



107 West Sears Avenue
Owensville, MO 65066

573-437-2812- Voice
573-437-5812 – Fax
www.cityofowensville.com

SPECIAL EVENT REQUEST

Name of the Event: _____

Location of Event: _____

Dates of Event: _____

Will alcohol be served: Yes _____ No _____

If needed who is applicant of the Liquor License

Street Closing request- (minimum advanced 2 weeks' notice)

_____ Temporary Street closing for a neighborhood event/block party/Auction, etc.

_____ Temporary Street closing for a sponsored event

_____ Parade- (Parade Route map must be provided)

_____ Other Events _____

- Special Request: _____
- If barricades are required, how many street closed signs will be placed, and at what locations:

Special event contract requirements:

The event organizer shall purchase and maintain the following insurance:

- Special event insurance: _____

Contact your own insurance agent/broker for information, or you can also apply using the following website where applications are available online, and send payment directly to K&K. <https://www.kandkinsurance.com/Pages/Home.aspx>

- Commercial General Liability insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis. Prior to any activities commencing the event organizer shall furnish the City with certificate of insurance evidencing the required coverage. The certificate shall name the City of Owensville as an additional insured.

Indemnification & Hold Harmless Agreement:

To the fullest extent permitted by law, Event Organizer agrees to indemnify, defend and hold harmless the City of Owensville, its officers, agents, volunteers, employees, invitees, and lessees from and against all suits, claims, damages, losses and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of or related to the events use of city facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury or involving injury or damage to property, but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of the event organizer, its officers, agents, guests, participants, attendees and volunteers, or anyone directly or indirectly employed or hired for the event or anyone who acts as the event organizer may be liable, regardless of whether caused in part by the negligence or wrongdoing of the City and any of its agents or employees.

The City of Owensville reserves the right to deny any and all event requests.

City of Owensville

Event Organizer

City Administrator / Date

Authorized Representative / Date

Phone Number