



BRIDGE SQUARE RESERVATION FORM

Date of Event: _____

Name of Event: _____

Event time: From _____ a.m./p.m. to _____ a.m./p.m. (includes set up & tear down)

Sponsoring Business/Organization: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Fax: _____ E-mail address: _____

Street Closures: Please indicate if you need Water Street and /or Bridge Square Street closed on the map on page 2. There is a 10-hour advance notice required for any **NO PARKING** requests.

BARRICADES MUST BE PICKED UP AND RETURNED BY THE EVENT SPONSOR.

They are available at the Northfield Street Maintenance Facility, 1710 Riverview Drive, 645-3050, weekdays, between 7 am – 1 pm. A mandatory \$50.00 deposit is necessary for each set of 4 barricades. The deposit will be returned or destroyed upon return of barricades in acceptable condition.

The sponsoring group is responsible for **all safety precautions** during the event. The sponsoring group is responsible for **all cleanup** and any damage or accidents that may occur in conjunction with the event.

If canceling or postponing your event, please notify the Public Services Department **48 hours** in advance of the event so that other City Departments can be notified.

The Police and Fire Department must approve reservations requiring the closure of Water Street and/or Bridge Square Street before they are final.

Faxed date: _____
Police Dept. approval _____
Fire Dept. approval _____
Street Div. _____

- Sponsoring group is required to provide recycling containers.
- Sponsoring group may either provide their own containers or contact Waste Management at 507-645-8918 for containers.

**** Please Review and Complete the Reverse Side ****

BRIDGE SQUARE EVENT INFORMATION

1. If extra trash containers are needed, the event sponsor is responsible for obtaining them by contacting: Waste Management of Northfield, 507-645-8918.
2. The flowers and vegetation at Bridge Square are maintained by the Northfield Garden Club and the City of Northfield. Please use care around them. Do not pour hot water or grease on trees, plants, or grass. Keep it nice for the next user.
3. The U. S. mail trucks may have to pass through the Bridge Square area from approximately 4:00 p.m. – 6:30 p.m. If this occurs during your event, the sponsoring group is responsible for moving the barricades temporarily while the trucks drive out of the Post Office lot, through the Bridge Square area.
4. No vehicles are allowed on Bridge Square, no stakes shall be put into the ground, no banners will be allowed between light poles. The City of Northfield Street Division at 507-645-3050 must approve other “hanging” items from light poles.
5. The sponsoring group hereby agrees to defend, indemnify and hold harmless the City of Northfield and its employees and agents from any claim for damages of any kind arising out of the use of Bridge Square, provided that such claim for damages results in whole or in part from the negligence of the sponsoring group or its agents, employees, invitees or any other persons associated with the use of Bridge Square.
6. The sponsoring group agrees to maintain in force and effect throughout the terms of this agreement, general liability insurance coverage with minimum limits of \$1,200,000 per occurrence, naming the City of Northfield as an additional insured, and to provide the Public Services Department with a Certificate of Insurance evidencing such insurance at least thirty (30) days prior to usage. Exceptions may be granted at the discretion of the Public Services Department.

If you have any questions regarding your reservation of Bridge Square, please contact Northfield Public Services Department at 801 Washington Street, Northfield, MN 55057, 507-645-3020, fax 645-3055.

Signature of Representative

Date

Signature of Staff Receiving Request

Date

**NORTHEFIELD PUBLIC WORKS DEPARTMENT USE ONLY:
CERTIFICATE OF INSURANCE**

Was it received within 30 days of event date? Yes No

Does it have the City of Northfield listed as “additional insured”? Yes No

Does it have a minimum amount of \$1,000,000 per occurrence for general liability? Yes No