



LEISURE SERVICES DEPARTMENT

Field Rental Request Form

EVENT ORGANIZER INFORMATION			
Organizer/Responsible Party:		Date:	
Mailing Address:		City/Zip:	
Phone (Daytime):		Phone (Evening):	
Email Address:		Nonprofit ID#:	
Public Contact Name:		Phone (Daytime/ Evening):	
Will the organizer be present at the event and in charge of the event at all times? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, who will be the contact for your event:			
FIELD RENTAL INFORMATION			
Proposed Location:	Date of Event:	Times (as published):	Estimated Attendance:
Lights Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Hours lights are needed:	
Requestor is responsible for cleaning up after the event.			
OTHER			
Event Notes or Special Requests (some may require an additional fee):			
COMPLETE THE FOLLOWING SECTION ONLY FOR ORGANIZED ACTIVITY SUCH AS LEAGUES, CLINICS, AND EVENTS.			
Concession Stand Request <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, Liability Insurance must make note that a Concession Stand will be used and \$100.00 fee must be paid in addition to the processing fee.</small>		Youth or Adult use?	
** All applicants must attach a copy of their insurance to the application. The City of Douglas must be named as additional insured up to 1,000,000.00 **			
Will this event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify what type of advertising (ex. Douglas Daily Dispatch, Facebook, & signs around town).			

Note: All applications for a Special Event Permit Shall be accompanied by a nonrefundable processing fee of 45.00. This fee is for administrative purposes only and is not consideration for us of the premises, nor does it guarantee that the requested permit will be issued.

The undersigned Applicant hereby agrees to assume the defense of and indemnify and hold harmless the City of Douglas, its Mayor, councilmembers, officers, employees and agents, from all suits, actions, damages and claims of any nature, caused by, arising out of or resulting from the event, except that which arises out of the sole negligence of the City. Applicant further agrees to provide the City, at least 45days prior to the permitted event, with evidence of general liability insurance in a minimum amount of \$1,000,000 (one million dollars) covering all claims and injuries that might arise out of the permitted activities and naming the City as additional insured. This insurance policy shall be primary, and any coverage by the City shall be excess.

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. I understand that intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit.

Signature: _____ (Responsible Party) Date: _____

THIS PERMIT APPLICATION, ALONG WITH ALL OTHER REQUIRED PERMITS MUST BE RECEIVED IN COMPLETE FORM AT LEAST 14 DAYS PRIOR TO THE EVENT DATE.

****For Official Use Only****

Approved Date

Permit Expiration Date

Leisure Services Manager Approval Signature