Georgetown Police Department

550 Bourbon Street
Georgetown, KY 40324
Telephone: 502-863-7826 Fax: 502-867-6991

Chief of Police
Michael D. Bosse

Mayor
Tom Prather

City of Georgetown 5K Routes

Small Route: Can accommodate up to 125 participants
Mandatory for any race up to 100 participants
Staffed with 2 officers
This route would not cost the event sponsor any money

Medium Route: Can accommodate up to 300 participants
Mandatory for any race over 125 participants
Staffed with at least 9 people – at least 4* police/crossing guard
*3 of the 4 officers will be provided free, $100 charge for the other 1
**Event coordinator supplies five volunteers OR $100 per positon to cover overtime

Large Route: Can accommodate up to several thousand participants
Mandatory for any race over 300 participants
Staffed with at least 30 people – at least 15* officers/crossing guard
*5 of the 15 officers will be provided free, $1,000 charge for the other 10.
**Event coordinator supplies fifteen volunteers OR $100 per positon to cover overtime

City of Georgetown Special Events Application

Name/Title of Event:_____

Purpose of Organization/Group:_____

_____

Contact Person:_____Title:_____ Phone:( )_____

Address:_____City/ST/Zip:_____Cell Phone: ( )_____

Email Address:_____Website:_____

Proposed location/route:_____

Will street(s) need to be closed?_____ Indicate the requested street(s) and time:_____

_____

Proposed date(s):_____Rain date(s):_____

Proposed hours: Set up beginning_____ AM/PM Dismantle by: _____AM/PM

Operating from _____AM/PM TO _____AM/PM

Estimated spectator attendance:_____ Prev. year attendance:_____ Est. number of participants:_____

Number of vehicles/booths/units_____ Number of animal units_____

Does the Organization/Group intend to serve alcohol at the event? If yes, please contact the City Alcoholic Beverage Administrator for additional instructions._____

Will there be any structures erected at the event? (tents, stages, bleachers, other)_____

Please circle other services needed: Barricades Herbies Recycle Containers Fire/EMS Traffic Control Police/Security/Crowd Control

Electricity (Please Explain):_____

Other needs:_____

Application Requirements:

1.) **Insurance**: The applicant shall furnish a certificate of commercial general liability insurance written through a company with an A.M. Best rating of "A" of better with the minimum coverage of $500,000.00 per occurance, listing City of Georgetown as an additional insured. Note: Acceptable Insurance Certificates must be submitted at least fifteen days before the date of the event, or the event application is subject to being denied.
2.) **Indemnification**: The applicant agrees to indemnify, defend and hold harmless the City of Georgetown, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of the agreement, activities associated with the event or arising out of Applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by City of Georgetown's sole negligence or willful misconduct.
3.) If you are interested in having a parade/run/walk, be sure to attach the route with this application.
4.) The approval process takes approx. 4weeks. This includes sending it to the City Council for approval. If additional costs are required (e.g. due to necessary permits or inspections, you will be required to pay for such services prior to issuance of approval. You will be notified by mail of the approval.

_____

Signature of Applicant Organizational Title Date (m/d/y)

Please sign and return a copy to:
City Clerk's Office
100 Court Street
Georgetown, Ky. 40324

Georgetown Police Department

550 Bourbon Street
Georgetown, KY 40324
Telephone: 502-863-7826 Fax: 502-867-6991

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5K LIABILITY WAIVER AND ACKNOWLEDGMENT OF RESPONSIBILITY

1. By signing this Waiver and Release of Liability and Acknowledgement of Responsibility (Agreement), I waive and release City of Georgetown, its agents, servants, employees, insurers, successors and assigns from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.

This waiver and release is intended to and does release City of Georgetown from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and City of Georgetown's negligence. This is not intended to release City of Georgetown from any liability resulting from their intentional conduct.

I further covenant and agree not to institute any claims or legal action against City of Georgetown for any claim released by this Agreement. I further agree that should any claim be made against City of Georgetown in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) City of Georgetown for any such claim and expenses including attorney's fees and costs incurred by City of Georgetown in defending themselves or security indemnity hereunder.

