

CITY OF WESTMORELAND
SPECIAL EVENT PERMIT APPLICATION

To be submitted to City Hall, 1001 Park Street, no later than 30 days before proposed event

Please read information on applying for a Special Event permit before completing this application. Complete form in ink (please print). Write N/A (Not Applicable) where appropriate.

Applicant Information:

Name of Applicant

Sponsoring Agency (If different than applicant)

Phone Number

Address

Email

Fax

Type of Event: Run/Walk Parade Community Celebration
 Block Party Street Fair Other _____

Name or Title of Event: _____

Location and Description of Event: _____

Date of Event: _____ Event Hours: _____

Total Anticipated Attendance: _____

List any street closures as a result of this event. Include street names, date and time of closing and reopening: _____

Route to be traveled (if applicable): _____

Approximate time of event: _____

Assembling

Beginning

Ending

Organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be advised that loud and unreasonable noise (including music) is a violation of the City of Westmoreland Municipal Code. A police officer may determine that noise during your event is offensive to others and may require you to stop the noise. Also, the police may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

I understand that I must supply the City Recorder with proof of insurance (and indemnity bond, if required) and the \$75.00 permit application fee, in accordance with the requirements, before obtaining the permit. I am aware of the terms and conditions of the permit and will advise participants in this event of these terms and conditions.

Date

Signature of Applicant

INSURANCE REQUIREMENTS

A Comprehensive General Liability insurance policy will be required which **names the City of Westmoreland as an additional insured** as respects activities in connection with this permit and such insurance as is carried by the permittee is primary (in place of any insurance which may be carried by the City of Westmoreland), and the policy shall contain appropriate wording.

This insurance shall contain a “Cross Liability” endorsement which reads substantially as follows: The inclusion of more than one insured under this policy shall not affect the rights of any insured as respects any claim, suit or judgment made or brought by or for any other insured or by or for any employee of any other insured. This policy shall protect each insured in the same manner as though a separate policy had been issued to each except that nothing herein shall operate to increase the company’s liability beyond the amount or amounts for which the insurer would have been liable had only one insured been named. The insurance required herein will be an amount not less than \$1,000,000 for one person for one incident and for injuries sustained by more than one person in one incident, pending on the event, and for property damage in one incident.

A temporary street closure permit will require liability insurance in the minimum amount of \$1,000,000, which policy shall name the City of Westmoreland as an additional insured and shall be in form and in such additional amount as may be deemed necessary to provide insurance coverage for potential risk as may be determined and prescribed by the City’s Insurance Risk Manager. The insurance requirements herein are not applicable to a neighborhood block party or similar activity to be conducted within a non-arterial street not exceeding one city block in a residentially zoned area.