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# Special Event Permit Application

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## INFORMATION THAT WILL HELP YOU COMPLETE YOUR SPECIAL EVENT PERMIT APPLICATION

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### Application Process and Approval

Special Event Permit Applications **MUST** be submitted a minimum of **30** days prior to **Minor Events** and **60** days prior to **Major Events**.

Event Sponsor is expected to fully reimburse the City for all services related to event production which may include, but are not limited to: Police, Fire & Emergency Medical Services, Park & Facility Maintenance, Sanitation, Street Engineering and all necessary permit fees including special event liquor, fireworks and all other applicable mandated permits. If a section does not apply to your event, mark 'N/A' (not applicable).

**Major Events** are defined as events involving any of the following: closure or restriction of streets classified as 'principal or minor arterials,' or 'collectors' (as defined in the City's Major Roadways Plan; *the City of Yuma Traffic Engineer* can provide specific definitions), alcohol consumption, or the event is expected to be more than twelve (12) hours in duration.

**Minor Events** are defined as pedestrian-only processions or other events not classified as a Major Event. Applications for **Minor Events** should still be filled out to ensure the safety and convenience of participants and citizens in the area of the event.

**This list of Minor and Major Events is not intended to be comprehensive. The City of Yuma reserves the right to classify events as recommended by the City Administrator or City of Yuma Risk Management.**

### Application Processing Fee

Special Event Permit Applications submitted to the City 30 or more days prior to the event shall have an Application Processing Fee of \$10. Incomplete applications will not be accepted by the City of Yuma.

Special Event Permit Applications submitted to the City less than 30 days prior to the event will require a \$100 non-refundable Application Processing Fee. The Application Processing Fee must be paid at the time the application is submitted.

### **A submitted application does not guarantee approval.**

If an application is submitted and subsequently denied, the Application Processing Fee will not be refunded.

If the event closes, blocks or uses any City streets, Risk Management verifies that the appropriate forms have been completed and that the Event Sponsor has submitted the required Certificate of Insurance with the City of Yuma.

## GLOSSARY OF AREAS INCLUDED IN THIS DOCUMENT

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### **ADA & Accessibility**

ADA stands for Americans with Disabilities Act. It is the responsibility of the Event Sponsor to ensure the event site is accessible to the disabled. Public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Event Sponsor should be prepared to meet any accessibility accommodations.

### **Alcohol**

If you are selling or serving alcohol or if there are fees/donations associated with your event(s), call the City of Yuma Office of the City Clerk at (928) 373-5035 and the Arizona Department of Liquor License and Control at (602) 542-5141 to obtain information on a City and State Special Event Liquor License. Information can also be obtained on the Arizona Department of Liquor License and Control website. The application process typically takes approximately 60 days. If your event is being held at a City-owned facility you will also be required to provide liquor liability insurance.

### **Applicant**

This must be the chief officer or a representative of the Event Sponsor who has been authorized by the Event Sponsor to complete the Special Event Permit Application.

### **Certificate of Insurance**

Certificate(s) of Insurance should be submitted with the Special Event Permit Application. Events where the appropriate Certificates of Insurance have not been filed with the City within 14 days of the event are subject to cancellation.

### **Banners/Temporary Signs**

Parks & Recreation staff time will be charged for placement and removal of banners or temporary signs. All banners placed in Historic Downtown Yuma must have wind holes cut out before they will be hung on cables. If banners are received with no wind holes, banners will not be hung.

### **Business License Requirement**

A Transaction Privilege Tax license (sales tax number) issued by the Arizona Department of Revenue is **required** for **all** vendors who sell products or food. The City of Yuma also requires a city business license for **all** vendors participating in your event. For more information, please call (928) 373-5074.

### **Carnival Rides/Amusement Rides (including inflatables)**

If the event will have amusement rides, the amusement ride company must also provide a Certificate of Insurance for no less than one million dollars (\$1,000,000) prior to the event, naming the City of Yuma as an additional insured. Carnivals and fairs require a permit from the Yuma Fire Department, (928) 373-4850.

### **City Park**

If your event also requires the use of a City of Yuma park, please contact the Parks and Recreation Department at (928) 373-5243.

### **Decibel Levels**

A decibel is a unit for measuring the relative loudness of sounds. Decibel levels shall not exceed the City of Yuma noise ordinance adopted by Yuma City Council. Please refer to Ordinance No. O2010-47.

### **Electricity**

City of Yuma staff will charge for establishing electrical connections. Electric outlets on the 200 block of Main Street are 110 volts. Two 220 volt outlets are available as well.

