

## Deadwood Event Complex Rental & Use Agreement Checklist

Event Name: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

Date Check List Completed: \_\_\_\_\_

- Completed Rental & Use Agreement
  - Contact Information (page 3 and 4)
  - Fees and Deposits (page 5 and 6)
  - Acknowledgement of Rules and Regulations (page 7 & 8)
  - Indemnification and Insurance Acknowledgement (page 10)
  - Release and Indemnification Agreement (page 11 & 12)
  - Release and Waiver of Liability Adult Participant (page 13)
  - Release and Waiver of Liability Minor Participant (page 14)
  - Building Rental and Use Rules (page 15)
  - Event Complex Parking Requirements (Page 16)
  - Acknowledgement of Responsibilities to and of the Concessionaire (page 17)
  - Alcohol Policy, please include fee on page 6 (page 18)
  - Copy of Proof of Liability Insurance (page 19)
  - Acknowledgement of General Business requirements within the Event Complex (page 20)
  - Event Complex Sign and Banner Policy (page 21)
  - Renter Reference Sheet (page 24)
  - Monthly Vending Report (page 25-27)
    - Host of Event responsible for submitting.
- Event Complex Site Plan

Event Committee Meeting Date: \_\_\_\_\_

City Commission Meeting / Hearing Date: \_\_\_\_\_