

**City of Troy**  
**Display Application for Troy Civic Center**

Applicants wishing to have a display on the Civic Center property should read and be familiar with the Display Policy for Troy City Plaza (Council Resolution #2004-09-457).

**Fees**

A fee to cover administrative costs of processing the permit shall be paid to the City by the applicant when the application is approved and the dates have been scheduled. The administrative cost is \$50.00.

If selected, the applicant must pay a \$100 deposit no later than 21 days prior to the first date as selected and approved.

If any City services shall be required for the display before, during or after the dates approved, the applicant shall pay the estimated charges for services. These fees must be paid within 30 days of invoice date from the City.

**Costs for City Services Provided**

The City does not intend to provide any service to erect, maintain, or dismantle the display. In cases where the display requires City staff to perform work that would not be required if the display was not exhibited, the applicant will be charged the costs associated with the work. The labor performed by staff will be at the discretion of the City Manager and/or designee and the applicant may not be notified of the requirement for services prior to the service being performed. Should there be any costs incurred by the City, the \$100 deposit will be used to offset these costs. If the City costs are over \$100, the applicant will be invoiced for additional costs within 30 days of the removal of the display.

**Standards for Approval**

A permit shall be issued as provided for herein when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:

1. The applicant has met all requirements of the policy.
2. Fees required have been paid (deposit and administrative fee).
3. The lottery has been held and the application and date group are approved **or**  
The application has been submitted after the annual lottery and the date group desired is available.
4. Insurance certificate has been submitted to and approved by the Risk Management Department.

Processing of the application does not guarantee nor imply approval.

Date group requested: \_\_\_\_\_

Event Location Desired:

Display Area A \_\_\_\_\_  
North side of City Hall,  
near Peace Garden

Display Area B \_\_\_\_\_  
Reflective Head area  
off Town Center

Display Name: \_\_\_\_\_

Describe completely the details of the display: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Display Description (materials used, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISPLAY DESIGN** A diagram of display set-up must be submitted on the attached form.

**EVENT SIGNS:** Will this event include the use of signs?       Yes       No

**OTHER Pertinent Information:**

\_\_\_\_\_

\_\_\_\_\_

**Please Note:**

No later than 21 days prior to the approved starting date the following must be submitted:

1. A certificate of insurance which names the City of Troy as an additional named insured party on the sponsor's insurance policy.
2. A diagram of the display on the attached form.
3. The signed indemnification agreement.
4. The \$50 administrative fee and \$100 deposit for fees in separate checks made payable to: The City of Troy.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

- a. The approval of this display may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's display policy.
- b. I must promptly pay any billing for additional City services which may be rendered.
- c. I agree to stay within the boundaries of the display area and to limit installation to this area.
- d. I have read and understand the Display Policy.

I hereby apply for approval of this Troy Civic Center Display, affirm the above understandings and agree that I and any others working with me will comply with the City's Display Policy, the terms of the Written Confirmation of Approval and all other City requirements, ordinances and other laws which apply to this display.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature of Applicant

RETURN THIS APPLICATION to the Parks and Recreation Department, 3179 Livernois. Applications submitted for selection in the display lottery must be returned no later than the last Wednesday in October. Applications for open dates available after the lottery may be submitted after December 1st but at least 21 days before the date desired for the display

Confirmation of Approval

Date of Display: \_\_\_\_\_

Site location:    A            B

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

Application Number: \_\_\_\_\_

Approved by: \_\_\_\_\_

**City of Troy General Rules and Regulations  
INDEMNIFICATION AGREEMENT**

The Applicant agrees to defend, indemnify and hold the City of Troy, its officers, officials, agents and employees, harmless from and against all claims arising by reason of injury or death of any person or damage to property arising out of or incidental to its display, except to the extent caused by the gross negligence or willful misconduct of the City, its agents and employees. Upon notice of the City of any claim which the City believes is covered by this agreement, the Applicant shall timely appear in and defend all suits brought upon such claim and shall pay all incident costs and expenses, but the City shall have the right, at its option, to participate in the defense of any suit, without relieving the Applicant of any of its obligations.

