

HOLD HARMLESS AGREEMENT

If your event application is approved, a signed copy of the below Hold Harmless Agreement must be submitted prior to the start of the event.

All permits and/or applications are conditional upon proper insurance, or other City and state agency requirements. Approved permits will be revoked prior to the event if conditions are not met

I have read the above statements and the below agreement and understand my responsibilities and rights.

_____ (Initial)

_____ (Legal name of business/organizer, exactly as it appears on Certificate of Insurance.), shall defend and hold harmless the City of Winchester, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (Legal name of business/organizer), while their personal property is situated on City property.

_____ (Legal name of business/organizer) shall further hold the City of Winchester harmless from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal name of business/organizer (as it appears above): _____

By (Signature): _____

Name (Printed): _____

Title: _____

Address: _____

Signature: _____ Date: _____

Comments/Special Considerations:

GENERAL EVENT INFORMATION

Complete the following questions. Please provide additional information as needed.

1. Event Description			
2. Name of insurance company providing Certificate of Insurance for the event:			
<i>Note: The City shall receive a certificate and endorsement page of a GL policy in the amount of one million dollars listing the City of Winchester as additionally insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.</i>			
3. Will the activity require the blocking of any surrounding streets?	Yes <i>If YES, 60 day notice required</i>	No	What streets?
4. Has your organization held this event in the past?	Yes	No	If yes, where and when?
5. Will you be requiring assistance from Winchester Fire and Rescue?	Yes <i>If YES, 60 day notice required</i>	No	What kind of service? <i>A fee may apply.</i>
6. Will you be requesting assistance from the Police Department?	Yes <i>If YES, 60 day notice required</i>	No	What kind of assistance? <i>A fee may apply.</i>
7. Will you have private security on site?	Yes	No	If yes, who?
8. Is electricity needed?	Yes	No	If yes, why?
9. Will amplification equipment be used?	Yes	No	If yes, what length of time? <i>NOTE: All events must comply with the City of Winchester's noise ordinance (Chapter 17).</i>
10. Will you need space for primitive or RV camping?	Yes <i>If YES, 60 day notice required</i>	No	Notify the Health Department with plan and submit with this application.
11. Will you need water hook ups?	Yes <i>If YES, 60 day notice required</i>	No	If yes, for what purpose?
12. Will items be left overnight?	Yes	No	If yes, what?
13. Will you bring/request the following? Choose all that apply.	Requesting? Tables: # Chairs: #	Bringing? Tents Qty: <i>900+ sq ft must be inspected and have an Occupancy Permit issued. NO EXCEPTIONS</i> Table and chairs Stage Radio Remote Signs/Banners	Size(s): Location: Qty (T): Qty (C): Size: Size(s): Location:
14. Will there be any other large structures used in conjunction with your event? (Examples: stage, bleachers, inflatables*, etc.)	If yes, list below with size and quantity.		
<i>* If inflatables will be used, insurance and inspection is required.</i>			