2. I understand that City of Georgetown is not responsible for any lost, stolen, or damaged valuables or property.

3. _____ (initial here). I acknowledge that I have received and read a copy of the City of Georgetown's Events Regulations. I agree that I will fully comply with all rules and regulations and with any amendments.

4. _____ (initial here). I have received a packet for my event, and I am aware of the number of volunteers that I must provide. I am also aware of the amount of money that is due to the City of Georgetown.

5. I understand that I must provide the name of each volunteer to the Georgetown Police Department two (2) weeks prior to my event. This is so my volunteers can be placed on the roster for an assignment made by the police department.

6. I understand that every volunteer must be present one hour prior to the beginning of my event. This is so that my volunteers can attend an orientation led by the Georgetown Police Department. If that volunteer is not present, he/she cannot be counted as a volunteer.

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7. I understand that the event supervisor of the Georgetown Police Department has the authority to cancel my event if there aren't enough volunteers present to assist with the posts for my event. I also understand that I am responsible for reimbursing the City of Georgetown for the police officers that are present at my event at the time of cancellation.

8. As a volunteer, I am fully aware that participation in the event does not bestow upon me any peace officer powers or arrest powers above any beyond those enjoyed by citizens of the Commonwealth.

9. As a volunteer, I agree to wear the reflective vest provided by the Georgetown Police Department, and I will turn that vest back in to the event supervisor of the Georgetown Police Department prior to my departure. If I am unable to return my vest, I will be charged $22.00 to cover the cost of the vest.

I have read this Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue City of Georgetown for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by City of Georgetown, will void and terminate this Agreement and may result in loss of the ability to use the facility.

I am signing this agreement freely, voluntarily, and competently, and I am at least eighteen (18) years of age.

