permits for the sale of alcoholic beverages.
 - (b) The group responsible for the fair or festival shall obtain and supply the Village with a copy of proof of liquor liability insurance in an amount not less than five hundred thousand dollars (\$500,000). The Village shall be shown on the policy as an additional insured along with the group that is sponsoring the event. (Proof must be attached to this form.)
6. **BEVERAGE CONTAINERS:** No glass containers for alcoholic and/or any other beverages shall be permitted in the designated areas of the Village used for any scheduled event.
7. **CLEAN-UP:** When the event is over, the organization committee shall be responsible for the clean-up of the area used and restoring it to its pre-activity condition. If Village employees are required to perform clean-up or repair work as a result of the scheduled activity, the fair/festival committee shall compensate the Village for the wages and benefits of its employees for the hours they perform such necessary clean-up and repair work.
8. **LIABILITY:** The Event Committee shall hold the Village of Mantua and its officials harmless from any liability for injuries and/or damages arising and will provide proof of liability insurance. The proof of insurance must state that the insurance covers the organization, the activity, and Village of Mantua. (Proof must be attached to this form.)
9. **ANIMALS AND BICYCLES:** All animals in the event areas shall be on leash. Bicycles, Skates, Skateboards, etc. shall not be permitted in the event area, except for parades or exhibitions sponsored by the event committee.

_____ (indemnitor) agrees to indemnify and HOLD HARMLESS Village of Mantua and their agents and their employees from all liability, claims, demands, or cost, for, or arising out of _____ (subject indemnity) whether it be caused by the negligence of indemnitor or Village of Mantua or either party's agents, employees or otherwise.

EVENT MAY NOT BE HELD UNTIL ALL SIGNATURES ARE OFFICAL

Signature of Organization/Event representative: _____
Signature _____ Date _____

PRINTED name and address of representative: _____
Print name _____

Address

Home telephone

Cell telephone

VILLAGE APPROVAL

Mayor and Date

President of Council and Date