15. Portable restrooms requirements. The estimated # of people expected to attend the event will determine the # of portable restrooms needed. <i>If using portable restrooms, 60 day notice required</i>	$\div 100 =$ # of people	# of restrooms	<i>NOTE: Health Dept. requires one portable restroom and one hand washing station per 100 people (include at least one handicap accessible portable restroom in total).</i>
16. Will there be balloon or helicopter rides?	Yes	No	<i>IF YES, 60 day notice required</i>
17. Will there be any mechanical rides?	Yes	No	<i>IF YES, 60 day notice required</i>
18. Will the event require use of any parking lots as staging areas?	Yes	No	If yes, list lots.
19. Will the event require additional spectator parking than regularly available?	Yes	No	Hours: Areas:
20. Will alcohol be served? <i>If yes, all state and local ordinances must be followed.</i> <i>NOTE: Alcohol NOT permitted on park grounds.</i>	Yes	No	Event must obtain a VA ABC permit; comply with state code and 16-32; and 14-150 of the City Ordinance.
21. Will food be served? <i>If yes, you must have a permit from the local Health Department (540) 722-3480 at least 30 days prior to the event.</i>	Yes	No	<i>IF YES, 60 day notice required</i>
22. Will food, merchandise or services be sold? <i>All vendors except those selling unprocessed food products must have a current business license. Contact the Winchester Commissioner of the Revenue. The collection and filing of any applicable taxes will be the responsibility of the individual vendor.</i>	Yes	No	Event Director must submit vendor list to City's Commissioner of the Revenue and Treasurer.
23. Will admission fees, entry fees or other fees be charged as part, or in association with the event? <i>If yes, you must contact Winchester's Commissioner of the Revenue (540-667-1815) at least 30 days prior to the event.</i>	Yes	No	If yes, fee amounts?
24. Is this event a fundraiser for your organization?	Yes	No	
25. Will there be animals?	Yes	No	How many and what kind? <i>IF YES, 60 day notice required</i>
26. Will there be fireworks? <i>If yes, contact Fire & Rescue Department for application and permit process.</i>	Yes	No	<i>IF YES, 60 day notice required</i>
27. Will there be a parade? <i>A diagram must be submitted along with this application.</i>	Yes	No	If yes, where and what route? <i>IF YES, 60 day notice required. If no, skip to #30.</i>
List the streets that will be partially or entirely occupied during the parade.	Entire streets occupied:	Street portions occupied:	
29. Will there be vehicles in the parade?	Yes	No	If yes, how many and what type?
30. Will the event need barricades to control or redirect traffic?	Yes	No	If yes, what intersections? <i>IF YES, 60 day notice required</i>
31. Please attach a site plan of your event to this application.			

32. What items or tasks will your organization be providing or performing for the event? (Please list all)

33. The following information will form the basis of a memo of understanding between the organization hosting the event and the City of Winchester.

Are you requesting any items/tasks that the City of Winchester will need to provide or perform?
(Please list all pertaining to your event.)

COMPLETE A & B IF EVENT IS IN JIM BARNETT PARK

A. If your request is in Jim Barnett Park, does your event require shutting down any of the following? <i>Check all that apply.</i>	Athletic Fields	Any Park Road
	War Memorial Building	City Roads
	Shelters	Other
B. I understand that my organization will charged a fee by Winchester Parks & Recreation for the use of the above facilities and for event maintenance and services. _____ (initial)		

COMPLETE C-E IF EVENT IS IN OLD TOWN WINCHESTER

Special conditions apply when using the Old Town Mall as a venue. Contact the Downtown Manager at (540) 535-3660 or OTW@winchesterva.gov to discuss your plans. Conditions, regulations are subject to change at the discretion of the Downtown Manager and/or as revisions and amendments occur with regard to city zoning, codes and regulations. Event Directors are responsible for ensuring that all participating vendors comply with the conditions.

C. Will the event require the blocking of any surrounding streets? <i>If yes, indicate which streets.</i>	Yes	No	Boscawen Street	Cork Street
			Braddock Street	Piccadilly St.
			Cameron Street	
D. Will the event require use of any parking lot(s). <i>If yes, contact the Winchester Parking Authority at (540) 722-7575 or wincparking@ci.winchester.va.us to initiate the request process.</i>		Yes	No	
E. Will the event require use of the steps or lawn of the 1840 Frederick County Courthouse? <i>If yes, contact the Frederick County Parks & Recreation Department at (540) 665-5600 to obtain their request form.</i>		Yes	No	

SUBMIT TO: Winchester Police Department, 231 E. Piccadilly Street, Winchester, VA 22601 or FAX: (540) 542-1314

NOTE: Your application will be reviewed by several City of Winchester departments. Additional information may be required before granting permission for the event. An event coordinator will be required to sign a memorandum of understanding and Hold Harmless Agreement prior to the event.

