



**SPECIAL EVENT APPLICATION GUIDE**  
**CITY OF LINDSBORG**



## CONTENTS

<b>CITY EVENT SPACE &amp; EQUIPMENT AVAILABLE.....</b>	<b>3</b>
<b>SPECIAL EVENTS REQUEST FORM.....</b>	<b>4</b>
<b>EVENT REQUEST FORM.....</b>	<b>10</b>

### **Thank You for Choosing Lindsborg**

We sincerely appreciate your investment in Lindsborg and are delighted that you've selected our community to host your event. We are committed to supporting your efforts and ensuring your event is a success.

To help facilitate a smooth planning process, please review the enclosed packet thoroughly. Our goal is to process your requests promptly and efficiently. If you have any questions or require assistance, do not hesitate to contact us.

### **Application Requirements**

All required forms must be completed accurately and in full. Incomplete or incorrect submissions cannot be processed. It is the responsibility of the event organizer to ensure that all documentation is submitted to the City a **minimum of two weeks before the event.**

Completed packets should be returned to: Roxie at Lindsborg City Hall, 101 S Main St., or emailed to: [roxies@lindsborgcity.org](mailto:roxies@lindsborgcity.org), unless otherwise specified.



## **CITY EVENT SPACE AVAILABLE**

Below is a list of spaces available to reserve within the City of Lindsborg. For any questions on event spaces, please contact City Hall at 785-227-3355.

<b>Event Space</b>	<b>Location</b>	<b>Electricity Available</b>	<b>Bathrooms Available (seasonal)</b>
Bandshell	Swensson Park	Yes	Yes
Swensson Park Shelter	Swensson Park	Yes	Yes
Riverside Park Gazebo	Riverside Park	Yes	Yes
Riverside Park Shelter	Riverside Park	Yes	Yes

## **CITY EQUIPMENT REQUESTS**

Below is a list of equipment available for events with the City of Lindsborg. For any questions regarding equipment, please contact City Hall at 785-227-3355.

**\*Please fill out the provided equipment request form if requesting for an event\***


<b>Equipment</b>	<b>Department</b>	<b>Location</b>
Barricades	Streets Dept	Streets Building
*Trash Cans	Parks Dept	Public Works Building
*Picnic Tables	Convention & Visitors Bureau	City Hall

\*Equipment available only for public events.



# **CITY OF LINDSBORG SPECIAL EVENTS REQUEST**

Please provide a sketch for your proposed event and submit it with the Special Event Request form. Please label streets, addresses, businesses, locations for equipment if requested where all items are applicable.



## **RELEASE OF LIABILITY, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT**

(This Agreement must be signed and returned before issuance of a Special Event Permit)

- 1. Parties and Event.** The undersigned applicant (“Applicant”), on behalf of itself, its officers, directors, members, employees, volunteers, contractors, and agents, enters into this Release of Liability, Indemnification, and Hold Harmless Agreement (“Agreement”) with the City of Lindsborg, Kansas (“CITY”) in connection with Applicant’s use of CITY property, facilities, streets, sidewalks, rights-of-way, or other CITY-owned or controlled property (collectively, “Premises”) for the special event approved under a Special Event Permit (“Event”).
- 2. Compliance with Laws.** Applicant agrees to comply with all applicable federal, state, and local laws, ordinances, regulations, and CITY rules and policies, and to take the necessary measures to ensure that its officers, employees, volunteers, vendors, contractors, invitees, and participants also comply. Applicant understands and agrees that the CITY may immediately revoke the Special Event Permit and terminate Applicant’s use of the Premises upon any violation, without refund of any fees or expenses
- 3. Release and Waiver.** Applicant fully and forever releases, waives, discharges, and covenants not to sue the CITY, its elected and appointed officials, administrators, officers, employees, volunteers, insurers, and agents of any kind (collectively, the “Released Parties”) from any and all claims, demands, damages, actions, causes of action, or liabilities of any kind, whether known or unknown, arising out of or connected with the Event, including claims for bodily injury, illness, disease, death, or property damage sustained by Applicant, its participants, invitees, guests, or third parties, except to the extent caused by the sole gross negligence or willful misconduct of the CITY.
- 4. Assumption of Risk.** Applicant acknowledges and agrees that participation in or attendance at the Event carries inherent risks, including but not limited to risks of injury, illness, property damage, or death. Applicant voluntarily assumes all such risks on behalf of itself and all persons participating in or attending the Event under Applicant’s sponsorship. Applicant understands that, should City issue such special event permit, CITY is making no warranty, promise, or representation as to the condition, safety, or suitability of the Premises.
- 5. Indemnification and Hold Harmless.** Applicant agrees to indemnify, defend, and hold harmless the Released Parties, to the maximum extent permitted by law, from and against any and all claims, damages, losses, liabilities, costs, or expenses (including attorney fees and court costs) arising out of or related to the Event or Applicant’s use or occupancy of the Premises, including claims by third parties, except to the extent required by law.

6. **Insurance Requirements.** Applicant shall obtain and maintain commercial general liability insurance covering the Event with limits of not less than \$1,000,000 per occurrence and \$1,000,000 general aggregate, or such higher limits as the CITY may require for specific events. The policy shall name the CITY, its elected officials, officers, and employees as additional insureds. Prior to the Event or use of the Premises, Applicant shall furnish the CITY with a certificate of insurance or copy of the policy demonstrating such coverage. Failure to provide proof of insurance, or to maintain required coverage throughout the Event, shall render this Agreement and any Special Event Permit void and of no effect. Applicant shall be required to immediately notify CITY if Applicant is aware, or should be aware, that such coverage has been or will be terminated prior to the completion of the Event.
7. **Authority to Bind Organization.** If Applicant is an organization, the individual signing below represents and warrants that he or she has the authority to bind the organization to this Agreement, including the authority to release, indemnify, and hold harmless the CITY as provided herein.
8. **Severability.** This Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Kansas. If any provision is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.
9. **Binding Effect.** This Agreement shall be binding upon Applicant, its successors, representatives, heirs, executors, administrators, and assigns, and shall inure to the benefit of the Released Parties.
10. **Applicable Laws.** This Agreement shall be governed by the laws of the State of Kansas.

/s/

Dated:

Applicant/Organization:

By:

Title/Capacity:

/s/

City of Lindsborg, Kansas

By:

Title:



## **EQUIPMENT REQUEST FORM**

### **Barricades**

Date(s) Barricades are needed: \_\_\_\_\_

Number of Barricades needed: \_\_\_\_\_

Pick up Date/Time: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_

\*Barricades are located at the Streets Dept. Building for pick up and return

### **Picnic Tables**

Date(s) Picnic Tables are needed: \_\_\_\_\_

Number of Picnic Tables needed: \_\_\_\_\_

Pick up Date/Time: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_

### **Trash Cans**

Date(s) Trash Cans are needed: \_\_\_\_\_

Number of Trash Cans needed: \_\_\_\_\_

\*Trash cans will be dropped off and picked up by City staff. Requesting group/organization is responsible for emptying trash cans. Extra trash bags will be in the bottom of trash can.

**Any group or enterprise borrowing or renting City equipment will be held responsible for any loss or damages.**

**All items are subject to availability and not guaranteed.**

**\*For Office Use Only\***

Notified:

☐ Public Works

☐ Streets

☐ Electric

☐ Water/WWTP

☐ Executive Admin

☐ Police Dept

☐ CVB

☐ Parks

☐ Recreation