

EVENT DATE:

CONTACT INFORMATION

PRIMARY CONTACT: _____ PHONE: _____
This is the person held primarily responsible for providing to the Town all required event information and licenses/permits/certificates.

EMAIL: _____ ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

ORGANIZATION: _____ NON-PROFIT 501c3 ID # _____

ORGANIZATION'S AFFILIATION:

Local Non Profit Organization

Town of
 Other

IS TOWN OF RUSTON CO-SPONSORING THE EVENT? Yes

No If yes, Town contact must sign

IF YES, WHICH DEPARTMENT? _____ TOWN STAFF CONTACT: _____

Co-sponsoring means Town staff are collaborating on planning, are providing staff to assist with logistics, share responsibility for ensuring facility usage guidelines are met, and will attend the event.

INSURANCE

LIABILITY INSURANCE COMPANY: _____

POLICY NO. _____ COVERAGE LIMITS: _____

CERTIFICATE OF COVERAGE PROVIDED

SPACE & USE

EVENT NAME: _____ EVENT PURPOSE/DESCRIPTION: _____

EVENT IS: PUBLIC PRIVATE DOES THE EVENT INVOLVE DISCUSSION/DIALOGUE WITH THE GENERAL PUBLIC Yes No

If yes, WHAT IS THE DISCUSSION TOPIC? _____

TOTAL TIME REQUESTED: (Include setup, takedown, cleanup) From _____ To _____ ACTUAL EVENT TIME: From _____ To _____

ANTICIPATED ATTENDANCE: Total _____ Adults _____ Children _____

INDICATE THE SPACE YOU ARE REQUESTING: Joyce Community Center Meeting Rooms (Ruston School Building)

FOOD / BEVERAGES / ENTERTAINMENT

WILL THERE BE ENTERTAINMENT? Yes No DESCRIBE: _____

WILL THERE BE AMPLIFIED SOUND? Yes No

For Outdoor Events: See RMC 9.19 for Noise Control requirements. A sound amplification permit may be required. Contact the Town Planner for requirements.

HOW WILL SOUND BE AMPLIFIED? PA System Live Band DJ Other

WILL YOU SERVE FOOD AND/OR BEVERAGES? Yes No DESCRIBE: _____
Food & beverages are not allowed unless you have advised us in advance. On-site kitchen facilities are available.

WILL STERNO/FLAME BE USED? Yes No If y
for Fire Code Compliance.

WILL EVENT BE CATERED? Yes COMPLETE "RUSTON FACILITIES CATERING APPLICATION FORM."

REQUEST PERMISSION TO SERVE ALCOHOL? Yes No WILL YOU BE SELLING ALCOHOL?
The Town of Ruston reserves the right to refuse permission to serve alcohol at Town Facilities. To serve alcohol you will need a valid "Banquet Permit" from the State Liquor Control Board.

SELLING CONCESSIONS or PROVIDING GIVEAWAYS? Yes No Vendor Name(s): _____

DESCRIBE CONCESSIONS / GIVEAWAYS: _____
The Town of Ruston reserves the right to deny the sale or distribution of items deemed to be hazardous, a nuisance, or not family friendly.

FACILITY SETUP

DO YOU NEED ACCESS TO ELECTRICITY? Yes No WHAT DO YOU NEED IT FOR? _____

WHAT ARE YOUR SPECIAL LIGHTING NEEDS? _____

FOR MEETING ROOMS, IS THE STANDARD CONFIGURATION SUITABLE FOR YOUR USE?
 Yes. I will use the space "as is" and will ensure the space remains in its standard configuration.
 No. I would like to request a different setup. [If this box is checked, please provide details on a separate page regarding the setup you are requesting.]

ARE YOU RENTING / BRINGING EQUIPMENT? Yes No Rental Company: _____
For some items, certificate of insurance is required from rental company naming Town of Ruston as an additional insured with \$1 million General Liability Coverage. Note: Our facilities do not have IT or AV equipment available and we provide no onsite IT or AV technical assistance for your equipment.

WHAT EQUIPMENT ARE YOU BRINGING? _____
For outdoor events, a permit is required from the Fire Department 425-452-6872 for tents over 200 sf and canopies over 400 sf.

WILL YOU HAVE DELIVERIES MADE TO TOWN HALL OR TOWN COMMUNITY CENTER? Yes No
WHAT WILL BE DELIVERED? _____
On-site storage is not available at Town Hall or the Community Center. You must be available to receive your deliveries on-site unless you have made other arrangements with our staff.

AGREEMENTS

The applicant agrees that during the use of the Town Facilities to not exclude anyone participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.

The undersigned hereby makes application to the Town of Ruston for use of the Town facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the Town of Ruston. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the Town of Ruston harmless as described below. The applicant further agrees to reimburse the Town of Ruston for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period.

Release and Hold Harmless. The applicant shall defend, indemnify and hold harmless the Town, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing

done, permitted or suffered by the applicant in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Town. Such indemnification shall extend to and include attorney's fees and the cost of establishing the right to indemnification hereunder in favor of the Town of Ruston.

Insurance. For use of the Joyce Community Center, the applicant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the Premises.

No limitation. The applicant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the applicant to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity. The applicant shall provide a certificate of insurance evidencing:

General Liability insurance covering the premises, products-completed operations and contractual liability. The Town shall be named as an insured on the applicant's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. The insurance policy shall contain, or be endorsed to contain that the applicant's insurance coverage shall be primate insurance as respect to the Town. Any insurance, self-insurance, or insurance pool coverage maintained by the Town shall be in excess of the applicant's insurance and shall not contribute with it. The application shall provide a certificate of insurance evidencing the required insurance before using the Premises. Insurance shall be placed with insurers with a current A.M. Best rating of not less than A:VII.

Alcohol. When alcohol is allowed to be consumed on the Premises, whether sold or not, the following additional insurance shall be required as follows: The applicant shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Town is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on the Premises, with the prior written approval of the Town.

I have read, understood, and accept all procedures and regulations in the Town of Ruston's Meeting & Event Facilities Guidelines & Information document. I further certify that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines (and within the established timeframes), puts my meeting or event at risk for cancellation.

Primary Contact Signature: _____ Date: _____

Town of Ruston Contact Signature: _____ Date: _____

If this is a co-sponsored event, the Director of the Town of Ruston department providing co-sponsorship must also sign this form and accept these terms.

(OFFICE USE ONLY)

Approved by: _____ Date: _____

Insurance Policy Received: Coverage limits met?

Rental Fee Applicable? Yes, No, rental fee amount: \$ _____ Invoicing date: _____

Rental Fee Paid? Yes No Date Paid: _____

Request Denied by: _____ Date: _____

Reason for Denial: _____

Town Attorney Notified? Yes No Notice sent by: _____ Date: _____