On Behalf of \_\_\_\_\_ Applicant

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Appendix A**

**Fees For Services**

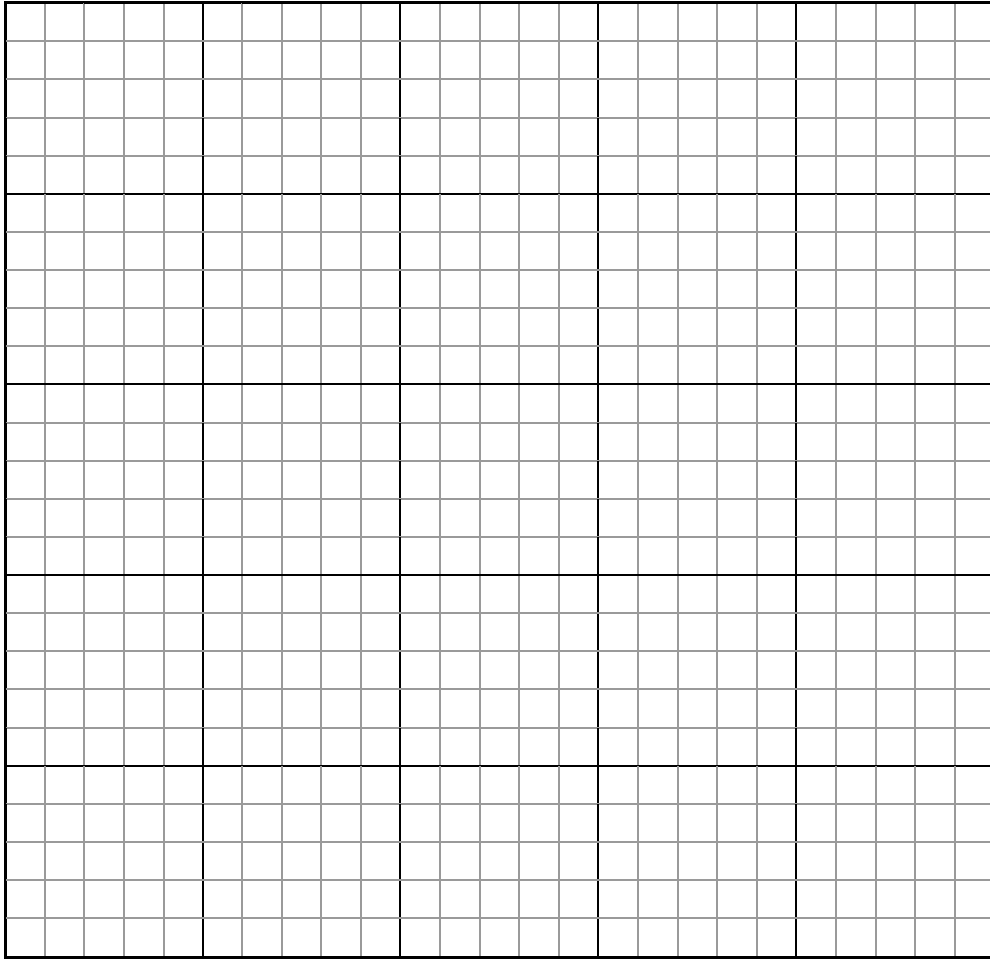
Fees shall be charged for City services provided as follows:

- a. Straight time shall be the hourly cost for any employee working on a special event during the “normal work day,” including the actual cost for fringe benefits.
- b. Overtime shall be the hourly cost for any employee working on a special event during a time period, which would be considered overtime for City payroll records, including the actual cost for fringe benefits.
- c. Purchased or rented materials shall include all direct costs for all materials purchased or rented by the City of Troy for use at the event.
- d. Equipment charges shall be the current equipment rental rates charged by the City of Troy.
- e. An administrative fee of 20% shall be added to the total billing. This administrative fee shall cover the City’s expenses related to supervision, use of stock parts (i.e. nuts/bolts, fluids) and costs related to payment of bills related to the event.

**Billings For Special Uses**

Special Use billings by the City shall be itemized as follows:

Public Safety Employee Regular/Overtime	\$	_____
Public Services Employee Regular/Overtime	\$	_____
Equipment Charges	\$	_____
Purchased Materials	\$	_____
Rented Materials	\$	_____
Rental fee (if applicable)	\$	_____
Special Requests	\$	_____
Sub Total	\$	_____
Plus 20% Administrative Fee	\$	_____
<b>NET TOTAL BILLING</b>	\$	_____



**DISPLAY AREA**

1 small square = 1 foot

			Sidewalk			
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Display Name: \_\_\_\_\_

Describe completely the details of the display: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Display Description (materials used, etc): \_\_\_\_\_

\_\_\_\_\_