Name (please print) _____

Signature _____ Date_____

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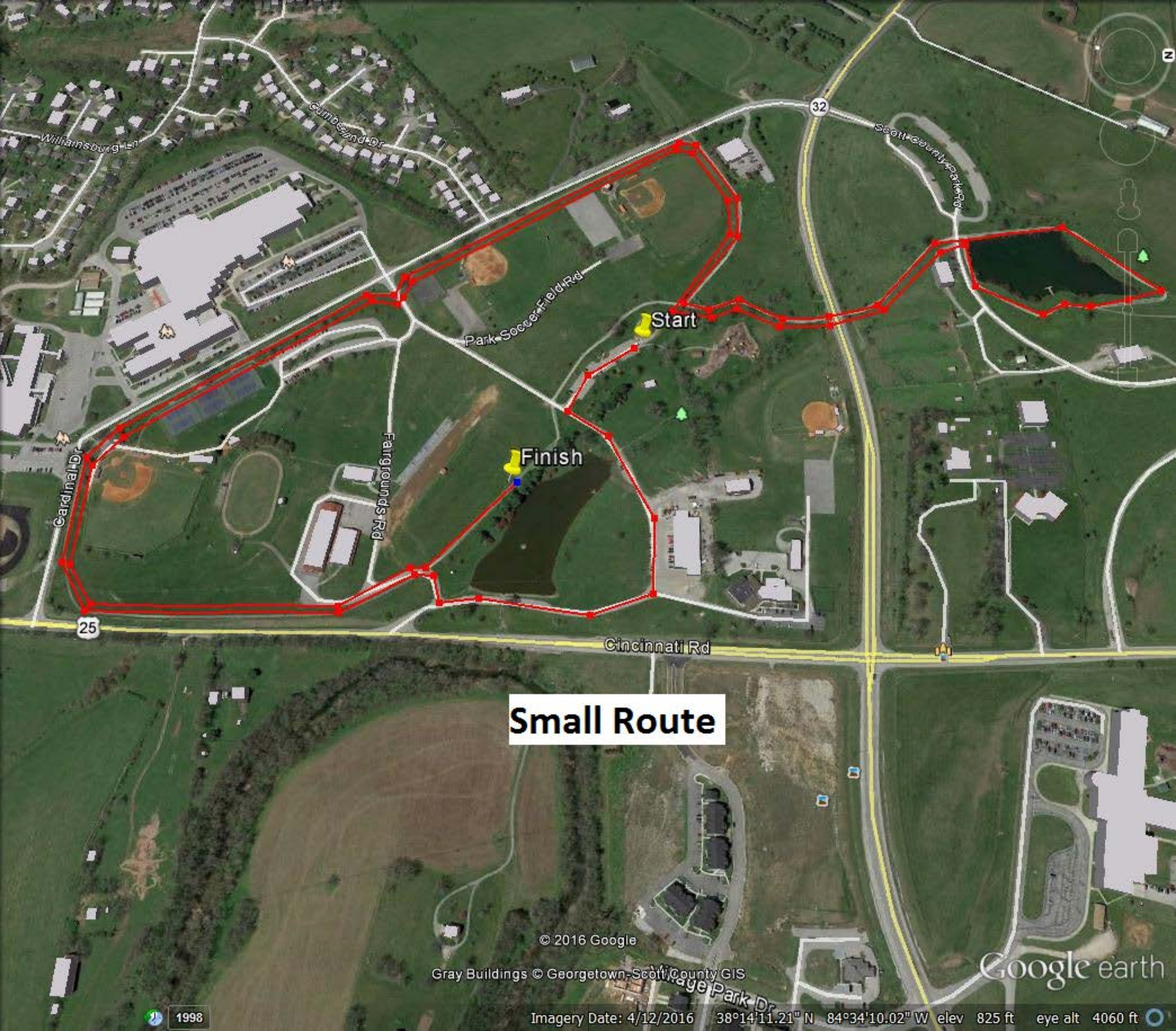
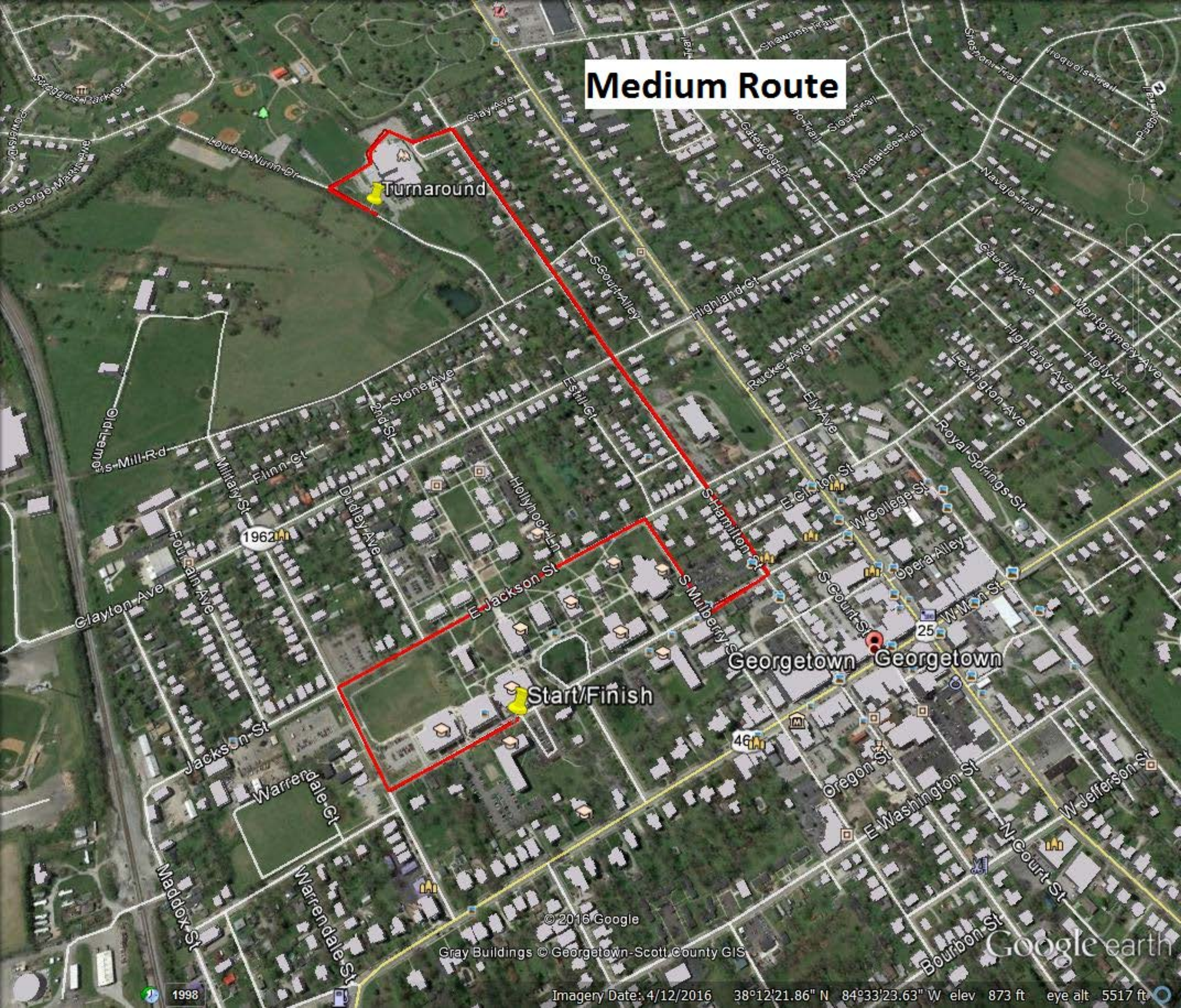
SAFETY GUIDELINES FOR EVENT VOLUNTEERS

