

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

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1. Application Date: \_\_\_\_\_

2. Sponsoring Organization (USER) \_\_\_\_\_

- a. Non-Profit  Address \_\_\_\_\_
- b. Community Based  \_\_\_\_\_
- c. Commercial  \_\_\_\_\_
- d. Private Citizen  Phone # \_\_\_\_\_

3. Organization Point of Contact:

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

4. Name of Activity: \_\_\_\_\_

- Parade  Car/Motorcycle Show
- Festival  5/10 K Race
- Concert  Other (please explain activity): \_\_\_\_\_
- Tournament \_\_\_\_\_
- Community Awareness \_\_\_\_\_

5. Date of Activity: \_\_\_\_\_

6. Time Frame of Activity: \_\_\_\_\_

7. Location/Facility:

- North Riverwalk - \$150  North Willing Street (from \_\_\_\_\_ to \_\_\_\_\_)
- South Riverwalk - \$150  South Willing Street (from \_\_\_\_\_ to \_\_\_\_\_)
- Entire Riverwalk - \$250  North Elmira Street (from \_\_\_\_\_ to \_\_\_\_\_)
- South Riverwalk Pavilion - \$50  South Elmira Street (from \_\_\_\_\_ to \_\_\_\_\_)
- Event Area - \$100  Imogene Parking Lot
- Other: \_\_\_\_\_

8. Special Requests:

- Parade Security & Clean up on non-state roads \$350
- Parade Security & Clean up on state roads\* \$1,000
- 1 Dumpster \$75  Electrical Activation: \$75
- 1 Dumpster / 5 Trashcans \$100  Stage Rental: \$350
- 1 Dumpster / 10 Trashcans \$125  Road Closure N/C
- 1 Dumpster / 15 Trashcans \$150  Crowd Control Barriers \$125
- 1 Dumpster / 20 Trashcans \$175
- 1 Dumpster / 25 Trashcans \$200
- Extra Dump Fees \$75
- Other \_\_\_\_\_

\*applications must be received a minimum of 90 days in advance

**Tourism District Special Requests:**

**NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.**

1. I (We) hereby request waiver of the following ordinances:  
 Open Container Ordinance (Sec 6-27)  
 Noise Ordinance (LDR Sec. III-5.16)  
 Animal Control Ordinance (Sec 4-37(b))  
 and/or other Ordinance \_\_\_\_\_
  
2. I (We) hereby request the following regarding the Blackwater River:  
 Activate Boating Restricted Areas\*     Area 1         Area 2         Area 3  
 >24 Hr Docking at Riverwalk
  
3. The location applied for is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Time Period From: \_\_\_\_\_ to \_\_\_\_\_
  
5. Event Security:  Yes     No  
If yes, then who will provide the Security: \_\_\_\_\_  
Security Time Period From: \_\_\_\_\_ to \_\_\_\_\_

**The USER must agree to the following terms & conditions:**

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
4. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
5. User shall accomplish reasonable clean-up of the area immediately following the event.
6. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
7. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
8. User agrees to pay for extra dump fees if garbage pickup required during the event.
9. User must provide for liability insurance coverage (\$1 Million minimum) for the event.
10. Security arrangements can be made separately with Milton Police department.

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Signature of Requestor/User Representative

**FOR CITY USE ONLY**

**Schedule of Charges**

Parade \$ \_\_\_\_\_

Facility \$ \_\_\_\_\_

Crowd Barriers \$ \_\_\_\_\_

Clean Up \$ \_\_\_\_\_

Sanitation \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

**Total Payment Due** \$ \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date of Payment \_\_\_\_\_

Receipt # \_\_\_\_\_

**Insurance Certificate Received**  Yes  No

This application has been: Approved  Disapproved

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Manager/Designee reviewing application

Form Copied to: Parks  Landscape  Police  Fire  Street  Sanitation  Public Works