

SPECIAL EVENT POLICY

1. Special event promoters shall provide one portable restroom for every 100 estimated event participants.
2. Special event promoters shall provide one dumpster for every 200 estimated event participants.
3. The Town may provide street barriers, if needed, and make them available for event promoters. In such case, the event promoters shall make arrangements with the Town Public Works Superintendent for the delivery up and return of said barriers.
4. Off duty commissioned police officers may be required by the Town Marshal depending on event type and size. Promotor must check with the Marshal to determine if officers are needed. All hired officers must be obtained by the promoter and approved by the Town Marshal. (See attached approval form).
5. Special event promoters must sign and return to the Town the attached Indemnification Agreement.
6. If deemed necessary by the Town Council, a proof of insurance from an acceptable insurance company shall be submitted to the Town.
7. Attached checklist of all requirements must be signed and submitted Town Clerk thirty(30) days prior to the scheduled special event.
8. All other local, state and federal laws shall be followed.

SPECIAL EVENT CHECKLIST/ APPLICATION

APPLICATION DATE: _____ EVENT DATE: _____

NAME OF EVENT: _____

NAME(S) OF EVENT PROMOTER: _____

DESCRIPTION OF EVENT: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

ESTIMATED NUMBER OF EVENT PARTICIPANTS: _____

1. Please list company where portable restrooms are to be obtained and number of restrooms that were requested.

2. Please indicate where dumpsters will be obtained, how many will be obtained and who has been contracted to dump them.

3. Please indicate the number of barriers requested and the responsible person(s) for the return of the barriers. (any broken or damaged barriers will be required to be replaced).

4. Please make sure Indemnification Agreement is signed and returned with the checklist.

5. Please attach proof of insurance when applicable.

6. Please indicate what other local, state or federal law requirements have been met.

7. Please list any additional information pertinent to the special event being requested.

I/we certify the above is accurate and true to the best of my/our knowledge.

Special Event Promoter(s) Signature

Date

SPECIAL EVENT INDEMNIFICATION AGREEMENT

_____ specifically and expressly agrees to defend, indemnify, and hold harmless the Town of Winthrop and all of their officers, employees and agents from and against any claim, damage, liability, judgement, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any or all persons including, but not limited to the Town of Winthrop and all of its officers, directors, employees and agents and/or on account of all property damage of any kind whether tangible, intangible or loss of use resulting therefrom, to any party arising from or in any matter connected with _____, by an act or omission or negligence of _____ or any of its officers, directors, employees or agents except to the extent prohibited by law.

Special Event Promoter

Date

Town of Winthrop, Mayor

Date

Public Works Signature of Approval: _____ Date: _____

Marshal Signature of Approval: _____ Date: _____