

RIVERTOWN DAYS SANCTIONED EVENT APPLICATION

Looking for an opportunity to be a part of Hastings largest community event? Here is your chance! Host a Rivertown Days Sanctioned Event, it's a perfect opportunity to be a part of the fun and bring exposure to your organization. This year's Rivertown Days will be held July 19 – 21, 2019. **Please submit this form and payment by Monday, May 6, 2019** to ensure that your event is listed as a sanctioned Rivertown Days event in the program and on the website. Also, please note that Rivertown Days is a trademarked name. It may not uses it in the promotion of an event unless the event is sanctioned.

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: _____

___ Friday _____

Is this event new this year? Yes / No (circle one)

___ Saturday _____

Give a description of activity (be specific):

___ Sunday _____

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*)

___ Commercial

Responsible Individual _____ Phone (day) _____
Phone (eve) _____

___ Non-profit

Address _____

Email Address: _____

Others to contact for information (YOU MUST LIST AT LEAST TWO OTHERS)
Name Address Work Phone Home Phone

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

Both pages of this form must be completed and signature required.

Sponsor type:

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.

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.