

**Village of Kimberly
SPECIAL EVENT PERMIT**



THIS AGREEMENT is intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Kimberly**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

PARK FACILITIES must be reserved by the **Sponsor** through the **Parks and Recreation Department** and **MUNICIPAL COMPLEX FACILITIES** must be reserved by the **Sponsor** through the **Village Clerk's Office**. Payment is due at that time.

EQUIPMENT needed to run the event will be the responsibility of the **Sponsor** except when Village equipment, such as traffic barricades or cones are needed, the **Street Department** will determine use. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor** upon approval, naming the Village of Kimberly as additional insured for \$1,000,000.00.

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

An **INVOICE** detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

NO CHANGES may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

Sponsor Representative – Name	Signature	Date
Address		
Home Phone	Work Phone	Cell Phone

Approved by Village Board

Village President	Village Administrator	Date
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KIMBERLY PARKS & RECREATION (788-7507)

FACILITIES:	
EQUIPMENT:	
STAFF:	

KIMBERLY MUNICIPAL COMPLEX (788-7500)

FACILITIES:	
EQUIPMENT:	
STAFF:	

KIMBERLY STREET DEPARTMENT (788-7507)

STREETS:	
EQUIPMENT:	
STAFF:	

FOX VALLEY METRO POLICE DEPARTMENT (788-7505)

EQUIPMENT:	
STAFF:	

SPONSOR ADDITIONAL RESPONSIBILTIES

- Mail road closure notices to affected properties.

VILLAGE COST ESTIMATES

NOTE: These are estimates. If the Village incurs additional costs as a result of providing services necessary for the above listed activity, the Sponsor will be required to cover those costs.

Facility Rental:	=	\$
Complex Labor:	=	\$
Park Labor:	=	\$
Street Dept. Labor:	=	\$
Police Labor:	=	\$
Other Charges:	=	\$
TOTAL ESTIMATE:		\$