

# RIVERTOWN DAYS SANCTIONED EVENT APPLICATION

This year's Rivertown Days will be held July 21 - 23, 2017. **Completed form MUST be submitted by Monday, May 1, 2017** along with your fee to ensure that your event is listed as a sanctioned Rivertown Days event. We **will not** delay printing of the schedules to accommodate late entries. If the signed application and fee is received after Friday, May 5<sup>th</sup> your event **WILL NOT** be listed in the Rivertown Days Schedule of Events, but it will be included on the Chamber's web site and in the newspaper listing of events. **You may not use the trademarked Rivertown Days name in conjunction with your event unless you have submitted this form and the event fee!** Both pages of this form must be completed.

**NAME OF EVENT:** \_\_\_\_\_  
(as you would like it to appear in the program)

**DESIRED DAY & TIME (a.m. or p.m.)**  
DAY(S)                      TIME(S)

Website for event: \_\_\_\_\_  
Is this event new this year? Yes / No (circle one)

\_\_\_\_ Friday                      \_\_\_\_\_  
\_\_\_\_ Saturday                      \_\_\_\_\_  
\_\_\_\_ Sunday                      \_\_\_\_\_

Give a description of activity (be specific):

Will food be served? Yes No

Desired times will be reviewed by Police and Fire Department Officials for adequate security and safety coverage.

Sponsoring Organization\* \_\_\_\_\_  
(as it should appear in the official program\*)

Sponsor type:  
\_\_\_\_ Commercial  
\_\_\_\_ Non-profit

Responsible Individual \_\_\_\_\_ Phone (day) \_\_\_\_\_  
Phone (eve) \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Others to contact for information (YOU MUST LIST AT LEAST TWO OTHERS)

|       |         |            |            |
|-------|---------|------------|------------|
| Name  | Address | Work Phone | Home Phone |
| _____ | _____   | _____      | _____      |
| _____ | _____   | _____      | _____      |

**VENDING**

In accordance with an agreement between the City of Hastings and the Chamber of Commerce, all vending permits within the City of Hastings during Rivertown Days are subject to approval.

\*There is room in the program for only three sponsors per event.

**Both pages of this form must be completed.**

**FEE:** Your sanctioned event fee helps offset festival expenses. The event fee must be received with the Sanctioned Event Application Form.

Our event is: \_\_\_\_\_ Non-revenue Producing Event \$100  
\_\_\_\_\_ Sporting Event (An entry fee is collected) \$150  
\_\_\_\_\_ Non Profit/Retail Promotion/Sidewalk Sale \$150  
\_\_\_\_\_ Revenue Producing Event \$200

### LOGISTICS DIVISION INFORMATION

1. Desired location: \_\_\_\_\_
2. Port-o-lets are available by request for \$60 (handicap-accessible, \$125). Event Sponsor(s)/Coordinators are responsible for paying for any port-o-lets needed.  
  
Number of port-o-lets: \_\_\_\_\_ One handicapped-accessible? Yes / No
3. Please list any special security measures you have arranged:  
(example – street closures or police assistance).
4. Please give us a complete description of the physical space you will require for your event. Do you have a generator or will you need electricity? Any other concerns? Include all information you believe will be helpful to festival planners. Attach additional sheets if needed.

We hereby agree to hold our event in accordance with the standards and policies of the Hastings Area Chamber of Commerce and Rivertown Days Committee, as set forth by the Hastings City Council.

\_\_\_\_\_  
Signature Title Date

Please mail application and payment to Rivertown Days, 314 Vermillion St., Suite 100, Hastings, MN 55033. For questions, 651-437-6775.

### PUBLIC RELATIONS DIVISION INFORMATION

Only Official Rivertown Days Event Sponsors may use the "Rivertown Days" logo and name. There is no additional charge to Official Event Sponsors to use the "Rivertown Days" name and/or logo on promotional t-shirts if you contact the Chamber before printing the shirts.

Will you be providing official t-shirts for your teams or committee members?

\_\_\_\_\_ YES \_\_\_\_\_ NO

### INSURANCE REQUIREMENTS

The Rivertown Days Committee provides spectator insurance. **We do not insure participants in any event.**



(Check **one** of the following)

\_\_\_\_\_ All participants will sign a waiver of responsibility before your event begins. Your waiver must include the language specified on the enclosed cover letter. PLEASE ENCLOSE a copy of your registration form and waiver with this application.

\_\_\_\_\_ We will show proof of liability insurance with limits of \$1 million and BOTH the City of Hastings and the Hastings Area Chamber of Commerce listed as "Certificate Holders." This will be required two weeks prior to the festival.

Failure to complete all sections of this form may result in your event not being a sanctioned Rivertown Days event and you may not use the Rivertown Days name.