

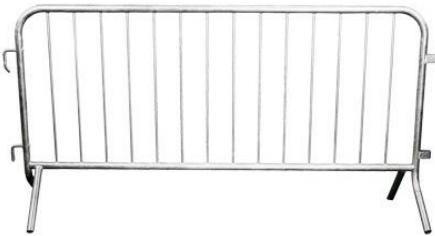
Guidelines for Use of City Center Partnership Event Equipment

The City Center Partnership has invested in assets designed to make it easier for organizations to hold special events in the City Center. These include:

- 2 Type I Metro Cade Barricades (12' Rail) – can be used to block street



- 10 Interlocking Steel Barricades (7')



- 8 Black Signacade Deluxe A-Frame sign holders – holds signs 36" high x 24" high.



- These items are available for events taking place within the City Center.
- Use of the equipment should be arranged with City Center Partnership staff at least two weeks in advance of the event. Availability is on a first-come, first-served basis.

- The borrowing organization is responsible for picking up, transporting, and returning the equipment. The pick-up and return must be arranged during regular CCP business hours.
- Borrowing organizations are responsible for repair or replacement should any damage occur.
- If using the sign holders, the borrowing organization is responsible for providing signage.
- Event planning organization must arrange any street closures with the appropriate City.
- Recognition of the City Center Partnership's support in providing this equipment is appreciated, when possible.

Contact Crystal Olson, Programs & Events Manager, at admin@citycentermankato.com or 507.385.6667 for more information or to arrange use of event equipment.



APPLICATION FOR USE OF CCP EVENT EQUIPMENT

Event: _____

Organization: _____

Contact: _____

Email: _____ Phone: _____

Dates requested: _____

Preferred Pickup Date & Time: _____

Equipment requested: _____

_____ I agree to abide by the City Center Partnership's Event Equipment Usage Guidelines.

Signature

Date

Return to admin@citycentermankato.com at least two weeks prior to requested use.