

APPLICATION FOR THE USE OF CITY OF FAIRHOPE PARKLANDS

We, the undersigned, hereby apply for the use of certain facilities at City of Fairhope Parklands, and in connection with said application, furnish the following:

1. We wish to use:
 ___ Henry George Park (park on bluff above Fire Hall) (E)
 ___ Fairhope Beach Pavilion (W & E)
 ___ Park on South End of Pier (South Beach Park) (W&E)
2. Date Requested: _____ Hours requested: from _____ to _____
3. Renter's Name: _____
4. Address: _____ City: _____ State: _____ Zip: _____
5. Phone Numbers: Mobile: _____ Work/Alt: _____
6. Purpose of Use: _____
7. Number of persons expected to attend (adults and minors): _____
8. Describe any decorations, tents, sound equipment, staging, port-o-lets, etc.: _____
 _____ Rental Company: _____
9. Will you need electricity? ___ Yes ___ No For: _____
 Will you need water? ___ Yes ___ No For: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the parks, I hereby indemnify and hold harmless the City of Fairhope, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the parks who are injured or suffer property damage that is in any way caused by my use of the parks. This indemnity and hold harmless agreement is given to the City of Fairhope to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the parks.

CLEANING & CANCELLATION POLICIES

- a.) At the conclusion of the event, the area will be inspected by a representative of the City. If the user has not cleaned up the park and restored it to its original condition, the City will clean up the park and charge the user for the services.
- b.) All cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees, and must be given to the Site Manager not less than 30 days prior to the event. No fee refunds will be made for cancellations made less than 30 days prior to the event.

Fee refunds will be made by check, and delivered by mail, less the cost of City services, as assessed by the appropriate City staff for cleaning, *or* a 20% handling charge for cancellations.

We the undersigned have read and understand the **Indemnity Agreement**, as well as all rules and regulations contained in **City Ordinance No. 1575** as set forth by the governing body of the City of Fairhope and will abide by these rules and regulations, which include but are not limited to the **Cancellation** and **Cleaning** policies. We also understand that if, at any time, the City-appointed Law Enforcement Personnel feel that said rules and regulations are not being followed, the function will be terminated.

Renter's Signature: _____ Date: _____

City Personnel: _____ Fees Paid: _____ Date: _____ Ck. #: _____

-Office Use Only-

Application Signed/Dated _____ Permit/Deposit Fees _____ Entered in Calendar _____

CITY OF FAIRHOPE

PARK AND/OR STREET USAGE CHECKLIST

ALL INFORMATION AND DOCUMENTATION REGARDING YOUR EVENT MUST BE SUBMITTED TO

THE CITY OF FAIRHOPE AT LEAST 12 WEEKS PRIOR TO YOUR EVENT

ANY DOCUMENTATION THAT IS SUBMITTED LESS THAN 12 WEEKS WILL NOT BE ACCEPTED

- _____ 1. Application, Cancellation Policy, Indemnity/Hold Harmless Agreement completed, signed, and dated.
- _____ 2. A copy of the letter to the City Council if you are making any special requests which include but are not limited to street closing, permission to have alcohol, law enforcement personnel, barricades, and other event details.
- _____ 3. Route/Map of Special Event [Emergency Vehicle (i.e. police, fire, etc.) access must be provided]
- Estimated Law Enforcement/Personnel Cost: \$ _____
- _____ 4. NON-PROFIT ORGANIZATIONS: Proof of nonprofit status (IRS letterhead)
- _____ 5. Proof of liability insurance for event naming the City of Fairhope as certificate holder with date of event requested.
- _____ 6. For Street Closings within the Central Business District, signatures from 75% businesses/residences and notification to 100% of the businesses/residences within 300 feet of the location of event. (12 weeks prior to event)
- _____ 7. For Street Closings outside the Central Business District, signatures from adjacent businesses within 300 feet of event (12 weeks prior to event) and notification of all businesses/residents along race route (30 days prior to event).
- _____ 8. For South Park Events, signatures from:
- Shuck's Restaurant: _____ Date: _____
- Down by the Bay Cafe: _____ Date: _____
- _____ 9. Event details (Items, including the ones listed below, must be removed *immediately* following event and park/street cleaned and restored to original condition. (If not, additional fees will be incurred.)
- _____ Law Enforcement Personnel Provided by: _____
- _____ Barricades Provided by: _____
- _____ Staging Provided by: _____
- _____ Tents Provided by: _____
- _____ Port-o-lets provided by: _____
- _____ Special transportation needs provided by: _____
- _____ Special electrical needs: _____
- _____ 10. AGENDA DATE TO MEET WITH CITY COUNCIL (if required): _____

Office use only

_____ Street closing approved _____ Alcohol approved _____ ABC License if selling alcohol _____ Park/Street permit fees paid