

Deadwood Event Complex Rental & Use Agreement Checklist

Event Name: _____

Date Initiated: _____

Date Check List Completed: _____

- Completed Rental & Use Agreement
- Contact Information (page 4)
- Fees and Deposits (Separate Checks)(page 5)
- Acknowledgement of Rules and Regulations (page 6 & 7)
- Indemnification and Insurance Acknowledgement (page 9)
- Copy of Proof of General Liability Insurance
- Release and Indemnification Agreement (page 10 & 11)
- Release and Waiver of Liability Adult Participant (page 12)
- Release and Waiver of Liability Minor Participant (page 13)
- Building Rental and Use Rules (page 14)
- Acknowledgement of Responsibilities to and of the Concessionaire (page 15)
- Alcohol Policy (page 16)
- Copy of Proof of Liquor Liability Insurance (page 17)
- Acknowledgement of General Business requirements within the Event Complex
- Copy of Sales Tax License (If Applicable)
- Fee for Allowance of Vendors
- Vendor Applications and Attachments (If Applicable)(On City Website)
- Vendor Locations Shown on Provided Map (If Applicable)
- Acknowledgement of Sign and Banner Policy (page 19)
- Signage and Banner plan (Written plan with quantities, size, locations)
- Written Statement of City Services Requested (VERY SPECIFIC) (page 20 & 21)
- Letters from City Departments stating costs of services and availability
- Fees for City Services (If Applicable)
- References (page 22)
- Event Complex Site Plan on Provided Map

Safety Committee Meeting / Hearing Date: _____

City Commission Meeting / Hearing Date: _____