



CITY OF CLARKSBURG

222 WEST MAIN STREET • CLARKSBURG, WV 26301

CITY OF CLARKSBURG APPLICATION FOR SPECIAL EVENT – Jackson Square

Please have this form along with security deposit and rental fees turned in to the Clarksburg City Manager's office at least thirty (30) days prior to event.

Date(s) of Event _____ Time: **From:** _____ **To:** _____

Date of Closing _____ Time of Closing: _____

**Scheduled time of facility closure must include set up for the event.*

Date of Reopening _____ Time of Reopening: _____

**Scheduled time of facility reopen must include time for clean up at the event's conclusion.*

Name of Applicant/Organization _____ Contact Person _____

Address _____ Telephone _____

City/State/Zip _____ Fax _____

E-mail _____ Does Applicant have Liability/Property Insurance**? Yes No

**A Certificate of Liability or Property Insurance may be required of the applicant. This information must be submitted to the City Manager upon request.*

Would you like this event to be listed on our Website? (Community Events Only) Yes No

**Please choose, from the menu below, the services which you desire from the city for your event.
Place an X by the desired item and initial to the right. Make All Checks Payable to the City of Clarksburg.**

NOTE: Other items needed for your special event are available through local vendors.

- | <input checked="" type="checkbox"/> Security Deposit (Returned if facility is clean) | \$100 | Required | Initials |
|--|---------------------------------|---------------------------|-----------------|
| <input type="checkbox"/> Traders Alley Level (Covered Section) | \$150 per Day | (Any Time) | _____ |
| <input type="checkbox"/> West Pike Street Level (Uncovered Section) | \$250 per Day | (Weekdays from 7 am-5 pm) | _____ |
| <input type="checkbox"/> West Pike Street Level (Uncovered Section) | \$150 per Day | (Weekends and After 5 pm) | _____ |
| <input type="checkbox"/> Both Traders Alley and West Pike Street Level | \$400 per Day | (Weekdays from 7 am-5 pm) | _____ |
| <input type="checkbox"/> Both Traders Alley and West Pike Street Level | \$300 per Day | (Weekends and After 5 pm) | _____ |
| <input type="checkbox"/> Electrical Power Panel Boxes | (In excess of exterior outlets) | | _____ |
| <input type="checkbox"/> Water Connection | No Charge | | _____ |

Explain event or reason for request: _____

Please list planned activities for the event: _____

Estimate of expected crowd size: _____

Request for Assistance of City Services (Please briefly describe any assistance that you desire from the City regarding your event. Please note that this in no way commits the City. Those areas or items which the City may commit to, will be completely outlined upon approval.)

Date of Submission: _____

Approval Signature/Title _____ Date _____ Comments _____
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CLARKSBURG PARKING AUTHORITY SPECIAL EVENT – Jackson Square

The City of Clarksburg's Jackson Square provides area residents and visitors with a wonderful venue for many area events.

The Clarksburg Parking Authority will require a rental fee for all private special events held in Jackson Square. Certain Non-Profit Organizations may eligible to receive a discounted rental rate. The City of Clarksburg is committed to provide all non-profit organizations with whatever limited assistance and services as may be necessary and practical to make your event a success.

A security deposit in the amount of \$100 will be held in hopes that this deposit will encourage all users of Jackson Square to work together to keep Jackson Square clean and well groomed. Simply stated, Jackson Square should look as good when you leave as it did when you arrived. Notwithstanding the security deposit, the City reserves the right to charge any and all parties for damages to Parking Facility grounds and property in excess of security deposit when necessary to repair damages incurred during private use. Charges can and will be assessed in full for labor and materials on all repairs. Security deposits will not be deposited by the City unless damage is incurred or the grounds are left in an unclean state. All security deposits or portions thereof which are released will be returned within fifteen (15) days of the event.

In the event that Organizers making use of Jackson Square hold any event where an invitation to the general public is offered (via flyers, media advertising, etc.), Organizers shall provide a certificate of insurance naming the City of Clarksburg and the Clarksburg Off Street Parking Authority as additional insured. The Organizers shall provide a certificate of insurance accompanying this signed contract that indicates that the Organizers will maintain in full force and effect a comprehensive liability insurance policy with a minimum amount of \$1,000,000 combined single limits of bodily injury and property damage liability, with a general aggregate limit of \$2,000,000 for more than one occurrence or accident, covering liability that may arise during the term of the Agreement.

Renter shall hold and save harmless the City of Clarksburg, and the Clarksburg Off Street Parking Authority, their respective elected and appointed officials, officers, employees, and agents, and shall indemnify them from liability of every kind and character, and from any damage cost and/or expense, (including, without limitation the cost of defense of any claim, action or legal process, legal fees and costs) arising from Organizers use of Jackson Square, by anyone claiming injury of any kind and/or character, whether by reason of the claimed negligence, its agents, representatives, members, patrons, licensors or otherwise.

GUIDELINES AND RESPONSIBILITIES

1. The Application for Special Event must be submitted at least thirty (30) days in advance to obtain a reservation.
2. All fees including security deposit must be paid at least thirty (30) days in advance.
3. The Organization and/or the Event Organizer is responsible for providing any potable water hoses that are needed for the event.
4. The Organization and/or the Event Organizer is responsible for providing any electric extension cords that are needed for the event. Exterior electrical outlets are available for use.
5. The Organization and/or the Event Organizer is responsible for hiring an electrician to wire in panel boxes, supplied by the city, for use of underground system if it is needed for the event.
6. The Organization and/or the Event Organizer is responsible for providing tables and chairs for the event.
7. The Organization and/or Event Organizer is responsible for providing restroom arrangements.
8. The Organization and/or Event Organizer is responsible for the disposal of trash.
9. If any alcohol is involved in the event the proper permits must be acquired from the appropriate agency: State and/or City
10. No tape, glue, adhesive, etc. is permitted to be used anywhere in Jackson Square.
11. The asphalt must be protected by a plastic tarp or covering where food and beverages are to be served.
12. No anchor holes in asphalt or concrete.
13. At all times, Federal Bankruptcy Court has access to two (2) parking spots in Traders Alley level.
14. It is recommended that photos of your event along with a testimonial from event organizers be submitted for use on the city website.

Please retain this page for your information