

Please use the attached form for equipment requests and event set-up.

NOTE: If you want to bring equipment other than routine items such as folding tables, chairs, cardboard displays, and other items approved by Facility Management onto the Capitol Complex for use during your event, please read and sign this section of the form also.

Undersigned agrees to defend, indemnify, and hold harmless the State of North Dakota, its agencies, officers and employees, from and against any and all claims of any nature, including all costs, expenses, and attorney's fees, which may in any manner arise out of or result from, the conduct or act of any person during or related to the conduct of the Event.

Undersigned agrees to provide proof of adequate liability insurance for the Event consisting of proof of general liability insurance that: (a) is in force during the entire term of the proposed event, (b) is from an insurance company or government self-insurance pool authorized to do business in North Dakota, (c) covers all claims arising out of the Event and this agreement, (d) names by endorsement the State of North Dakota, its agencies, officers, and employees as additional insureds and (e) has limits of liability of at least \$250,000 per person and \$1,000,000 per occurrence. The Policy by endorsement shall contain a "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the State. If event sponsor is an employer, evidence of statutory workers compensation coverage must be provided. Proof of insurance meeting the above requirements must be provided at least 10 days before the Event.

NOTE: This liability insurance requirement may be waived if:

(a) You demonstrate that you have attempted to obtain adequate liability insurance and cannot obtain that insurance at all or only at a cost that is prohibitive. To demonstrate this you must provide both:

(1) letters from three insurance agents or companies explaining whether insurance is obtainable at any price and, if so at what cost coverage for adequate liability insurance is available, and

(2) a letter from you demonstrating your financial inability to purchase the insurance coverage; or

(b) you can identify each individual who will be participating in the Event on the Capitol Complex and each such individual signs a legally enforceable waiver releasing the State and its agencies, officials, and employees from any and all liability arising out of his or her use of the Capitol Complex. No waiver will be granted if the Event poses a significant risk of personal injury or damage to property.

Event Requestor	Organization	Date
Facility Management Approval		Date Approved

PARADES: Parade host must obtain the signature of the Deputy Chief Field Services Commander of the Bismarck Police Department and return the form to Facility Management for final approval.

Deputy Chief Field Services Commander Signature	Date
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EVENT ACCESSORIES/SET-UP CHECKLIST

Event Location (on Capital Grounds)
Explain Event Set-Up

Needed	Amount (Number of)	Accessory
		Chairs, Folding, Metal
		Tables, Folding, 6 foot
		Tables, Folding, 8 foot
		Trash Cans and Liners
		Parking Cones
		Easel
		Flag Set with Stands
		Flip Chart
		Flip Chart/Marker Board Combo
		Marker Board, Portable
		Microphones, Lapel
		Overhead Screens
		PA System (1 large)
		Piano, Baldwin (Pioneer Room only)
		Piano, Grand (Memorial Hall only)
		Podium(s)
		Podium, Table Top
		Sign Boards, Wooden
		Stanchions, Ropes (burgundy)
		Stanchions, Ropes (blue)
		Other, specify: _____