



# Rivertown Days Sanctioned Event Application

Name of the event: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

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

Desired dates and time (be specific): \_\_\_\_\_

*Dates and times will be reviewed by Police and Fire Department Officials for adequate security and safety coverage*

Give a description of the event/activity:

\_\_\_\_\_  
\_\_\_\_\_

Event location: \_\_\_\_\_

Please give a complete description of the physical space and layout you have in mind for the event: \_\_\_\_\_

*The use of city parks, street closures or police assistance must be arranged with the City of Hastings and may require City Council approval. If you need assistance in contacting the correct city department, please call the Chamber at 651.437.6775.*

Event Lead (Individual's Name): \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional event contacts (please list two):

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

<b>Sanctioned Event Fee:</b>		
Fees are based off of the type of event hosted.		
_____	Non-revenue Producing Event	\$110
_____	Sporting Event	\$165
_____	Non Profit/Retail Promotion	\$165
_____	Revenue Producing Event	\$220

**Port-o-lets:**

Port-o-lets are available by request for \$60 each, accessible port-o-lets \$125. If you would like port-o-lets for your event, please indicate the number needed below. Payment is expected along with the event fee.

\_\_\_\_\_ Port-o-lets    \_\_\_\_\_ Handicapped-accessible port-o-lets

**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.

**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.

**WAIVER AND HOLD HARMESS**

WHEREAS, I am participating in an event which forms part of the activities of the Hastings Rivertown Days Festival; and  
WHEREAS, I understand that my participation in the event could result in my suffering physical injury or death, IT IS HEREBY AGREED THAT I am entering this event at my own risk, and I agree to assume all responsibility for injuries to my person or property which I may incur or suffer as a direct or indirect result of my participation in the event. In addition, on behalf of myself, my personal representatives, my heirs and assigns, I agree to hold harmless, release, defend and indemnify the Hastings Area Chamber of Commerce & Tourism Bureau, the City of Hastings, the Rivertown Days Committee, participating in Rivertown Days Sponsors, and their respective owners, agents, director, officers, volunteers, and employees from and against all claims, causes of action, liability, and expenses (including reasonable attorneys' fee) known or unknown, arising out of my participation in the event.

***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.***

\_\_\_\_\_, 2020  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date

Payment included (Event fee + port-o-lets): \$ \_\_\_\_\_

Please make checks out to **Rivertown Days.**

Completed applications and payment can be mailed to Hastings Chamber of Commerce: 314 Vermillion Street, Suite 100, Hastings MN 55033

Contact: 651.437.6775 or email info@hastingsmn.org