



CITY OF WINNSBORO EVENT APPLICATION

Additional forms may be required. This application is not approved until you receive a confirmation letter from City staff. Any denied applications will include fee refund.

Event Name:

Date(s):

Starting Time

Ending Time

	a.m.	a.m.
	p.m.	p.m.
	a.m.	a.m.
	p.m.	p.m.
	a.m.	a.m.
	p.m.	p.m.

Event Coordinator:

Telephone Number:

Estimated Attendance:

Email address:

Deposit Refund Name & Mailing Address:

Please answer the following questions by circling your choice:

Are you requesting a road closure for your event? If RC is a State Hwy, \$50 processing fee, additional application & 45 days notice are required

Yes

No

If your event requires a city facility rental, which facility?

Depot

Civic Center

Jack Cross Pavilion

Downtown Pavilions

Are you requesting to have alcohol at your event?

Yes

No

If your event is outdoors, will city restrooms need to be utilized?

Yes

No

Will there be any animals at your event?

Yes

No

Please list animal types and approximate count

** Event insurance naming the city as an additional insured is mandatory for all outdoor events.*

Site map is mandatory and must include: location of all added structures including tents, booths, rides, stages, proposed barricades, parking areas, trash containers, restrooms (portable and permanent), emergency vehicle access, animal pens, etc

Continued on back



* I understand that I am responsible for clean-up in and around the area of the event, and that failure to do so could result in my deposit not being returned.

* I agree to conduct the event in such a manner that at least one lane of the street(s) to be utilized will be accessible by emergency vehicles, including police, fire, ambulance and other such emergency response vehicles requiring emergency access.

* I understand that I am responsible for notifying owners of any animals involved in my event to be up to date on all required animal health certificates, horse coggins tests, certificates of veterinary inspection, etc. I understand also that a TAHC Inspector may or may not be present on my set-up day to do an inspection.

* I agree to be held financially responsible for any and all damage to City property that happens during this event.

* I understand that this application is not approved until I have received written confirmation from city staff.

***Acknowledgement:** Any person or group hosting a Public function shall not prohibit, dissuade, prevent or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, age, national origin or disability. I hereby affirm that all information on this form and the attached plan is true, correct, and complete. I will be present during this event, and will be fully accountable for compliance with all guidelines. I further agree that I am subject to and responsible for complying with all ordinances and regulations of the City of Winnsboro relating to hosting an event.

***Release of Liability:** Applicant agrees to indemnify and hold the City, Its elected officials, employees, agents, and attorneys harmless from and against any and all claims, actions, damages to persons or property, liabilities, losses, costs or expenses (including without limitation, attorney's fees, court costs, taxes, penalties and interest) arising in whole or in part out of the use of any facility or City property, the performance of this agreement, or the rights, uses and privileges authorized herein.

By signing below, I agree that I have read and agree to comply with all the rules listed above.

Signature

Date

CITY OF WINNSBORO USE ONLY BELOW THIS LINE

Description	Amount	Date	Rcpt #	Staff Initials
Deposit				
Deposit				
E-mail Reminder Sent:				



Facility Rental Regulations

- NO SMOKING is allowed inside any City facility.
- NO DRUG USE, OTHER ILLEGAL ACTIVITY, OR UNAPPROVED ALCOHOL IS AUTHORIZED.** Renters are subject to unannounced visits by the City of Winnsboro staff. If unapproved alcoholic beverages are being consumed, individuals will be asked to cease consumption immediately. Should consumptions continue, individuals may be subject to expulsion and/or arrest and the party or activity being terminated.
- Flammable materials (i.e. gasoline, propane, diesel, etc.) are not allowed on any City property without approval. Mobile fire-pits are not allowed without special permission from City Administrator.
- Food must be removed from refrigerators and shelves must be put back if removed during rental/event.

- Non-permanent decoration is permitted, provided that it is NOT attached to building, and must be removed at the termination of the rental period. No tape or such product should be used on the walls or ceiling.
- Tables and chairs must be folded up and returned to original places after use.
- Clean-up is required and must be completed during the rental period. All trash must be removed. Renter is responsible for providing cleaning supplies. (Bleach, pine-sol, comet, etc.) City will provide brooms, mops, buckets, etc. Cost of any missing items will be deducted from the deposit.
- Floors must be swept and mopped before leaving.
- Kitchen appliances and preparation areas shall be free of trash, grease, and food particles.
- All utilities shall be turned off. (Water, Lights, Air Conditioners, ventilation fans, etc.).
- Lock all windows and exterior doors.