**Special Events Permit Application**

Watertown City Hall - 106 Jones Street - Watertown, WI 53094 - Telephone 920-262-4000

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Consecutive Event Year</th>
<th>Permit Application # (for office use only)</th>
</tr>
</thead>
</table>

**This application accompanies a Special Events Procedure.** Non-refundable application fee of $25.00 due when submitted. All applications must be submitted a minimum of 30-45 business days prior to the scheduled event to allow time for the application to go to the Licensing Board. Late applications are subject to denial and may not be accepted for consideration.

Unless a permit fee is waived or reduced, all applicants will be expected to fully reimburse the City of Watertown for all city services related to the event. City services include, but are not limited to, Police and Street Department labor and equipment. Applicants who wish to sell or give away alcohol must apply for the appropriate liquor license from the City Clerk’s Office. It is recommended to begin this process at least 60 days prior to your event because license approval must proceed through the Licensing Board, and Common Council. The sale of merchandise may require an additional permit.

***Event map MUST accompany application***

**Section 1 – Applicant Information**

Corporation/ Organization Name of D.B.A

Responsible Party:

<table>
<thead>
<tr>
<th>Driver’s License Number</th>
<th>State</th>
<th>Email</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

**Section 2 – Permit Information (check box below)**

<table>
<thead>
<tr>
<th>Parade □</th>
<th>Run/Walk □</th>
<th>Street Closing □</th>
<th>Municipal Parking Lot Closing □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Sidewalk Closing □</td>
<td>Bicycle Race □</td>
<td>Other Event</td>
<td>Anticipated Daily Attendance</td>
</tr>
<tr>
<td>Event Route / Attach Route Map</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Date(s)</td>
<td>Hours of event each day (begin and end times)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barricades Required? □ Yes □ No</td>
<td>***Note location(s) on event map ***</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Brief Description of Event**

I hereby make an application for a Special Events Permit as detailed above. I agree to hold the City of Watertown and its employees harmless against any action for personal injury or property damage sustained by reason or exercise of this permit.

Signature ___________________________ Print Name ___________________________

□ Approved □ Denied

*(BACK FOR CITY USE ONLY)*
Indemnification and Reimbursement Agreement

WHEREAS, the City of Watertown has established a policy for regulating the issuance of Special Event Permits and,

WHEREAS, said policy requires persons wishing to hold a Special Event to: (1) indemnify the City of Watertown for any injuries and damages caused by the event; and (2) agree to reimburse the City of Watertown for City service expenses incurred in conjunction with the Special Event, and

WHEREAS, the undersigned applicant has filed an application to conduct a Special Event in the City.

THEREFORE, the City of Watertown and the undersigned applicant (“Applicant”) hereby agree as follows.

1. Indemnification. The Applicant hereby indemnifies and holds harmless the City of Watertown and its officers, agents, employees, successors or assigns, from and against any and all losses, debts, actions, claims, demands, liabilities, expenses, costs, injuries and/or damages to persons or property occurring in connection with the Special Event proximately caused by the actions of the Applicant, the sponsoring organization, its Officers, Employees or agents, or any person under their control.

2. Reimbursement For City Services. The Applicant shall reimburse the City for costs incurred in conjunction with the Special Event. City services include the salary and benefits of police officers and street department employees and related City equipment costs.

3. Procedure For Reimbursement. One week following the event the City Clerk shall mail an invoice to the Special Event Permit holder. The fee will be due within 30 days of receiving the invoice. All balances over 30 days are subject to interest of 1 ½ % per month.

   a. Waiver. One or more waivers by either party of any provisions, term or condition of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.
   b. Severability. In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
   c. Governing Law. This Agreement shall be governed and construed in accordance with the law of the State of Wisconsin.
   d. Entire Agreement. This Agreement constitutes the entire Indemnifications and Reimbursement Agreement between the parties, and any change, amendment, or modification must be made in writing and executed by both parties.

IN WITNESS HEREOF, the undersigned have read and understand the contract presented here for Special Event indemnification and reimbursement.

Applicant

By: __________________________ Date: ____________
(Print name:) ______________________________

City of Watertown

By: __________________________ Date: ____________
(Mayor)

SUBSCRIBED AND SWORN BEFORE ME ON

This _______ day of __________, ________.

Signature of Notary Public __________________________

My Commission Expires: __________________________