

DRAKE HARBOR & AMPHITHEATER RENTAL AGREEMENT

APPLICANT INFORMATION

Name (on-site event supervisor) _____ Today's Date _____
 Address _____ E-mail Address _____ City _____
 State _____ Zip Code _____
 Age _____ Under 21 _____ 21 or Over
 Day Phone # _____ Evening Phone # _____
 Cell# _____ Fax # _____
 Company/Organization Name (if applicable) _____
 Is this a company sponsored event? _____ Yes _____ No
 ARE YOU A REGISTERED NON PROFIT 501C3? _____ Yes _____ (please provide documentation)
 Company Address/City/State/Zip _____
 Company Phone # _____ Web Address: _____
 Alternate Contact Person _____ Phone: _____

EVENT INFORMATION

Type of Event _____ Event Date _____
 Max # of People attending: _____ Describe your event or activity: _____
 Will the majority of the participants be under the age of 21? _____ Yes _____ No
 If "yes," how many adult supervisors will be in attendance? _____ adult for every _____ youth
 (dependent on type of event adult supervisors maybe required)
 Event Start & End Time (include set-up/clean-up) _____
 List the name of any additional facilities needed for this event: _____
 Have you reserved any additional shelters or facilities needed for the event? _____ Yes _____ No
It is strongly recommended that you go ahead and reserve any shelter/facility needed for the event to ensure its availability while your application is being processed. In the event your application is denied, your reservation fee can be refunded.

SPECIAL USE ITEMS

Will any type of sound amplifying equipment (other than small personal radios, tape players, etc.) be used in conjunction with this event? _____ Yes _____ No
 Note: If "yes," what equipment? _____
 (If yes... two weeks advance notice & a sound permit application maybe required. This is a per case basis)
 No profane, lewd, indecent, or slanderous human speech or music allowed.
 Do you plan to erect a temporary amusement structure (bounce house, dunking booth, etc.) for this event? _____ Yes _____ No
 a. If "yes," please describe type of amusement: _____
 Note: A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Warsaw listed as co-insured with amusement devises (i.e., dunking booth, bounce house, etc.) at events

OTHER

Please check any of the following items that apply to your event OR check the last line indicating none apply.
 _____ Collection of fees on City property (i.e., donations, admissions, concessions, or merchandise sales).
 _____ Additional structures (other than listed in #25), such as, tents, stages, booths, or trailers.
 _____ General public is invited or notified by the media of the event.
 _____ Will animals be allowed at the event (other than service animals) or will there be animals for show, display, or rides?
 _____ The burning of logs, charcoal, propane, or other fires outside of the designated picnic grills.
 _____ The ascent or descent within a park, any apparatus for aviation.
 _____ Wedding held at a park location other than at an area that can be reserved
 _____ Are you requesting to serve or sell alcohol
 _____ Use of grounds or facilities in manner other than their specific recreational use.
 If ANY of the items above apply to your event, a Park Special Use Application maybe required with this form.
 _____ None of the items above apply to my event.
 I certify that I have read and will abide by the Amphitheater & Harbor Rules and Regulations _____ (Initial here)
 I hereby attest that to the best of my knowledge the information contained in this application is true and correct and that I (the applicant) have received a copy of the rules & regulations.
 Signature of Applicant: _____ Date: _____

DRAKE HARBOR & AMPHITHEATER

FACILITY RENTALS

- Amphitheater**
 _____ Private event/wedding/reunion \$ 150.00
 _____ revenue generating event (ticket sales/or personal profit) \$ 200.00

PAD #1 (front festival area) \$100.00

PAD #2 (back festival area) \$100.00

PAD #1 & #2 (rented together) \$150.00

PAD #1 & #2 (rented in conjunction with amphitheater) \$100.00

CLOSE PADS DURING AMPHITHEATER EVENT \$50.00
 (festival areas will not be used but want closed due to another event)

TENT ON HARBOR PAD \$50.00
 (fee is per day that tent is set up including early set up and late tear down)

REFUNDABLE CLEAN UP DEPOSIT (all events) \$100.00

CLOSE AMPHITHEATER \$50.00
 (amphitheater will not be used but want closed due to another event)

***TENT RENTALS ARE NOT INCLUDED & THE CITY OF WARSAW DOES NOT RENT TENTS!**

501C3 NONPROFIT 50%
 (must be local city of Warsaw only/documentation req'd)

AMOUNT PAID \$ _____ DATE _____

RENTAL INFORMATION SUMMARY

Rental Dates:	March 15 - October 15	
Reservations:	Up to two years in advance. Minimum two week notice. Full rental fee and clean up deposit is due at time of reservation	
Rental Procedure:	<u>Rental Agreement</u>	<u>Sound Permit (If needed) Park Special Use Application (If needed)</u>
Ticket Sales:	\$200 rental fee for any revenue generating event (ticket sales/personal profit)	
Concession:	No additional fees but unit must be fully contained and you must provide own electric	
Cancellation:	No Refunds on rentals	Event maybe rescheduled within 1 year
Insurance:	Public Liability Insurance (naming City of Warsaw as the certificate holder)	\$1,000,000 per single accident/occurrence (Requirement increases to \$2,000,000 with amusement devises)

The above information is a summary only. Please refer to the Rules and Regulations for complete information.

