



Kimberley Driscoll  
MAYOR

## CITY OF SALEM, MASSACHUSETTS PARK, RECREATION & COMMUNITY SERVICES

5 Broad Street, Salem Ma 01970  
Tel. (978) 744-0180/(978) 744-0924  
Fax (978) 744-7225

### Road Race/Walk/Parade Application

*Applications must be submitted 90 days prior to event*

We, the undersigned, respectfully apply for permission to host a Race/Walk/Parade in the City of Salem as follows:

Applicant's Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name of Race/Walk: \_\_\_\_\_

Contact #: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Organization tax status (please include Tax ID number): \_\_\_\_\_

What charities will this Race/Walk/Parade benefit?

\_\_\_\_\_

Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)

\_\_\_\_\_

#### Day of Race/Walk/Parade Contact Information:

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Date of Race/Walk: \_\_\_\_\_ Estimated Number of Runners/Walkers: \_\_\_\_\_

Time of Race/Walk: \_\_\_\_\_ Estimated Finish Time of Race/Walk: \_\_\_\_\_

Start Location: \_\_\_\_\_ Finish Location: \_\_\_\_\_

Has This Event Been Held Before? \_\_\_\_ Yes \_\_\_\_ No

#### All Races/Walks/Parade Are Required to Recycle.

(Will you bring to North Shore Recycled Fiber on 53 Jefferson Ave, open M-F, bring to your home to recycle curbside, or other?)

\_\_\_\_\_  
If you have questions about recycling, please contact Julie Rose for more information, 978-619-5679.



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Onsite EMT/Ambulance Services and Insurance is required \_\_\_\_\_ initial  
Please Attach a Map of Route With the Following Items:

1. Race/Walk course
2. Direction of runners through the Race/Walk/Parade
3. Starting and finishing points
4. Certificate of insurance
5. Last year's race financials

A certificate of insurance for general liability naming the City of Salem as additional insured for amount not less than \$1,000,000 combined single limit for injury or death or property damages (including loss of use) in any one occurrence, and \$1,000,000 general aggregate coverage. (The City of Salem reserves the right to increase coverage minimum if event presents extraordinary risk.)

**RELEASE & INDEMNITY AGREEMENT APPLICANT'S SIGNATURE** *The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City of Salem, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City of Salem, but is in addition to such common law or statutory provisions.*

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

Applicant's signature

\_\_\_\_\_  
Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 30 DAYS PRIOR TO THE EVENT.** (\$150 for Non Profit- Proper Documentation Required).

Approved By:

\_\_\_\_\_  
Director (or designee) of Salem Park, Recreation & Community Services

\_\_\_\_\_  
Salem Police Department

**City Use Only**

Received \_\_\_\_\_ Payment Received \_\_\_\_\_ Added to Calendar \_\_\_\_\_