

# CITY OF MONTEVIDEO

## APPLICATION FOR CITY PROPERTY USE

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Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Requested Location: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

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Are you going to be requiring the closing of any streets, sidewalk or parking lot for this event?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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**Note: If the closing of streets is required in conjunction with your request, barricades are required and applicant is responsible for obtaining the barricades through the City of Montevideo Public Works Department, 269-7572, at a deposit fee of \$50.00 per barricade.**

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Are you planning on serving any wine, beer or liquor in connection with your request?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, applicant shall name the city as co-insurer to relieve the city of any unnecessary liability.

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Do you require any traffic control services from the city?     Yes     No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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Will your event include any mobile food trucks?     Yes     No

If yes:

How many?    \_\_\_\_\_

Applicant certifies that each mobile food truck has a valid food license from an appropriate entity.    \_\_\_\_\_ (Initials)

Will any mobile food trucks be parked on city property?     Yes     No

*(If city property is used, each mobile food truck must supply the city with a Certificate of Liability Insurance naming the city as an additional insured.)*

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**Stipulations for use of property:**

1. All property requested for use will be cleaned up after the events.
2. If requests for barricades are granted, then the individual sponsoring the event shall be responsible for making arrangements for said barricades to the City of Montevideo Public Works Department.
3. The sponsor of the event is solely responsible for the condition of barricades.
4. All events held on city-owned property shall comply with all local, state and federal rules, regulations and laws pertaining to those activities. At no time will any illegal activities be allowed on city property.
5. Reservations for city property shall be on a first come-first served basis.
6. Applicant will not permanently alter city property. No holes in asphalt.
7. Use of city utilities is prohibited for commercial use.
8. The city reserves the right to add additional stipulations as deemed necessary on a case-by-case basis.

I understand the above stipulations and agree to be bound by them.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_