



Mayor's Office
City Hall, P. O. Box 1659
Huntington, WV 25717-1659
Phone: (304) 696-5540 x2028

EVENT APPLICATION 2021

Application must be submitted no later than one month prior to the event. This is only an application. You will receive an email confirmation once your application is approved. **Social Distancing Guidelines implemented by the Cabell-Huntington Health Department must be implemented.**

All completed forms can be 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@huntingtonwv.gov. Please call the Mayor's Office receptionist at (304) 696-5540 x2028 for questions or information regarding fee structure associated with events.

Please Note: All races begin promptly at 8:00 a.m. and the course breakdown needs completed by 9:30 a.m. No race can begin until police are on site and have secured the race course.

Name of Event: _____

Type of Event: _____

Name of Sponsor: _____

Contact Person: _____

Phone: _____ Email Required: _____

Dates/Days of Events: _____

Set-up Time: _____ Start Time: _____ Ending Time: _____

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

Program Specifics: (answer all that apply)

No. of Participants _____ Estimated Attendance _____

No. of Volunteers* _____ Age Range of Participants _____

***Minimum volunteers required for race routes:**

Ritter Park -- 12 WV5K -- 21 Downtown -- 7 Westmoreland -- 9

Location & Pricing (event prices are subject to change):

- Ritter Park Route -- \$1000 WV5K -- \$1500 Huntington Downtown -- \$1500
 Westmoreland -- \$500 Escorts/Other \$200 (Prior Authorization Only)

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

- Traffic/Streets Transportation Barricades -- How many? _____
 Parking Meters Police/Fire Garbage Service* Other _____

Description: _____

Event organizer responsibility (not an inclusive list):

- Garbage collection and disposal is the responsibility of the event organizer.
 - City will provide garbage service.
 - City will assess fee to be paid prior to event.
- Organizer must provide their own cones to block lanes/streets.
- Organizer must provide sanitation services for the event.

Acknowledge event organizer responsibility by initialing: _____

Other Required Forms:

1. Certificate of Insurance: Included? Yes _____ No _____
 - Certificate of liability insurance must show the City of Huntington as an additional insured for the event.
2. 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.

I acknowledge that the above information is true and correct to the best of my knowledge, and I agree to comply with all state, county, and city codes and ordinances. I also acknowledge that trash collection and disposal is the responsibility of the event organizer.

Signature: _____ Date: _____