### **Event Sponsor/Promoter**

An entity or organization that assumes full responsibility for the production of the event including staffing, funding, planning and full liability.

### **Fireworks/Pyrotechnics**

Fireworks require a permit from the City of Yuma Fire Department (928) 373-4850.

### **Food/Beverage Service**

If your event will have food and/or beverage services contact the Yuma County Health Department to receive specific guidelines at (928) 317-4559. There are also special requirements for cooking. Please see the 'Open Flames or Cooking' portion of this glossary.

### **Insurance Requirements**

All the proper insurance documentation must be received at least **14 days** prior to the Event. Failure to comply with insurance requirements will result in the forfeiture of the use of City property for the event.

**Event Sponsor** and subcontractors shall procure and maintain until all of their obligations have been discharged, insurance against claims for injury to persons or damage to property which may arise from or in connection with the event.

The insurance requirements herein are minimum requirements and in no way limit the indemnity covenants in this agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Event Sponsor from liabilities that might arise out of the activities encompassed by this agreement by the Event Sponsor, its agents, representative, employees or subcontractors and Event Sponsor is free to purchase additional insurance as may be determined necessary. See Indemnification and Insurance Requirements section for the insurance requirements.

### **Neighborhood Notification**

The Event Sponsor is **required** to notify **ALL** residents, businesses, places of worship and schools that are impacted by street closures and/or noise related to your event. Notification boundaries will be determined by City of Yuma staff and are typically ¼ mile surrounding the event or route. All residents, businesses, places of worship and schools within that boundary area must receive a notification. Please see "Mitigation of Impact," on page 10 and "Event Notification Form," on page 11.

### **On-site Contact/Phone Number**

This is the name and cellular phone number of a person who will be at the event and can be contacted if needed during the event.

### **Open Flames or Cooking**

Per City Ordinance, any cooking that is done under a tent, canopy, overhang, cover etc. must be adequately protected in accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. The use of any open flames must be described in detail.

### **Security**

Security requirements vary widely for different events. The Police Department will be provided a copy of the Event Sponsor's Security Plan. The Police Department may recommend the minimum level of security. The City in no way warrants that the Event Sponsor's Security Plan will be sufficient to protect the Event Sponsor from liabilities that might arise.

### **Medical Plan**

This section will help assess the level of medical services that best meet your anticipated event needs. All special events must have a medical plan. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification. Events with a higher potential for risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants.

### **Set-up/Take-down**

4/2018

This will describe the time or area needed for setting up and tearing down the event. Please include the hours anticipated for both set up and tear down.

**Site Plan/ Route Map**

To ensure proper review of your event, a site plan/route map must be submitted with the Application. Please include all portable structures, restrooms, stages, bleachers, tables, tents, fencing, trash containers, dumpsters, food area, beer gardens, generator locations, etc., in your plan. The Site Plan/Route Map must include the Traffic Control and Detour Plan, if applicable.

**Traffic Plan/Street Closures**

If there are to be lane closures, roadway closures, or installation of traffic control devices within City right-of-way, a detailed Traffic Control Plan is required. This detailed plan shall include all the routing plans for traffic and barricades. This plan must be approved by the City of Yuma Traffic Engineer. Road closures for downtown events sometimes detour traffic into or from California. If so, the traffic control plan must also be approved by appropriate state, local & tribal agencies. (City of Yuma & outside agency contact information provided on Page 20).

**Tents or Canopies**

Tents larger than 10' x 20' or 200 square feet accumulatively require a permit from the City of Yuma Fire Department. You can reach them at (928) 373-4850.

**Trash Removal**

The City of Yuma staff will empty on-site trash receptacles. That service is included in the daily event cost as noted on the "Maintenance Charges for Downtown Events" page. If a larger trash receptacle is required, the pricing for a roll off dumpster is also listed under miscellaneous equipment/services available. The dumpster can be ordered through Yuma Parks and Recreation. A roll off charge will be applied to all block parties. See 'Maintenance Charges for Downtown Events' for price.

