

**CITY OF KALAMAZOO
SPECIAL EVENT APPLICATION**

THIS APPLICATION IS FOR PUBLIC EVENTS ONLY

I WANT TO USE (CHECK ALL THAT APPLY)

Park	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Road	<input type="checkbox"/>
------	--------------------------	----------	--------------------------	------	--------------------------

APPLICANT INFORMATION

Name:

Daytime Phone:	Event Day Phone:
----------------	------------------

Address:	Email:
----------	--------

City:	State:	ZIP Code:
-------	--------	-----------

Alternate Contact Name:

Phone:	Email:
--------	--------

Billing Information (if different from above)

Name:

Daytime Phone:	Event Day Phone:
----------------	------------------

Current Address:	Email:
------------------	--------

City:	State:	ZIP Code:
-------	--------	-----------

PLEASE PROVIDE THE FOLLOWING DETAILS FOR YOUR EVENT

Event Name:

Presenting Organization:

City Property Requested:	Day and Date(s):
--------------------------	------------------

Time	Set-Up:	Event Start:	Event End:	Clean Up:
------	---------	--------------	------------	-----------

Start/end location, with attached course route/map (if applicable):	Road Closures: <input type="checkbox"/>
---	---

Estimated Number of Participants:

PLEASE DESCRIBE YOUR PROPOSED EVENT, USING ADDITIONAL PAGES IF NECESSARY



Questions? Contact Katie at broekemak@kalamazoo.org
269.337.8006

**CITY OF KALAMAZOO
SPECIAL EVENT APPLICATION**

INFORMATION TO KNOW

- If your event will be using tents that are larger than 10x10, please fill out and attach the tent permit application.
- If your event will have alcohol (not an option for private parties), please fill out and attach the alcohol permit application.
- If your event will have food prepared on-site, please contact Kalamazoo County Health Department at (269) 373-5200.
- If your organization will be selling, or allowing others to sell, goods and services at your event please check here.
- The City will determine if Public Safety, Public Services, and/or Parks and Recreation staff will need to assist and/or be present at your event. If this is the case, there will be additional charges associated with your event.

EVENT ORGANIZER'S CERTIFICATION AND INDEMNIFICATION

By signing below, I make the following certifications:

- I am The Event Organizer or an authorized representative or agent of The Event Organizer.
- The Event Organizer agrees to the general *Terms and Conditions for Use of City Property for a Public Event* and to any additional terms and conditions as specified by the City at the time this application is approved.
- The Event Organizer agrees to fully remit to the City, in a timely manner, all fees and charges for actual City expenses assessed for the facilitation of the event.
- The Event Organizer agrees and promises, as a condition of approval of this use of public property, to defend, indemnify, and save harmless the City of Kalamazoo, its agents, officials, and employees, from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said Public Property.

Signature of Applicant:

Date:

Print Name

Signature of City Official:

Date:

Print Name:

