



City of Saratoga

Community Event Grant Application

SUMMARY OF EVENT

Event Name:

Event Date:

Event Hours:

Event Location:

Grant Request:

Total Event Cost:

CONTACT FOR GRANT APPLICATION

Contact Name:

Title:

Organization:

Address:

Phone:

Email:

ABOUT THE EVENT

Event Description:

Estimated
Attendance:

One Time Event

Annual Event

Funding Amount Received from City in
Past:

Other Funding Sources:
Include source & amount

Event Promotion Plan:
Advertising & marketing

Prior Event Organizing Experience:
*Describe the experience of the event
coordinator and the organization
requesting funds*

Building Community:
*How will your event build a
sense of community?*

INDEMNIFICATION AND INSURANCE AGREEMENT

Applicant hereby agrees, on behalf of itself and its successors and assigns, to indemnify, defend and hold the City of Saratoga, its officers, officials, agents, employees, boards, commissions, and volunteers free and harmless from and against any and all claims, demands, causes of action, damages, liabilities, costs of expenses (including the cost of attorney’s fees for defending any action brought against the City or any of its, officers, officials, agents, employees, boards, commissions, and volunteers), arising out of or in any manner relating to any form of loss, injury, or damage sustained by Applicant or any person in connection with or in any way relating to the event described above.

Applicant further agrees that as a condition of receiving funding from the City applicant will have in effect in connection with the event liability insurance coverage in the amount of at least \$1 million. The insurance coverage will name the City of Saratoga, its officers, officials, employees, agents and volunteers as additional insured. Applicant must provide a “Certificate of Insurance” with “Additional Insured Endorsement” to the City prior to holding the event described above.

Applicant Name

Applicant Signature

Date

EVENT BUDGET: Please attach an itemized list of event expenses. Identify the items you are requesting grant funding for. Also attach additional sheets as needed to answer application questions.

SUBMIT TO:

Brian Babcock | City of Saratoga
13777 Fruitvale Avenue, Saratoga, CA 95070
Office: (408) 868-1275 | Fax: (408) 867-8559
Email: bbabcock@saratoga.ca.us