

**CITY OF KIMBALL
ASSEMBLY/PARADE/PROCESSION and/or SPECIAL EVENT APPLICATION**

Prior to submitting application: Contact the City Office at (605) 778-6277 to see if your desired date is available.

Applications MUST be submitted a minimum of sixty (60) prior to the event date, with a \$25.00 application fee. Each event requested must be on a separate application and a separate application fee applies to each event. Written proof of liability insurance is also required with the application in the minimum amount of \$1,000,000.00 is also required.

At the time of submission of all required documents and fee the City Office will schedule a time at the next available City meeting for approval/decline of the application.

All events must be open to the public.

Date of application: _____, 20____. Fee of \$25.00 attached: yes/no

Name and address of business or organization applying: _____

Contact person: _____ Contact phone number: _____

Contact email: _____@_____

Two (2 Officers/Directors/Responsible persons from business/organization:

Name: _____ Name: _____

Title: _____ Title: _____

Phone #: _____ Phone #: _____

Liability Insurance Company Name : _____

Policy #: _____

Agent Name: _____ Phone#: _____

NAME OF EVENT: _____

Description & purpose of event: _____

Location of event: _____

Alternate location of event (if applicable): _____

Event Date: _____ Alternate date (if applicable): _____

Hours of Event: _____

Set-up time/date: _____ Tear Down/Clean-up time/date: _____

Event proceeds will benefit: _____

Anticipated attendance: _____

- Amplified sound Inflatables Tents/Canopies
 Food/beverage Sales * Security/traffic control Portable toilets
 Food/beverage free distribution * Food/beverage preparation on site*
 Food beverage trucks * Merchandise sales/displays Vendors/booths
 Giveaway items on site Admission/tickets sold for event
 Other: _____

*If alcohol will be served/sold at this event, a Special Alcoholic Beverage License Application & \$100.00 fee will be required to be submitted as well as this application & fee.

If this application is approved and event details change, I understand that I am required to submit a revised application and/or provide additional information in writing to the City Office a minimum of thirty (30) days prior to the event.

CERTIFICATE: I, the undersigned applicant on behalf of and with the authority of the above listed business/organization certify and acknowledge that all of the information contained herein are true and correct pursuant to my best information/knowledge and belief. I further certify that I am twenty-one (21) years of age or older and have read and understood the terms and conditions outlined in this document and the relevant City of Kimball Ordinances/Resolutions pertaining thereto and agree to comply with the same.

I further understand that the above listed business/organization is completely responsible for any and all damages/clean-up/complying with all alcohol/tobacco laws and incidents that cause public complaint requiring law enforcement response and notification to the City of Kimball. Failure to comply could result in the closure of the event and revoking of the application and barring any future applications.

To the extent permitted by law the above listed business/organization agrees to indemnify and hold harmless the City of Kimball and its officers, agents, and employees for any and all liability, damages, actions or inactions, claims, demands, expenses, judgments, fees and costs of whatever kind/character or nature arising from, by reason of or in connection with the use of the facilities and/or real property described herein, and the City of Kimball and its officers, agents and employees shall not be liable or in any way responsible for any injury to persons and/or damage to personal or real property, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, or negligence.

I as an authorized representative of the above named business/organization expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities/real property pursuant to this application and agree to pay the City for any and all damages caused to and if necessary all legal fees and costs incurred to enforce payment of the same to the facilities, streets, grounds, etc. reserved by and for the event described herein.

Dated this ____ day of _____, 20____.

By: _____
Printed Name: _____
Business/Organization Name: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____
(SEAL)

Approved by: _____
Title of Officer: _____
Date of Approval: _____