## MAINTENANCE CHARGES FOR DOWNTOWN EVENTS

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### Miscellaneous Equipment/Services Available from Yuma Parks and Recreation:

8' x 4' Barricades (30) * (Extra Barricades \$5 each) *NOT FOR USE IN CITY RIGHT OF WAY	\$150
Stage Rental (16' x 8')	\$500
6 Yard Dumpster	\$110
Hang Banners w/lift (10)	\$125
Overnight Parking Permit	\$25 per vehicle/per event
<b>ONE DAY BLOCK PARTY</b>	\$325
<b>MULTIPLE DAY BLOCK PARTY OR DAY EVENT</b> Set up & Clean up	\$560
<b>STREET FAIR/FARMERS MARKET</b>	\$125
<b>PARKING LOT AREAS</b> Set up & Clean up	\$100
<b>USE OF ELECTRICAL OUTLETS</b>	\$100 per day

### **Maintenance Charges for DOWNTOWN EVENTS MUST BE PAID PRIOR TO EVENT.**

Maintenance fee questions should be directed to Ron Ramirez, Parks Maintenance Supervisor (928) 373-5228.

### **Payments for maintenance charges should be made and directed to:**

City of Yuma  
Attention: Special Events Permit Coordinator  
One City Plaza  
Yuma, AZ 85364

# EVENT SPONSOR/APPLICANT INFORMATION – PERMIT PLANNING GUIDE PAGE 4

Date of Application \_\_\_\_\_

**OFFICE USE ONLY** Date received: \_\_\_\_\_

Event Sponsor (Organization) \_\_\_\_\_

Name of Applicant for the Event Sponsor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## SUMMARY OF EVENT -- PERMIT PLANNING GUIDE PAGE 10

### DESCRIPTION

**Event Title** \_\_\_\_\_

*(Should match what is advertised)*

**Event Category**

Athletic/Recreation

Parade/Run/Procession/March

Museum Special Attraction

Carnival

Exhibits/Misc.

Concert/Performance

Dance

Other: \_\_\_\_\_

Festival/Celebration

Farmer/Outdoor Market

Circus

**Anticipated Attendance**

Total \_\_\_\_\_

Per Day \_\_\_\_\_

**Anticipated Participants**

Total \_\_\_\_\_

Per Day \_\_\_\_\_

### DATE/TIME

**Set Up**

Date \_\_\_\_\_

Time \_\_\_\_\_

Day of Week \_\_\_\_\_

**Event Starts**

Date \_\_\_\_\_

Time \_\_\_\_\_

Day of Week \_\_\_\_\_

**Event Ends**

Date \_\_\_\_\_

Time \_\_\_\_\_

Day of Week \_\_\_\_\_

**Dismantle**

Date \_\_\_\_\_

Time \_\_\_\_\_

Day of Week \_\_\_\_\_

### LOCATION

**Location Description** *(Attach other pages as needed)*

\_\_\_\_\_  
\_\_\_\_\_

**Contractor** \_\_\_\_\_

**Public Contact** *(Required)*

Name \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**Non-Public Contact** *(Required for internal use only)*

Name \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**Day of Event Contact**

Name \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**Media Contact** *(If different than Public Contact)*

Name \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**Vendor Contact** *(If different than Public Contact)*

Name \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**Event Web Address** \_\_\_\_\_

**Yes**   **No**   Is your event part of a larger marketing campaign (i.e. Habitat for Humanity, Toys for Tots, etc.)?  
      **If yes, please list** \_\_\_\_\_

Your event site plan/route map shall be overlaid on an aerial photo or drafted by hand or use of CAD and include but not be limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases of barbecue grills
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Overnight parking requirements
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above

**Yes    No**

- If this event is a "run" or procession, will law enforcement officers be providing all traffic control, such as a police escort, along the entire route? If "Yes", then no traffic control plan is required with the Application, but a written confirmation from the Yuma Police Department (Contact name/number?) is required. (Or an email from YPD to Traffic Engineering.)

**Yes    No**

- If this event is a "run", will the participants be traveling with the prevailing traffic flow along the route, obeying all traffic signs and traffic signals, including the posted speed? If "Yes", then no police escort is needed, and no traffic control plan is required with the Application.

Traffic Control Plan Provider \_\_\_\_\_

Traffic Control Provider \_\_\_\_\_  
*(If different from plan provider)*

Traffic Control Provider/Traffic Control Plan Provider must be certified in traffic control by either the International Municipal Signal Association (IMSA) or the American Traffic Safety Services Association (ATSSA).

Road closures for downtown events sometimes detour traffic into or from California. If so, the traffic control plan must also be approved by appropriate state, local & tribal agencies. Time lines of other agencies may not reflect the same time lines as the City of Yuma Special Event Permit Application process.

