

CITY OF HORSE CAVE

COMMERCIAL FILM OR SPECIAL EVENTS PERMIT APPLICATION

These policies for special events* (Any assembling, demonstration, picket line, rally, or gathering for a common purpose as a result of prior planning that interferes with or has a tendency to interfere with normal flow of pedestrian or vehicular traffic or the hindrance of others, henceforth referred to as special events) cover all special events and the commercial filming of locations and events in the City of Horse Cave. Any organization, group, or entity wishing to sponsor or hold a special event or any commercial filming in the City will be required to complete this Special Event Application form.

\$30.00 Application Fee (non-refundable)

**Note: Filing this application does not guarantee that your request will be granted.
Application must be approved by Mayor after review by Code Enforcement Officer,
Police Chief, Maintenance Supervisor, and Fire Chief**

An estimated number of persons involved in event : _____ Date (s) of Event: _____

*1-50 participants-30 day prior submission required

*51-150 participants-60 day prior submission required

*150 + participants-90 day prior submission required

Please supply the following information.

If additional space is needed, use a separate sheet of paper and attach to the application.

1. Name of organization requesting permit: _____

Address: _____

Phone number: _____ Fax: _____

2. Name of person who will be in charge at location: _____

Local address: _____

Local phone number: _____ Fax: _____

3. Event Title: _____

4. List types and number of vehicles and other equipment (attach additional sheets if necessary)

5. Will parking in the area need to be restricted or prohibited during event?

_____ Yes _____ No

6. Will any sound amplification equipment be used?

_____ Yes _____ No

7. Will any portion of street or sidewalk be blocked:

_____ Main St between Short Cut Rd and Old Dixie Hwy (Barlow Hill)

_____ Dixie Street between Sunrise Ave and Kathleen Ave

IF YES, give specific locations and expected dates. _____

7. cont **IF YES**, alternate street routes for the public will be identified by City Maintenance and fees will be assessed for orange cones, barricades, or signage deemed necessary.
8. Will food and/or beverages be served? ___ Yes ___ No
IF YES, proper clean-up is expected and trash receptacles required. Trash totes and/or metal dumpsters may be obtained by calling Hart County Solid Waste at 270-524-3323. If clean-up is not completed properly to the satisfaction of the City Maintenance Supervisor, the Horse Cave Maintenance Department will complete the clean-up and assess a fee equal to the employees hourly cost including fringe benefits.
FOOD SERVED TO THE PUBLIC requires a Hart County Health Dept inspection and permit
9. A Certificate of Insurance is required for all events or film activities and shall include the following details:
- The name of the insured person, company, group, or entity.
 - The name of the insurance company.
 - A policy which provides at least \$1,000,000 of Comprehensive General Liability for each instance of claim.
 - If the company is using company owned vehicles as part of the event, \$300,000 Automobile Liability.
 - The statutory limits for workers compensation and employers liability.
 - The policy number and dates of policy coverage, including expiration date.
 - The following clause must be included verbatim under "Description of operations/locations/vehicles/restrictions/special items" section: FOR GENERAL LIABILITY ONLY: THE CERTIFICATE HOLDER IS NOTED AS ADDITIONAL INSURED WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED.
 - *A waiver of Certificate of Insurance may be granted for events with no physical activity, no exposure to spectators, small events of less than 25 participants, require no city services, does not block roads or sidewalks, and are limited to passive participation by the public.*

Additional Information Necessary for Film Project
Attach detailed information (outline) regarding any film project.
Please include any known or potential hazards to property or person.

LOCATIONS AND ACTIVITIES
(Include Dates and Times)

Note which dates and times are required for each of the following three activities: Film (F), Construct (C), Strike (S). If additional space is needed, please attach.

Please note the specific use of fire/explosives; animals; and the depiction of car chase/crash scenes.

DATE	TIME	LOCATION/SCENE DESCRIPTION
F _____ _____	_____ _____	_____ _____
C _____ _____	_____ _____	_____ _____
S _____ _____	_____ _____	_____ _____

I/We agree to abide by all ordinances of the City of Horse Cave and additional conditions placed on the event by the Police Chief, City Maintenance Supervisor, Fire Chief and Code Enforcement Officer.

I/We do swear and affirm that all of the information given in this application is true.

I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the city may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of the event, filming and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event to the City's Code Enforcement Administrator and the Mayor.

Applicant Name: (Print) _____

Applicant Signature: _____ Date: _____

Approved on _____, 20____

PLEASE REMIT APPLICATION TO:
Event/Film Permit Application
City of Horse Cave
PO Box 326
Horse Cave, KY 42749
FAX: 270/786-2688

Approved by Mayor

Reviewed by Code Enforcement Officer

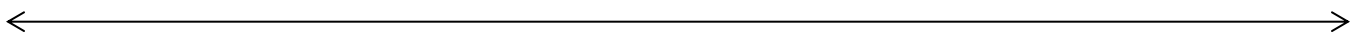
Reviewed by Fire Chief

Reviewed by Police Chief

Reviewed by Maintenance Supervisor

DENIED _____

Date



FEES FOR SPECIAL EVENTS OR COMMERCIAL FILMING (as necessary)

- MAINTENANCE DEPT**(rental)- Orange Cones-\$5 ea.--Barricade Horses-\$10--Pre-Made Signs-\$5 (put up/take down) (Cleanup, Traffic control, etc)- Actual cost of employee per hour including benefits and overtime if applicable
- POLICE DEPT**(security)- Actual cost of employee per hour including benefits and overtime if applicable
- FIRE DEPT**(standby truck)- \$100 per hour
- FIRE DEPT** (personel)-\$50 per hour (up to 5 individuals)
- MUNICIPAL LAND USE FEE**-Negotiable

Any event sponsored by or held in conjunction with the City of Horse Cave is exempt from this application process.