SPECIAL USE PERMIT

Name (on-site event supervisor) _____ Today's Date _____
E-mail Address _____ Day Phone # _____ Evening Phone # _____
Cell# _____ Fax # _____
Company/Organization Name (if applicable) _____
Is this a company sponsored event? ____ Yes ____ No

Please explain event in full detail:

Event Date _____ Is this a first time event at this location _____

As the permit applicant will you be present for the entire event? _____

If no, what was the attendance for the last event? _____ Is this event open to the public? _____

If yes, how is this event publicized? _____

Please attach a copy of a publicity flier if available as well as a copy of the wording for any signs, banners, or other flyers being used for this event.

Will any public streets need to be partially closed or blocked off in conjunction with this event? _____

If yes, please provide street names: _____ What times? _____

(please note street closures require special approval of the Warsaw City Council & must be requested 4-6 weeks in advance)

Do you plan to erect any temporary structures for this event? _____

If yes, what structures? _____

Please attach a drawing to this document showing where the items will be erected.

(please see rules & regulations for insurance requirements regarding temporary and amusement structures)

Do you plan to have any animals on site for this event? _____

Please list any special electrical requirements

Are you using a generator as a power source for the event? _____

What are your emergency medical plans for your event?

Will you be charging any fees or accepting donations to attend or during your event? _____

If yes please explain in detail:

Do you plan to sell, distribute, or give away refreshments in conjunction with this event? _____

If yes, please explain in detail:

If there are any food or merchandise booths to be set up please list the type of item/services:

Food service for more than 200 will require renter to obtain a dumpster at their cost, does your event provide food to more than 200 people? _____

Please provide a list here of any other information regarding the event and any other special provisions that have not been addressed on this application:

Attachments:

_____ publicity plan or flyer

_____ sound permit

_____ site plan for temporary structures

_____ certificate of liability insurance with City of Warsaw as co-insured

_____ documentation of tax exempt status

_____ reservation fee & clean up deposit

I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. In case of general maintenance or vandalism, the picnic tables, BBQ grills, or other amenities may be removed at anytime prior to the reservation date. Restrooms are closed from October 15th—April 15th. *initial here* _____

I understand that this is only an application and not a guarantee that a permission will be granted. If permission is granted, I agree that: If any of the information contained in the application is found to be false or should my conduct or the conduct of any participants or guests not be as described in the application or should any applicable City, County, State, or Federal rules, regulations, codes, or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease. *initial here* _____

I agree to indemnify, defend and hold harmless the City of Warsaw from any and all liability claims arising from the actions of myself, or my agents, employees, or clients while conducting activities under this permit on City of Warsaw park lands or waters. *initial here* _____

I agree that I am financially responsible for any costs incurred by the City for damages to City property, that I forfeit all fees and deposits if it is determined that false information was provided on the application and that I am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application. *initial here* _____

I agree that I am responsible to see that all debris and trash is picked up from the event site immediately after the event. Any trash removal expense for debris left at site and not in proper containers incurred by the City as a result is my responsibility. *initial here* _____

I understand that permission to hold this event does not grant exclusive use of any park or trail. The park or trail is to remain open for public use. *initial here* _____

I understand that if this permit is granted that it may not be assigned without written approval and acceptance of the assignee by the Director of Parks & Recreation or designated agent. I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this permit. *initial here* _____

I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks & Recreation department needed to hold this event. Permission granted by the Parks & Recreation Department to hold this event does not imply approval of items under other agencies jurisdictions. *initial here* _____

I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Signature of Applicant: _____ Date: _____

Application is:

_____ approved as is
_____ not approved explanation: _____

_____ pending further information explanation: _____
_____ approved with following restrictions: _____

By: _____ Title: _____ Date: _____

SOUND AMPLIFICATION PERMIT APPLICATION

1. Location/Public Park in which the sound equipment will be used:

2. Date(s) in which equipment will be used:

3. Hours of operation of equipment : (operation must stop by 11:00pm)

4. Name, address, & phone # of owner of equipment:

5. Purpose for which equipment will be used:

6. Name, address, & phone of person responsible for equipment:

7. General description of equipment to be used:

A. Maximum wattage to be used: _____

B. Volume in decibels of sound produced: _____

APPLICANT NAME: _____

PHONE:

DATE: _____

APPLICANT SIGNATURE

APPROVED: _____

DATE: _____