



INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The Applicant shall indemnify and hold the Mayor and City Council of Laurel harmless for any personal injury or property damage resulting from the actions of the Special Event/Parade and Public Assembly described herein, its employees, agents, or for the participants. The City of Laurel assumes no liability whatsoever for the safety of the Applicant, its employees, or agents, or for the participants in the Applicant's Special Event/Parade and Public Assembly described herein. The Applicant shall indemnify and hold the City of Laurel, its officials and employees harmless from: a) any and all direct or indirect damages, costs, claims, actions, suits, judgements or liens resulting from the negligent act or commission or omission of the Applicant's employees, agents or subcontractors, and b) any and all direct or indirect costs, claims, actions, suits, judgements, liens or damages resulting from any element of the special event herein described resulting from the negligence or omission of the Applicant, Applicant's employees, agents, volunteers, participants and subcontractors.

STATEMENT OF INDEMNIFICATION AND WAIVER

I, _____ (Applicant) hereby agree to indemnify and save harmless the City of Laurel from any injury, loss, damages or other expenses suffered or incurred by the City of Laurel by reason of the Applicant's negligence, omission, or error carrying out its obligations under this Special Event/Parade and Public Assembly Policy or negligence of Applicant's agents, employees, subcontractors, invitees, heirs, successors or assigns.

LOCAL ORDINANCE COMPLIANCE

I, _____ (Applicant) agree to comply with the provisions and all applicable ordinances of the City of Laurel. I understand I am responsible for enforcing all ordinances and policies during the Special Event/Parade and Public Assembly described herein as set forth by the City of Laurel.

MANDATED CHANGES/CANCELLATIONS

I, _____ (Applicant) understand and agree that any use/event or use/ event date can be changed or cancelled at the direction of the Department of Parks and Recreation, the Office of the City Administrator or the Mayor and City Council of Laurel or designee if the approved event interferes with a necessary governmental function or any other reason deemed appropriate. Such action may be directed at any time.

Additional Provisions

The City of Laurel Prohibits the following:

- Use of or sale of alcohol, tobacco/vaping, firearms, or gambling as part of Special Events.
- Use of live animals as part of any special event without specific approval.
- Generators, fireworks/pyrotechnics, and amusements without specific approval.
- Use of City of Laurel name, seal, logos, or likeness for use in advertisements without specific approval.
- Distribution at event of religious, profane, or other material deemed inappropriate by City of Laurel Officials.

All applications will require a security deposit along with the rental fee, mandatory police security fee and trash removal fee.

The City of Laurel may determine a need for additional portable toilets. It is the responsibility of the Applicant to arrange for delivery and pick up of the equipment and incur all costs. The City of Laurel is not responsible for the security or cleaning of the equipment.

The City of Laurel may determine a need for crowd control and or traffic control on the streets surrounding the event. Applicant will be responsible for the cost associated with extra City of Laurel Police, Department of Public Works, Department of Parks and Recreation or other City staff required for the event. Street closures will be at the discretion of the Laurel Police Department.

Applicant shall leave the reservation area clean and litter free by the conclusion of event. Applicant is required to deposit all trash and refuse generated by event into appropriate waste containers that are provided by the City of Laurel.

Applicant is liable for any damage to the reservation area associated with event. Applicant shall report any damages as soon as possible to the staff at the Department of Parks and Recreation.

Applicant may be assessed a charge of \$100.00 or more for the cleanup of the reserved area if, in the opinion of Departmental staff, it has not been left in a reasonably clean state. Applicant may also be assessed a repair charge of an amount to be determined for repair of damages to the reserved area.

APPLICANT'S NAME: _____ (PRINT)

APPLICANT'S SIGNATURE: _____ DATE: _____



ADDITIONAL APPLICATION REQUIREMENTS

SITE PLANS

Special Event Site Map- the specific location of some items for the event may be dictated by City of Laurel Officials

- Download a map from the internet or hand draw a detailed map of the event site.
- Note the location of all aspects of the event. Include a key of all symbols used.
- Additional detailed, supporting maps can be included as needed (for complex events).
- Include location of event elements such as tents/canopies, tables, seating, staging(s), live music or other entertainers, generators, concessions/food vendors, commercial vendors, amusements, lighting, barricades, fencing, entry and exit points and ADA access. Include a key of all symbols used.

Parade or Run/ Walk Route- the specific location of some items for the event may be dictated by City of Laurel Officials

- Download a map from the internet or hand draw a detailed map of the event site. Applicant may elect to use the City of Laurel Certified 5k Route.
- Outline the route of the proposed parade, run, or walk and label streets and intersections.
- Note any public transportation routes that are in or near the event route.
- Additional detailed, supporting maps can be included as needed (for complex events).
- Include location of event elements such as tents/canopies, tables, seating, staging(s), live music or other entertainers, generators, concessions/food vendors, commercial vendors, amusements, lighting, barricades, fencing, entry and exit points and ADA access. Include a key of all symbols used.
- Note any streets that would need to be closed.

City of Laurel Special Event Emergency Action Plan (EAP)- the specific location of some items for the event may be dictated by City of Laurel Officials

- Download a map from the internet or hand draw a detailed, map of the event site.
- Outline the area(s) of the event, evacuation routes, and ingress/egress for emergency personnel. Include a key of all symbols used.
- Documented location of Security and Event Supervisory Personnel
- City of Laurel Special Event Emergency Action Plan-attachment