



1902 Jefferson Street, Hermann, MO 65041

\$500.00 DEPOSIT REQUIRED

Deposit will be refunded if the facility is left in a clean, orderly and undamaged condition comparable to the condition prior to rental: but if not, the deposit will be retained and applied to the cost of cleanup or repairs.

Date Paid \_\_\_\_\_

**APPLICATION FOR SPECIAL USE OF PUBLIC FACILITIES FOR A SPECIAL EVENT**

1. Name and address of the sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name, address, and residence and business telephone numbers of the chief managing official of the sponsor, if different:  
Name \_\_\_\_\_  
Residence Address \_\_\_\_\_ Business Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Residence Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_
  
3. Date and duration of the intended special event: \_\_\_\_\_  
\_\_\_\_\_
  
4. Name of event / Nature of activities to be conducted during such special event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- If driving tent stakes, fence post, or for digging of any kind - YOU MUST call 1-800-dig-rite (1-800-344-7483), to be in compliance with State Statute 319.010 and for your personal safety.**
  
5. Location of each such activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Description of each item or tract of public property or facilities desired to be designated in the license for special use and safety precautions to be taken for such event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Description of any special services, equipment, personnel or police protection requested to be provided at each location during the special event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Estimate number of people expected to visit each such location on each day of the special event: \_\_\_\_\_  
\_\_\_\_\_

9. Statement of the type and number to temporary restroom facilities to be provided by the sponsor at each such location, if required by this Ordinance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Date and time when normal use of such property or facilities may be resumed after completion of the special event: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

**(City Office Use Only)**

Date application received: \_\_\_\_\_

Date to Public Works Director: \_\_\_\_\_

Date BOA approved: \_\_\_\_\_

Date to Street Foreman: \_\_\_\_\_

Date to Chief of Police: \_\_\_\_\_

Date to Tourism Director: \_\_\_\_\_

For Street Closures:

Fax to EMS & Fire Dept. 573-486-9034 (EMS)

573-486-5618 (Fire)

Date to Fire Department: \_\_\_\_\_

Date given to Park Board (Kathy): \_\_\_\_\_

Date to Park Foreman: \_\_\_\_\_

Date Park Board Approved: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

City of Hermann  
1902 Jefferson Street  
Hermann, MO 65041  
573-486-5400

Word-Special Event Application-Public

Updated 08/25/2016

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The \_\_\_\_\_ (individual/organization name) hereby agrees to indemnify and hold harmless the City of Hermann, and its officials, officers, agents and employees, from any liability for claims, losses, injuries, damages, actions, or causes of actions, including the cost of legal defense, except to the extent of the negligence of the City of Hermann, arising out of the use by

\_\_\_\_\_ (individual/organization name), or its agents, employees, or licensees, during \_\_\_\_\_ (activity/event) on \_\_\_\_\_ (date) at \_\_\_\_\_ (location) or

arising out of any act or omission by the \_\_\_\_\_ (individual/organization name), or its agents,

employees, or licensees, during \_\_\_\_\_ (activity/event) on \_\_\_\_\_ (date).

By \_\_\_\_\_

Signature

\_\_\_\_\_

Typed/Printed Name and Title

\_\_\_\_\_

Date

**- INSURANCE -**

***Submit this page to your insurance provider***

If the request to use City Owned Property is approved

**INSURANCE MUST BE PROVIDED**

Our insurance carrier requires each user or renter of City Property to provide a Certificate of General Liability Insurance naming the City of Hermann as an insured party. The General Liability Insurance **MUST** have a combined single limit of not less than \$1,000,000 per occurrence. When a General Liability policy has an annual aggregate limit, the aggregate limit should not be less than 2 times the per occurrence limit, or \$2,000,000.

1. The Certificate **MUST** list the City of Hermann as an additional insured party.
2. The user/renter **MUST** also furnish an endorsement that names the City of Hermann as an additional insured party.

City of Hermann  
1902 Jefferson Street  
Hermann, MO 65041  
Telephone: 573-486-5400  
Fax: 573-486-5432  
Email: [hermanncityclerk@centurytel.net](mailto:hermanncityclerk@centurytel.net)