



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 5th Avenue; or emailed to 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)

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.

Signature

Date