Mayor's Office
City Hall, P. O. Box 1659
Huntington, WV 25717-1659
Telephone: (304) 696-5540
Fax: (304) 696-4493

EVENT APPLICATION 2016

*This application should be submitted no later than **one month** prior to the event.*

Name of event: _____

Type of event: _____

Name of sponsor: _____

Contact person: _____

Phone: (H) _____ (W) _____Email: _____

Dates/Days of Events: _____ Set-up Time: _____Start Time:_____
Ending Time: _____

This is only an application. You will receive an email confirmation once your application is approved.

Purpose/Description of Event: (If fundraising, list beneficiary(s) of funds)

_____

_____

_____

Location:

Ritter Park Route $100 [ ] WV5K Route $400 [ ] Huntington Downtown $400 [ ]
Westmoreland $200 [ ] Other [ ] (prior authorization only)

Minimum volunteers required for race routes: Ritter Park -12 WV5K – 21 Downtown – 7 Westmoreland -9

Program Specifics: (answer any/all that apply)

# of Participants _____

# of Volunteers _____ (minimum specified per race route)

Estimated Attendance _____

Ages of Participants _____

Requested City Services: (Check all City services that apply, **including street/alley closures**, and list the details of the specific requests in the space provided below)

Traffic/ Streets [ ] _____ # of Barricades [ ] Transportation [ ]
Parking Meters [ ] Police/Fire [ ] Other [ ] Garbage Service * [ ]

Trash collection and disposal is the responsibility of the event organizer. Acknowledge by initialing _____

* **City will provide service and access fee to be paid prior to event**.

*Organizer must provide their own cones to block lanes/streets and sanitation services for the event.

***Other Forms Required*:**

Certificate of Insurance: Included? Yes _____ No _____

*Certificate of liability insurance must show the City as an additional insured for the event.

Hold Harmless Agreement: Included? Yes _____ No _____

*The hold harmless agreement must be signed, with two witnesses, and notarized. Blank forms are available from the Mayor's office.

All completed forms can be faxed to 304-696-4493; mailed to Mayor's Office, P.O. Box 1659, Huntington, WV 25717; delivered to the Mayor's Office in Room 8 of City Hall, 800 5th Avenue; or emailed to mayorsoffice@cityofhuntington.com. For more information please call the Mayor's Office at 304-696-5540.

All Races begin at or before 8:00 a.m. with course breakdown completed by 9:30 a.m. No Race can begin until Police are on site and have secured the race course.

----------Please call for fee structure associated with events----------