- Make sure you are seen by the motoring public by wearing your reflective safety vest that will be provided.
- Do your best to make eye contact with the motoring public as you are providing common hand signals for directing traffic.
- **To stop traffic** - Two motions are required. Extend the arm straight out and point at the driver who is to stop. Make eye contact with the driver and when you have his attention raise your hand (not arm) so that your palm is toward the driver. Hold this position until the driver stops. After the driver has stopped repeat the same movement with the other lane of traffic with the other arm. Keep both arms in the stop position until al movement has stopped in both directions. With traffic stopped turn your sides parallel to the traffic you will be starting.
- **To start traffic** - Two motions are required. First, point with the arm and finger directly to the driver you want to start. When eye contact is made, turn palm up and raise the hand to a position slightly past the center of your face. Bend the arm only at the elbow. If the driver does not move immediately repeat the signal. After traffic has begun to move signal the other lane in the same manner using the other arm. Continue to use this signal to instruct drivers to proceed.
- As you are crossing the street or assisting someone, always look left, right, and left again before crossing a street, and keep watching as you cross. Be aware that drivers have differing levels of eyesight and skill in operating motor vehicles.
- Prior to the event you are volunteering for, make sure you have a reasonable understanding of the streets and connecting streets so that you can redirect pedestrian and motor vehicle traffic to an alternate route.
- If an emergency vehicle approaches (police, fire, medic) stop all traffic (pedestrian and other motoring traffic) and allow the emergency vehicles to have the right of way.
- If you are given a police radio, make sure you are on the correct channel and monitor the radio. If you need police assistance, use the radio and request assistance from the event supervisor and or other officers working the event.


Williamsburg Ln
Cumberland Dr
32
Scott County Park Rd
Park Soccer Field Rd
Start
Finish
Fairgrounds Rd
Cardinal Dr
25
Cincinnati Rd
Small Route
© 2016 Google
Gray Buildings © Georgetown-Scott County GIS
Village Park Dr
Google earth
1998
Imagery Date: 4/12/2016 38°14'11.21" N 84°34'10.02" W elev 825 ft eye alt 4060 ft

Medium Route



Large Route 5K
Start
Stop
1
2
3
E MAIN ST
E COLLEGE ST
E CLINTON ST
E JACKSON ST
CLAYTON AVE
OLD LEMONS MILL RD
CLAY AVE
S COURT ST
S HAMILTON ST
S MULBERRY ST
MEMORIAL
GIDDINGS CIR
WARRENDALE AVE
MILITARY ST
FOUNTAIN AVE
ESTILL CT
HOLLYHOCK LN
DUDLEY AVE
1ST ST
2ND ST
STONE AVE
FLINN CT
COURT ALY
LOUIE B NUNN DR
Georgetown College
St John Catholic
Garth Elementary
Georgetown Middle
N
GSCPC GIS