

SPECIAL EVENT PERMIT APPLICATION



Applicant Information

Name of Hosting Organization:

Chief Officer of Hosting Organization:

Hosting Organization Address:

Hosting Organization Phone Number:

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant Email:

Applicant's Relationship to Hosting Organization:

Event Information

Event Name:

Event Description:

Event Category:

- Athletic / Recreation
- Concert / Performance
- Festival / Celebration
- Parade
- Other _____

Location Description:

**Parade Applicants must submit a detailed description of the proposed parade route in addition to their application*

Event Date(s) / Time(s):

Start Time

End Time

Expected Attendance:

Event Activities

Will any sound equipment be used at your event? (i.e. live music, DJ, PA system, etc.)

YES NO

When will this equipment be used?

Start Time End Time

Will any artificial lighting be used at your event? (i.e. stage lights, strobe lights, etc.)

YES NO

Waiver and Release of Liability

To the fullest extent permitted by law, the Applicant will indemnify and hold the City and its officers, employees, agents, and volunteers harmless from all claims arising from any and all liability, loss or damage they may suffer as a result of actual losses, liabilities, claims, damage or expense, including reasonable attorney’s fees and investigative expenses, they may incur which result from any claims against them, individually or severally, including, but not limited to, the activities to be carried out pursuant to the obligations of this Agreement. The Applicant hereby expressly indemnifies and holds harmless the City for the consequences of any negligent act or omission of the City, officers, employees, agents, and volunteers.

Affidavit of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the Richmond Hill Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager and/or the City Manager’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity with may pertain to the use of the Event Venue and the conduct of the Event.

Applicant Signature:

Date:
