



# Special Events Permit Application

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

Date of Application	Consecutive Event Year (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)	Permit Application # (for office use only)	
<p><b>This application accompanies a Special Events Procedure.</b> There is a non-refundable \$25.00 application fee which must accompany the applications. All applications must be submitted a minimum of 15 business days prior to the scheduled event. Late applications are subject to denial and may not be accepted for consideration.</p> <p>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.</p> <p style="text-align:center;"><b>***Event map MUST accompany application***</b></p>			
<b>Section 1 – Applicant Information</b>			
Corporation/ Organization Name of D.B.A			
Responsible Party:			
Driver's License Number	State	Email	Date of Birth
Telephone Number		Cell Phone Number	
Business Address	City	State	Zip
<b>Section 2 – Permit Information (check box below)</b>			
Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Street Closing <input type="checkbox"/> Municipal Parking Lot Closing <input type="checkbox"/> Public Sidewalk Closing <input type="checkbox"/> Bicycle Race <input type="checkbox"/> Other Event _____			
Name of Event		Anticipated Daily Attendance	
Event Date(s)	Hours of event each day (begin and end times)		
Event Route / <b>Attach Route Map</b>			
Barricades Required? <input type="checkbox"/> Yes <input type="checkbox"/> No      ***Note location(s) on event map ***			
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**    City Clerk's Office \_\_\_\_\_ Date \_\_\_\_\_



# 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.
4. Miscellaneous Provisions.

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

City of Watertown

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

(Print name:) \_\_\_\_\_

John David, Mayor

By: \_\_\_\_\_ Date: \_\_\_\_\_

Elissa Meltesen, City Clerk/Treasurer

SUBSCRIBED AND SWORN BEFORE ME ON

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_