

APPLICATION FOR USE OF CHRISTIAN COUNTY COURT HOUSE GROUNDS

This application is required to be attached to a written request for use of the Christian County Court House Grounds. The request and application MUST be provided forty-five (45) days prior to the event in order to be heard both by the Highway, Building and Grounds Committee and for consideration by the full Christian County Board.

Organization and Contact Person:

Please indicate the following:

For Profit

Not for Profit

Contact Email: _____

Contact Phone: _____

Type of Event: _____

Date(s) of requested use of Court House Grounds: _____

Description of location on the Court House Grounds (i.e. south side, etc.): _____

Date and Time of Set Up: _____

If requesting set up prior to 4:00 p.m. on a business day, please provide specific details as this will require special permission. Business at the Court House cannot be interrupted. _____

Date and Time of Tear Down/Clean Up: _____

Will food/beverages be on the grounds? _____

Are you requesting to have alcoholic beverages be on the grounds? _____

Other information specific to the event? _____

REQUIRED DOCUMENTATION:

1. Provide your Tax Identification Number, Employer Identification Number or Not for Profit Number.
2. Copy of Insurance Policy indicating Christian County as an additional insured for date(s) of event.
3. If food/beverages is part of the event, documentation that the Christian County Department of Public Health was notified and food certification licenses are in order.
4. If alcoholic beverages have been approved, copies of BASSET certifications and certification of insurance with DRAM coverage.

ACKNOWLEDGEMENT AND SIGNATURE

Organization agrees that all costs of set up, operation, clean up and tear down shall be the sole responsibility of the Organization and that the Organization shall be responsible to restore the grounds used by the Organization to the state that such grounds were prior to the use by the Organization. To the extent that such grounds are not restored to the prior state, the Organization agrees to reimburse the County for any and all costs and expenses of the County incurred in conducting such restoration, including, without limitation, pro rata costs of the salary or employment rate of any County employee incurred in such restoration.

ORGANIZATION NAME: _____

Signed by: Authorized Signatory of Organization

Printed Name of Authorized Signatory

Approved

Denied

Date _____