



OPEN CONTAINER WAIVER

Open containers are prohibited within the public right-of-way within the City limits of Richwood. Waivers are required for events where alcohol will be served in the public right-of-way or for events open to the public taking place in locations generally open to the public. Incomplete applications will not be processed.

Please provide the name of the organization applying for the waiver (if applicable).

Please provide the name of the contact for your event.

Please provide the mailing address for the contact person.

Please provide the phone number and email address of the contact person. Contact persons must be on-site during the event to ensure all conditions of the permit are met to provide a safe event.

Please provide a name, address and phone number for an alternate contact person. Contact person must be on site during the event to ensure all conditions of the permit are met to provide a safe event.

Please provide the date and time of the event.

How many people do you expect to attend your event?

Where will the event be held?

Permit Fees are as follows:

\$25.00 for City of Richwood Residents

\$35.00 for Non-City of Richwood Residents

Applications **will not** be reviewed until permit fees are paid.

(*Fees are waived for non-profit/not-for-profit events)

Fees can be mailed or hand-delivered to:

J.H. Meadows Municipal Building

City of Richwood

6 White Avenue

Richwood, WV 26261

Please describe any public equipment, services or facilities you are requesting?

Proof of insurance **is required** for **ALL** open container waivers.

If you've already obtained the insurance, please attach it to the back of this form.

Safety Plan:

Please provide a description of how you will handle the following:

Underage drinking:

People under the influence of alcohol:

Actions that will be taken in the event of a disturbance or medical or other type of emergency:

I certify that I am an authorized representative of, and have the power to execute this application on behalf of, the above-named organization/applicant. All of the above statements are true to the best of my knowledge, information and, belief. All questions have been answered, and if any change in fact or method occurs subsequent to the date of this application, or the issuance of a permit, I will notify the City of Richwood, in writing, within 24 hours after such change. I understand and agree that it is my responsibility to ensure all participants comply with all permit directions and conditions and with all applicable laws and ordinances.

Signature

Date

I agree to defend, hold the city and its employees and officials harmless and indemnify the city, its employees and officials, for any and all claims, lawsuits or liability including attorneys' fees and costs allegedly arising out of loss, damage or injury to person or person's property occurring during the course of, in preparation of, or in any way pertaining to the event which are caused by the conduct of employees or agents of the permit holder.

Signature

Date