

Special Event Application

City of Madisonville

Parks Department



Applicant Information:

Event Name: _____

Primary Contact: _____ Phone #1: _____

Email: _____ Phone #2: _____

NOTE: The Primary Contact is the person who is to be contacted regarding the application or event.

Address: _____ City: _____ State: _____

Representing (church or non-profit): _____

Business Lic. # **(REQUIRED)**: _____

If you are a food vendor, are you current on Restaurant Tax? YES NO

Event Information:

Event Location: _____

Event Purpose: _____

Event Type:

- Festival/Event
- Entertainment
- Rally/Demonstration
- Walk/Run/Bike
- Block Party
- Games/Rides
- Competition/Tournament
- Other

Starting Date: ____/____/____

Ending Date: ____/____/____

Estimated Attendance: _____

Hours of Operation:

Day 1: ____:____ am / pm

Day 2: ____:____ am / pm

Day 3: ____:____ am / pm

City Park (270) 824-2157
Mahr Park (270) 584-9017

NOTE: The sale of any item is PROHIBITED on Park properties without proper City of Madisonville documentation and form(s). (§ 95.03)(Ord. passed 5-1-17)

Event Features: (check all that apply)

- Alcoholic Beverages (refer to specific facility guidelines)
 - Carnival Rides
 - Tents
 - Stage/Amphitheatre (must reserve through City Park Pro Shop)
 - Vendors
 - Band or Amplified Sound
 - Temporary Electrical Service (only applies to large-scale events)
 - Firework Display
 - Emergency Medical Service
 - Facility (must rent)
 - Other
-

Rain Date: **Yes** **No** **If Yes, what is the date:** _____

Does everything on this application still apply if a Rain Date is in effect? If no, explain:

Vendors: List the type of vendor booths (food, clothing, crafts, etc...)

****Remember, the selling of anything is prohibited without proper approval and permits.**

Alcoholic Beverages:

Alcoholic Beverages are PROHIBITED on Park property without Madisonville City Council approval. Upon approval, you must also submit copies of a current ABC License, Proof of Event Insurance, and must be approved by Parks Department Superintendent. For questions, contact the ABC Officer at (270) 824-2100.

ABC License Number: _____

Parking Procedures:

What is your plan to park people conveniently and safely? Please Explain:

Hold Harmless Clause: Application/Event Producer shall save and hold the City of Madisonville and the Madisonville Parks Department harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Madisonville and the Madisonville Parks Department; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

The undersigned agrees to the terms of this agreement as outlined by the City of Madisonville and the Madisonville Parks Department.

The applicant ensures compliance with the following:

- The observance of all applicable laws and ordinances;
- Any stipulations or restrictions or the permit;
- The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
- Barricades

Required Documentation:

Proof of 501c3 non-profit status and ***proof of Event Insurance or General Liability Insurance*** (if deemed necessary by Park Superintendent, City Council, or City Administration) must be submitted with application. Bouncy houses and other similar semi-rigid inflatable structures or devices, trampolines, and climbing apparatus in excess of six (6) feet in height are prohibited unless the applicant presents proof of Event and/or General Liability insurance in an amount of not less than \$1 million with an insurance company acceptable to the City and the City of Madisonville is named as an Additional Insured thereon. Proof of such insurance must be provided at least seven (7) days prior to the scheduled event.

By signing below, I understand the terms of this Special Event Application and the City of Madisonville, and I understand all of the necessary procedures to produce a successful event. Permit applied for and all terms and stipulations agreed to by:

_____ **Date:** _____

Applicant Signature

Special Event Applications and Event Insurance copies must be submitted to either the City Park or Mahr Park (whichever park the event is hosted at) as soon as possible and no later than 30 days prior to the event. Submitting an application does not guarantee availability. Applicant will be notified upon approval.

Please submit completed application to:

**Madisonville City Park
Attn: City Park (or Mahr Park)
P.O. Box 705
Madisonville, KY 42431
(270) 824-2157**

Approved by: _____ Date: _____

Office Use Only