If your proposed event will take place in an area where vehicles park, you will be required by the City of Yuma Police Department to post 'No Parking' signs seventy-two (72) hours prior to your event start time, including set-up. You must verify that all 'No Parking' signs are placed in their correct location(s) a minimum of twelve (12) hours prior to your event start time.

Indicate assembly and disassembly areas (NOTE: The City may require changes if proposed routes are found to be problematic):

Describe assembly area \_\_\_\_\_

Describe parking lot location \_\_\_\_\_

Describe route \_\_\_\_\_

Describe disassembly area \_\_\_\_\_

Approximate number of motorized or propelled units \_\_\_\_\_

Description of units \_\_\_\_\_  
*(motorized, animals, floats, sound amplification)*

If the event is to be a run/procession, and the event organizer intends to use law enforcement officers to provide traffic control along the route, the requirement for a Traffic Control Plan may be waived. The City of Yuma Police Department must attest to this traffic control in the "Traffic Control Plan" Section. A Site Plan/Route Map is still required.

I understand that a Traffic Control and Detour Plan is required to be submitted with this Application for review by the City of Yuma Traffic Engineer. **Unless otherwise authorized, in writing, Traffic Control and Detour Plans and any required traffic control devices are to be supplied by the applicant. (Attach additional pages as needed)**

Applicant Name \_\_\_\_\_

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

**Yes No**

Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach 'Event Notification Form'.



**Yes**   **No**  
  

**Have you hired a licensed professional security company to develop and manage your event's security plan?** If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of Arizona.

Security Organization \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Day of Event Security Point of Contact \_\_\_\_\_  
(Name and Phone Number)

Private Patrol Operator License # \_\_\_\_\_

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the security and control measures you will have in place including crowd control, internal security or venue safety or attach the plan and diagram to this application. (List type and number of law enforcement/security personnel and type of fencing or control barriers if applicable)

\_\_\_\_\_ # Law Enforcement      \_\_\_\_\_ Fencing

\_\_\_\_\_ # Security personnel      \_\_\_\_\_ Barriers

The City of Yuma Police Department may recommend the minimum level of security. The City in no way warrants that the Event Sponsor's Security Plan will be sufficient to protect the Event Sponsor from liabilities that might arise. Attach additional sheets as needed.

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**

(This diagram must be completed with this application.)

For any special licensed event, you must provide a diagram with the layout of your event including location of applicable Fencing, Barriers, Law Enforcement and Security Personnel. Additional pages may be submitted if needed.

## MEDICAL PLAN -- PERMIT PLANNING GUIDE PAGE 33

**Yes**    **No**

       Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

Medical Services Provider \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas.

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## PARKING AND SHUTTLE PLAN -- PERMIT PLANNING GUIDE PAGE 14

**Yes**    **No**

       Will your event involve the use of a parking and/or shuttle plan?

If yes, please describe or provide an attachment of your plan. Attach additional sheets as needed.

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## SAFETY EQUIPMENT -- PERMIT PLANNING GUIDE PAGE 23

**Yes**    **No**

       Will your event involve the use of traffic safety equipment?

Equipment Company: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Equipment Setup    Date \_\_\_\_\_    Time \_\_\_\_\_

Equipment Pickup    Date \_\_\_\_\_    Time \_\_\_\_\_

**Yes**    **No**  
        Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages \_\_\_\_\_ Number of Performers/Bands \_\_\_\_\_  
Performer(s)/Band name(s) and music type(s) \_\_\_\_\_  
\_\_\_\_\_

**Yes**    **No**  
     Will sound check be conducted prior to the event? If yes, start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

**Yes**    **No**  
     Will sound amplification be used? If yes, start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

**Yes**    **No**  
     Will the public be allowed to dance at this event? If yes, start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

**Yes**    **No**  
     Please describe the sound equipment that will be used for your event: \_\_\_\_\_  
\_\_\_\_\_

**Yes**    **No**  
     Will amusement rides, inflatables, hot air/helium balloons or similar devices be used at your event?  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

(The ride/device company must provide a certificate of insurance and endorsement for \$1,000,000.00 prior to the event, naming the City of Yuma as an additional insured.)

**Yes**    **No**  
     Does your event include the use of fireworks\*, rockets, lasers, or other pyrotechnics? If yes, please describe & attach permit: \_\_\_\_\_  
\_\_\_\_\_

(Fireworks require a permit from the City of Yuma Fire Department at (928) 373-4850)

**Yes**    **No**  
     Will your event include the use of any signs, banners, decorations, or special lighting? If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Please contact Community Development at (928)373-5175 if any type of lighting is to be used at your event.

