



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

## EVENT APPLICATION

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 130 of City Hall, 800 5<sup>th</sup> 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: \_\_\_\_\_

Street Address: \_\_\_\_\_

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 \_\_\_\_\_

**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 below)

- Traffic/Streets       Transportation       Barricades – How many? \_\_\_\_\_
- Parking Meters       Police/Fire       Garbage Service\*       Other: \_\_\_\_\_

\*Description and Services:

**Huntington Municipal Parking Board Fee Structure for Signage**

- Less than six signs - \$50
- Street festivals, 2 or 3 blocks - \$100
- Large events - \$150
- Extra-large events - \$200

\*Billed by the Huntington Municipal Parking Board

**Event Organizer Responsibility (Not an Inclusive List):**

- Garbage collection and disposal is the responsibility of the event organizer.
  - o City will provide garbage service.
  - o 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 initiating: \_\_\_\_\_

**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*