

# VILLAGE OF PAW PAW REQUEST FOR USE OF PUBLIC PROPERTY

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

Date(s) Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Purpose: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Will the event involve booths at any location?  Yes  No

Will you need any streets barricaded?  Yes  No

Organization may be asked to provide an attendant at the barricade to direct traffic and answer questions. Please be specific on the time the barricading is to take place and what streets you would like barricaded.

\_\_\_\_\_  
\_\_\_\_\_

Will you need any special electric services?  Yes  No

If yes, please explain in detail what electric services will be needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will you need any special water services?  Yes  No

If yes, please explain in detail what water services will be needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# INDEMNIFICATION AGREEMENT

The undersigned agrees and promises as a condition of approval of the Request for Use of Public Property, to defend, indemnify, and save harmless the Village of Paw Paw, its agents, officials, and employees, from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said Public Property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official for the Village of Paw Paw

\_\_\_\_\_  
Date

<b>SPECIAL EVENT CHECK LIST</b>	Special Event No.:
EVENT:	DATE OF EVENT:
SPONSOR:	TELEPHONE:

REQUEST RECEIVED	SENT	RETURNED	RECOMMENDATIONS	EST. COST	RECOMMEND BILL ORGANIZATION
Police Chief					
Fire Chief					
Public Services Director					
Risk Manager					
Insurance					
Indemnification Form					
Information Form					

Special Events Coordinator Review: \_\_\_\_\_  
Signature/Date

Village Manager Review: \_\_\_\_\_  
Signature/Date

Special Event:  Approved  Not Approved

Bill Organization:  Yes  No