



# Money Collection at 5<sup>th</sup> & Jefferson Application

City of Washington Parks & Recreation  
 405 Jefferson Street, Lower Level  
 Washington, MO 63090  
 Phone: (636) 390-1080  
[www.washmo.gov](http://www.washmo.gov)

The City of Washington allows local non-profit organizations to take collection of monies at the intersection of 5<sup>th</sup> and Jefferson Streets for the organization's benefit. The City of Washington Parks Department coordinates these events.

1. This Application must be signed and received before the review process will begin or approval is issued. **SUBMISSION OF A REQUEST DOES NOT CONSTITUTE APPROVAL BY THE CITY OF WASHINGTON.**
2. **Money Collection at 5<sup>th</sup> & Jefferson Application must be submitted at a minimum of three (3) weeks prior to the use date.**
3. **Insurance must be on file prior to the event.**
4. Please contact Casey Warren at parks@washmo.gov or (636) 390-1080 for any questions.

Date Application Submitted: _____ Accepted by: _____
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Print or Type all Information Below:

<b>Applicant Information</b>	<b>Permit Requested By</b>		<b>Title:</b>	
	<b>Organization</b>		<b>President/Chairperson</b>	
	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
	<b>Work/Cell #</b>		<b>Other Contact #</b>	
	<b>E-mail Address</b>			
<b>Money Collection</b>	<b>Date(s) Requested</b>	<b>Day(s) of the week</b>	<b>Time(s) Requested</b>	
	<b>Total number of people helping</b>			
<b>Insurance</b>	<p>The applicant shall obtain and continuously maintain comprehensive general liability coverage covering the sponsor and the City of Washington from liability that may arise from the special event or from any activities or actions pursuant to the event. The applicant shall provide a certificate of insurance indicating coverage naming the City of Washington as additional insured. The coverage must include bodily injury, property damage, public and automobile liability with a minimum of \$1,000,000 general/\$3,000,000 aggregate. The applicant must also provide an endorsement page. Liquor Liability and Workers Compensation may be required. This is due three (3) weeks prior to the event.</p>			

<b>Indemnification &amp; Hold Harmless Agreement</b>	<p>The applicant does hereby agree to indemnify the City of Washington, its officers, volunteers, agents, representatives and employees (collectively the “Entities”) and save them harmless from any loss, damage or expense arising from the claim or demand or any person to or against said Entities on account of or as a result of the applicant’s Special Activity. In case any action, or actions, or other legal proceedings, shall be brought or instituted against the City or the Entities, the applicant will assume the defense thereof, and will indemnify and harmless the Entities against all costs, expenses, counsel fees and judgements resulting therefrom providing said Entities reasonably cooperate with the applicant, its agents, employees and designees in the defense of said legal proceedings or actions.</p>
<b>Rules and Guidelines</b>	<ol style="list-style-type: none"> <li>1. Only one (1) organization will be allowed to collect at a time.</li> <li>2. Only individuals over the age of 17 can be in the street collecting.</li> <li>3. All individuals in the area involved with the collection must wear a Class II, break-a-way Safety Vest provided by the collecting organization.</li> <li>4. Collectors shall wear a badge indicating their name and group.</li> <li>5. Collectors shall not cause danger, obstruction, inconvenience or annoyance any person.</li> <li>6. All collection devises shall display the name of the charity.</li> <li>7. All equipment brought to the area must be removed at the end of the collection</li> <li>8. If emergency sirens are heard, the intersection will be evacuated immediately in order to allow emergency equipment to proceed without incident.</li> <li>9. Hold Harmless Agreement must be signed by organization and individuals collecting.</li> <li>10. Organizations will be allowed to collect two (2) times within a calendar year.</li> <li>11. Applications must be submitted at least one (1) month prior to the requested date.</li> <li>12. When you arrive if the lights are not on flash, please call 636-390-1050.</li> <li>13. To cancel your event, the day of or after normal business hours, please call (636) 390-1050. Otherwise please call the Washington Parks Office (636) 390-1080.</li> <li>14. If above rules are not followed, the collection will be stopped.</li> </ol>

