

All fees/charges are due ten (10) working days prior to event date. Cancellations must be received at least 14 days prior to event.

TODAY'S DATE: OFFICE PERSONNEL Application No.

ORGANIZATION (if applicable):

RESPONSIBLE PERSON ALTERNATE PERSON/CHARGE

MAILING ADDRESS CITY ZIP CODE

HOME PHONE WORK NUMBER CELL

FACILITY/AREA: DATE OF EVENT: TIME: am/pm am/pm

(includes set-up, deliveries, clean-up, etc.) Purpose of Event:

Description of Activities Anticipated Attendance\*

Open to Public? Yes No Facility Used for Raising Money? Yes No If yes, what will proceeds be used for Will alcoholic beverages be served? Yes No

(If yes, PLEASE ATTACH COPY OF A.B.C. Permit (No. )).

\*Security will limit the event to the number of people you estimated to be in attendance. (Initial)  
If alcohol beverages are to be served, please read the following statement: Alcoholic Beverages will:

- (1) Be limited only to participants in this group; (2) Not to be served to anyone under the age of 21 years; and  
(3) Additional alcohol will not be delivered or brought into building after the event has begun. (Initial)

ANY EVENT THAT SERVES OR SELLS ALCOHOL REQUIRES RESERVATIONS AT LEAST 60 DAYS IN ADVANCE OF EVENT.

APPLICANT IS RESPONSIBLE FOR LOST OR DAMAGED EQUIPMENT.

NUMBER OF SECURITY RESERVISTS ASSIGNED:

\*Security is required for all events with or without alcohol served or sold, dances, Quinceañeras or any other event City feels is necessary to have secured. Security must be provided by City's Police Reservist(s). No private security company will be permitted to provide this service. The following scale shall be used when assigning security reservist(s) but may be altered by Police Chief or City Manager.

| Attendance | Recommended | No. of Reservists | Comments: |
|------------|-------------|-------------------|-----------|
| 1-74       |             | 2                 |           |
| 75-150     |             | 3                 |           |
| 151-299    |             | 4                 |           |
| 300-400    |             | 5                 |           |

Office Use Only:

ROOM(S)/AREA(S)

SECURITY:

Reservist x hrs. @ \$20/hr \$  
Reservist x hrs. @ \$30/hr O.T. \$

Hours am/pm to am/pm  
(1 - 2 hrs \$200) or (2+ hrs \$300) \$

STAFF:

Pub Wks x hrs @ \$25/hr \$

Pub Wks x hrs @ \$50/hr O.T. \$

Security/Cleaning Deposit \$250 \$

TOTAL \$ REFUND \$ approved Date

INSURANCE IS REQUIRED: Certificates of Insurance can be issued by companies naming the City of Huron as additional insured; individual homeowners policies adding the City as additional insured; or purchased through a private insurance company.

Security Deposits will be refunded 30 days after the event. In the event the CLEANING REQUIREMENTS ARE NOT MET, the facility is left in an unreasonable condition, equipment has been damaged or broken by the applicant, or equipment is missing, the applicant may forfeit all or part of the security/cleaning deposit or be subject to charges above and beyond the stated fees and deposits.

INDEMNIFICATION

Applicant agrees to be solely responsible for any and all liability, claims, losses, demands, damages, costs and expenses, including attorney's fees, arising out of or resulting from injury to persons or damage to property which arise out of its use of City's facilities. Applicant agrees to defend, indemnify and hold harmless City, its officers, agents employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by City as a party indemnified. The applicant's signature confirms that he or she has received a copy of and agrees to abide by the City's facility or building uses policies.

APPLICANT: DATE:  
CITY APPROVED: DATE:

CITY OF HURON

City Personnel:

All conditions have been met with the following exceptions: \_\_\_\_\_

Additional charges recommended: \_\_\_\_\_

CLEANING AND SECURITY REQUIREMENTS:

1. Tables are cleared and washed off.
2. Floors are swept free of debris and mopped at JPCC.
3. Floors are swept free of debris and mopped at Old Senior Site.
4. Kitchen, stoves, counters and basins cleaned.
5. All equipment accounted for.
6. No vandalism or breakage has occurred.
7. All decorations removed, including tape, balloons, magnets, etc.
8. Restroom facilities left clean and clear of trash.
9. The toilets and sinks are not plugged.
10. Gum has been removed from floors, tables and chairs.
11. All garbage removed to outside dumpster.

GENERAL REGULATIONS:

Facility Use Agreement is issued in accordance with the policies outlined by the City of Huron:

1. There shall be one security reservist for every 25 people present and no less than 3 security reservists at any given time per event. There shall be at least one reservist patrolling the entrance at all times; and at least two security reservists in the facility at all times.
2. Hours of operation shall not exceed 12:00 midnight unless approved by City Manager. Consumption of alcoholic beverages (no bottled or glass containers) is allowed only inside main hall with proper supervision and prior approval by City Manager.
3. Clean up will be done immediately following the event and prior to 2:00 a.m. If additional clean up time is necessitated it will be deducted from the cleaning deposit.
4. There shall be no bottled alcohol beverages allowed in or outside of building except for champagne bottles provided by the applicant.
5. The use of restrooms is limited only to those at the main entrance.
6. The applicant will be responsible for verifying the possession of required invitation. Admittance will only be allowed after proof of invitation. A security reservist can accompany applicant while checking invitations.
7. Attendance shall never exceed the number stated on the application and approved by City Manager. Any violation in this manner will result in stoppage of further entry.
8. There shall be no use of the kitchen after finishing with dinner except for cleaning purposes.
9. Fourth Street entrance is the main entrance for the JPCC.
10. No smoking or loitering allowed anywhere on the premises.
11. All children are to remain inside the facility with proper supervision.
12. The facility shall be kept clean and free of litter at all times.
13. Guests must remain in the facility while event is in progress
14. All acoustical panels and equipment must not be disturbed, dirtied, or damaged.
15. No vehicles shall be allowed to be driven on to the lawn, yard or landscaping.
16. No one shall be allowed to swing from any flag pole(s).

ALCOHOL AND FOOD REGULATIONS:

1. Alcoholic beverages may be served only for a four (4) hour period.
2. If all alcoholic beverages have been consumed, NO new supply will be brought into the facility.
3. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and City policy.

I AGREE TO ALL RULES AND REGULATIONS: \_\_\_\_\_

(Signature)