

Village of St. Louis Event Application

Any organization wishing to host an event utilizing any Village of St. Louis venue or facility must complete this event application with the Village Office at least one week prior to hosting the event.

This event application is required for events hosted at the St. Louis Rodeo Grounds, St. Louis Ball Diamonds, St. Louis Lions Park, St. Louis Buffalo Park, St. Louis Curling Rink, St. Louis Skating Rink and St. Louis Community Hall.

(St. Louis Curling Club initiated events, such as bonspiels; do not need to complete an event application. St. Louis Minor Hockey tournaments do not need to complete an event application.)

Name of event: _____

Name of host organization or person: _____

Contact person: _____

Telephone number: _____

Description of event: _____

Date(s) of event: _____

Hours of event: _____

Village venues and /or facilities being utilized: _____

Reason for event (fundraiser, etc.): _____

Services being provided (food, beverage, etc.): _____

Is a liquor permit required? _____

Anticipated number of participants: _____

Anticipated number of volunteers/workers: _____

Anticipated number of spectators: _____

Are there adequate washroom and waste disposal services provided? _____

Does the event require the convener or host to have insurance? _____ If yes, please provide copy of such with this application.

Does the convener or host have an emergency plan in place should an emergency situation arise?
_____ Yes _____ No

If yes, please provide details or a copy of the plan: _____

Please provide details of an after event site clean-up plan:

Additional information: _____

The user will ensure that it does not directly or indirectly, lead individuals, groups or corporations which may be participating and /or attending this event, that the Village of St. Louis is a supporter of such event, unless the Village of St. Louis expressly provides its' written consent that it is a sponsor and/or supporter of the user's event being hosted on municipal property.

The user agrees to hold harmless the Village of St. Louis and indemnify the Village of St. Louis and save them harmless from any and all claims and demands of any kind arising out of or in connection with the user's said use of the municipal facilities and areas. The user agrees to pay all legal costs the Village of St. Louis may incur as a result of any legal action brought against the Village of St. Louis, in which the Village of St. Louis may be named as a party, as a result of an event held at the facilities by the user.

A refundable deposit of \$125 / day is required for events hosted at the St. Louis Rodeo Grounds, St. Louis Ball Diamonds, St. Louis Lions Park or St. Louis Buffalo Park. This deposit is held for cleaning purposes and is returned to the hosts at conclusion of the event, provided the site is cleaned to the satisfaction of Village Council. Hosts are responsible to provide their own garbage bags and to remove all filled bags from the premises at their expense.

Date of application: _____ Signed: _____

For Office Use Only:

Deposit Received: _____ Date: _____

Village Administrator: _____