SPECIAL EVENT PERMIT APPLICATION
(To be posted or made available at event)
Return to: Board of Selectmen 1529 State Road, Richmond, MA 01254
For questions or additional information, contact: 413-698-3882 or email: townadmin@richmondma.org

Section 1:

Event Name: ___________________________  Event Producer: ______________________

Primary Contact Information:

Primary Contact Name: ___________________________  Fax: ___________________________

Day Phone: ___________________________  Cell Phone: ___________________________

E-mail: ___________________________  Website: ___________________________

Event Information:

Starting Date: _____/_____/_____  Time: _____:_______ M  Ending Date: _____/_____/_____  Time: _____:_______ M

Total attendance expected: ___________________________  Rain plan: ___________________________

Please describe the special features of the event within the “Summary of Event” and “Illustration/diagram” boxes provided on separate sheet.

List any streets to be closed for special event: _______________________________________

Section 2:

RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY):

I, ________________________________, a representative from __________________________________________________, does hereby acknowledge that in the course of its use of property owned by the Town of Richmond, namely __________________________________________________ located at _____________________________, Richmond, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as _____________________________), in any manner whatsoever shall operate at its own risk on said property of the Town of Richmond.

For and in consideration of the use of ______________________________________, _______________________________ does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, it’s agents, servants and employees (hereinafter collectively referred to as the “Town”), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of _____________________________ use of _______________________________________. ______________________________ further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of _______________________________________.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Richmond.

Signed this ________ day of ______________________, 20______, on behalf of _____________________________ by ________________________________.

X ___________________________________________  Date: _____/_____/

Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Building Inspections</th>
<th>Fire Department</th>
<th>Board of Selectmen</th>
<th>DPW</th>
<th>Board of Health</th>
<th>Licensing Board</th>
<th>Police Department</th>
<th>Other</th>
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Summary of Event
Diagram of set up (if applicable)