

CITY OF GAFFNEY

APPLICATION TO HOLD EVENT ON CITY PROPERTY

The applicant **MUST** submit this application at least four weeks prior to event.

The applicant's insurance provider **MUST** provide the City with proof of liability insurance and list the City of Gaffney as an additional insured in accordance with the insurance requirements of the City of Gaffney (a copy is enclosed) at least two weeks prior to event. The City of Gaffney assumes no risk and accepts no liability as a result of granting permission to use this property.

Date: _____

Organization _____ Phone # _____

Organization Address _____

Fax # _____ Email Address: _____

Contact Person _____ Phone # _____

Mailing Address _____

Type of Event (Describe Briefly) _____

Date of Event: _____ Begin Time _____ End Time _____

Location of Event: _____

Purpose of Event _____

Additional Information _____

Estimated Number of Participants _____

PLEASE ATTACH A MAP INDICATING EVENT AREA

Signature of Applicant _____

Printed name of Applicant: _____

FOR OFFICE USE ONLY

Application Received: _____ Approved: Yes No (circle one)

Date _____

James R. Taylor, City Administrator