



**BARKLEY VILLAGE EVENT REQUEST FORM:**

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

Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Event Date: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Event Times: Start: \_\_\_\_\_ am / pm

Finish: \_\_\_\_\_ am / pm

\*Please include any set up and breakdown time needed.

Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Location for Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is the event open to the public?      YES      NO

The following conditions shall be placed on this activity:

1. The user agrees to protect, indemnify, and hold harmless all entities within The Talbot Group and any of its employees, agents, and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement. The Talbot Group consists of Talbot Real Estate, LLC. And its subsidiaries, TIC Holdings, Inc. and its subsidiaries, Drake Building, Inc. and its subsidiaries, and Barkley Owners Association.
2. The user shall be responsible for all damage to public and/or private property as a result of the activity and shall promptly repair all damages at their expense. The user should leave the property in the same condition or better than it was prior to their event. If the user fails to leave the property in the same condition they will be billed for any services required to return it to the same condition it was prior to the event.
3. **The user shall provide Talbot Real Estate, LLC with an insurance certificate, with a minimum limit of \$2,000,000 aggregate limit and \$1,000,000 for each occurrence. The certificate shall list Talbot Real Estate LLC, its subsidiaries and related companies as an additional insured. The certificate should also state that the user's insurance is primary and non-contributory.**
4. The user shall be responsible to have and provide copies of all necessary licenses, permits, etc. to Barkley Company prior to the event.
5. The user is responsible to abide by all Local, State and Federal laws, city ordinances, fire & safety codes, and any other applicable regulations as required.
6. All requested events will be considered based on the Activity on a first come first served basis.
7. The user organization is responsible for the enforcement of the above regulations and is responsible for all participants, spectators, and affiliated personnel.

If the request for event is approved the User shall be required to provide at their own cost:

1. Trash containers and disposal of trash.
2. Parking signs and people to direct participant parking to appropriate areas. (Avoid parking in the Hagen parking lot).
3. Portable restrooms.

***Signature below indicates a formal request for an event and acceptance of conditions listed above:***

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Event Coordinators Signature

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Printed Name

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Title

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Date

***Please email the completed form to [info@barkleyvillage.com](mailto:info@barkleyvillage.com)***