CITY OF
HERMANN
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 FESTIVAL

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 festival: _____

   _____

4. Name of event / Nature of activities to be conducted during such festival: _____

   _____

   _____

   _____

   List any food trucks or alcohol vendors: _____

   _____

   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 festival: *Clerk's Note: These are requests and may be subject to denial. Some requests may require the reimbursement of associated expenses.* _____

_____

_____

_____

8. Estimate number of people expected to visit each such location on each day of the festival: _____

_____

_____

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 festival: _____

_____

_____

Signature

_____

Date

****

(City Office Use Only)

Date application received: _____

Date BOA approved: _____

For Street Closures

Fax to EMS & Fire Dept. 573-486-9034 (EMS)
573-486-5618 (Fire)

Date to Public Works Director: _____

Date to Street Foreman: _____

Date to Chief of Police: _____

Date to Tourism Director _____

Date to EMS _____

Date to Fire Department _____

Date given to Park Board _____

Date to Park Foreman: _____

Date Park Board Approved: _____

_____

City Clerk

_____

Date

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

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