



## **EVENT APPLICATION**

Application must be submitted no later than 30 days prior to the event. This is only an application. You will receive an email confirmation once your application is approved.

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 [gwinna@huntingtonwv.gov](mailto:gwinna@huntingtonwv.gov). Please call the Mayor's office at (304) 696-5540 ext. 2028 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 10:00 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)

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***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)(**No route adjustments**):

Ritter Park Route \$1,000     Downtown 5K Route \$1,500     Harris Riverfront 5K Route \$1,500

Downtown 5 Miler \$2,700     Festival \$1,000     Parade \$500

Escorts/Other \$200 (*Prior Authorization Only*)     Garbage Service \$1,200

(If HPD is required/requested, an additional fee will be assessed) \_\_\_\_\_

(If HFD is required/requested, an additional fee will be assessed) \_\_\_\_\_

**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     Barricades – How many? \_\_\_\_\_     Parking Meters bagged

Police/Fire     Garbage Service\*     Other: \_\_\_\_\_

\*Description and Services:

**Huntington Municipal Parking Board Fee Structure for Signage/Bagging of Meters**

\*Less than six signs - \$50

\*Street festivals, 2 or 3 blocks - \$100

\*Large events - \$150

\*Extra-large events - \$200 or \$1.00/sign (whichever is greater)

**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.

\* City will provide garbage service at fee.

\* City will assess fee to be paid prior to event.

\*Organizer must provide their own cones to block lanes/streets for races

\*Organizer must provide sanitation services for event.

**Acknowledge event organizer responsibility \_\_\_\_\_ (initials)**

Other Required Forms:

\* Certificate of Insurance naming the City of Huntington as an additional insured. Included?  Yes  No

\*Hold Harmless Agreement: Included?  Yes  No

The hold harmless agreement must be signed, with two witnesses, and notarized.

***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.***

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Signature

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Date