I hereby attest that to the best of my knowledge the information contained in this application is true and correct. I have read the hold harmless agreement. I have read the rules & guidelines.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Note: This application is not valid without the signature of applicant.*

**City of Washington Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Rental Insurance Requirements

**City of Washington  
405 Jefferson Street  
Washington, MO 63090**

It is understood that the Contractor shall obtain and maintain insurance as outlined below, covering the Activity/Activities associated with the Rental of Facilities, Pavilions, and Special Events/Uses with the City of Washington. If more than one company is involved, each company must provide separate insurance. **Lessee shall furnish proof of coverage not less than three (3) weeks prior to the scheduled Activity/Activities.**

All insurance coverage's are to be written/placed by insurance carriers licensed and admitted to do business in the State of Missouri with an A:VII or better rating in accordance with the current Best Key Rating Guide, covering the Project(s) under the Agreement, and all policies shall be endorsed to the state that coverage shall not be cancelled, non-renewed, or limits or coverage reduced without (60) days advance written notice by certified mail, return receipt requested, to the City of Washington Parks and Recreation Department .

### **CERTIFICATE OF INSURANCE**

Lessee shall provide the Parks and Recreation Department with a "Certificate of Insurance" naming the City of Washington as additional insured on a primary, non-contributory basis and must be submitted for the Project location(s) and date(s) of all preparation for such Project occurring on City of Washington Parks and Recreation property.

### **ENDORSEMENT**

Issued under their General Liability policy of insurance, including coverage for property damage while property is occupied by the Lessee, for the Activity/Activities that reflects that the City of Washington is an additional insured for the Project(s). See sample below.

- **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate.
- **Additional Covered Party:** Name of Person or Company: City of Washington, officers, agents, and employees of the City of Washington, individually and collectively.
- **Primary Insurance:** The Endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the City of Washington shall be excess only and not contributing with the insurance provided under this policy.

### **INSURANCE**

Lessee shall not commence Activity/Activities under the Agreement until all applicable requirements and limits specified have not been approved by the City of Washington. Lessee shall, during the term of the Agreement, and its own expense, shall procure and maintain insurance as follows:

#### **1. Comprehensive Commercial General Liability Insurance (Primary and Umbrella)**

All Rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities will be required to provide General Liability coverage, including coverage for real and personal business property damage while the Lessee is in possession of or occupying City of Washington Parks and Recreation property. Insurance shall be on an occurrence basis with limits not less than \$1,000,000 single limit occurrence and \$3,000,000 in the aggregate for bodily injury, personal injury and property damage.

#### **2. Comprehensive Automobile Liability Insurance (Primary and Umbrella)**

All Rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities involving vehicles and/or equipment will be required to provide Automobile Insurance covering all owned, non-owned and hired vehicles, including the loading and unloading thereof, with limits not less than \$1,000,000 single limit per occurrence and \$3,000,000 in the aggregate for bodily injury, personal injury and property damage.

**3. Liquor Liability Insurance**

All rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities involving the use/sale of alcohol will be required to provide Liquor Liability Insurance in the name of the Lessee.

**4. Workers Compensation Insurance**

All Rentals of Facilities, Pavilions and Special Event/Uses for Activity/Activities involving the use of their employees and/or contracted employees will be required to provide Workers Compensation Insurance covering all employees, in accordance with the laws of the State of Missouri.

**IDEMNIFICATION AND HOLD HARMLESS**

Lessee assumes all responsibility for and hereby agrees to indemnify and hold harmless the City of Washington, its officers, agents and employees against any loses, damages, liabilities, actions suits, proceedings, costs or expenses that the City of Washington may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the Activity/Activities. The obligation to indemnify and hold harmless the City of Washington, its officers, agents and employees will survive the termination or expiration of the Agreement.

POLICY NUMBER: ██████████

COMMERCIAL GENERAL LIABILITY

CG 20 10 10 01

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

Sample

**SCHEDULE**

<p>Name of Person or Organization:</p> <p style="text-align: center;">City of Washington, Parks &amp; Recreations Department 405 Jefferson Street Washington, MO 63090</p>
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(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**A. Section II – Who is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

**B.** With respect to the insurance afforded to these additional insureds, the following exclusion is added:

**2. Exclusions**  
This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.