**Yes**    **No**  
     Will your event include the use of any tents or canopies?  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Tents larger than 10'x 20' or 200 ft<sup>2</sup> require a permit from the Yuma Fire Department (928)373-4850.

## ALCOHOL -- PERMIT PLANNING GUIDE PAGE 31

- Yes**    **No**
- Does your event involve the use of alcoholic beverages? If yes, please check all that apply:
- |  |   |
|--|---|
| <input type="checkbox"/> Free/Host Alcohol     | <input type="checkbox"/> Alcohol Sales                    |
| <input type="checkbox"/> Host and Sale Alcohol | <input type="checkbox"/> Beer                             |
| <input type="checkbox"/> Beer and Wine         | <input type="checkbox"/> Beer, Wine and Distilled Spirits |

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event:

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If alcohol is to be sold, a liquor license is required. For either an Extension of Premises or a Special Event Liquor License, please attach a copy of the applicable State of Arizona Application.

## FOOD CONCESSIONS OR PREPARATION -- PERMIT PLANNING GUIDE PAGE 16

- Yes**    **No**
- Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared. \_\_\_\_\_
- \_\_\_\_\_

- Yes**    **No**
- Do you intend to cook food in the event area? If yes, please specify method:
- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Electric              |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Other (specify) _____ |

## CONCESSIONAIRES -- PERMIT PLANNING GUIDE PAGE 15

- Yes**    **No**
- Will items or services be sold at your event? If yes, please describe or attach a complete list of vendors and include a sample of the vendor pass that will be used. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Yes**    **No**
- Will items or services sold at your event present unique liability issues (e.g. body piercing, tattoos, massage, animal rides, etc.)? "Petting zoo" and "exotic animals" – Concessionaires may be asked to provide a certificate of insurance and endorsement for \$1,000,000.00 prior to the event, naming the City of Yuma as an additional insured.
- If yes, please describe or attach a complete list of vendors. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PORTABLE RESTROOMS -- PERMIT PLANNING GUIDE PAGE 18

You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

- Yes**    **No**  
     Do you plan to provide portable restroom facilities at your event? If yes:

Total number of portable toilets \_\_\_\_\_

Number of ADA accessible portable toilets \_\_\_\_\_

(Minimum of 1-ADA accessible portable toilet required)

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Restroom Company: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

Portable restrooms must be removed from City streets and/or sidewalks at the end of the event.

## MARKETING AND PUBLIC RELATIONS -- PERMIT PLANNING GUIDE PAGE 39

- Yes**    **No**  
     Will this event be marketed, promoted, or advertised in any manner? If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

- Yes**    **No**  
     Will there be live media coverage during the event? If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

- Yes**    **No**  
     Will media vehicles be parked within the event venue? If yes, please describe safety plan:

\_\_\_\_\_  
\_\_\_\_\_

- Yes**    **No**  
     Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items? If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**Please attach copies of any planned promotional materials.  
Per City Code \_\_\_\_\_ safety plan for Media.**

# INDEMNIFICATION AND INSURANCE REQUIREMENTS

## PERMIT PLANNING GUIDE PG. 39

**Standard Hold Harmless Clause for Special Events:** The Event Sponsor by and through the Applicant agrees to indemnify, defend, and hold harmless the **City of Yuma** from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind of description, including attorney's fees and/or litigation expenses, brought by or incurred by the City of Yuma on account of loss or damage to any property or for injuries or death of any person, caused by, arising out of, or contributed to, in whole or part, by reasons of any act, omission, professional error, fault, mistake, or negligence of employees, agents, or representatives of same in connection with or incident to the performance of this agreement, or rising out of Workers' Compensation claims of employees or volunteers of City of Yuma, Event Sponsor and/or its subcontractor's volunteers or employees. Claims under this section shall not extend to any liability caused by the sole negligence of the City of Yuma or City of Yuma employees.

**Insurance Qualifications:** Without limiting any obligations or liabilities of Event Sponsor, Event Sponsor shall purchase and maintain, at Event Sponsor's own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Arizona pursuant to Arizona Revised Statutes § 20-206, as amended, with an AM Best, Inc. rating of A- or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.

**Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, the Event Sponsor shall either (1) obtain coverage to reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents, and volunteers, or (2) provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

**Additional Insured:** To the fullest extent permitted by law for claims arising out of the work or services of the Event Sponsor, all policies, except Workers Compensation, shall name and endorse the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

**Waiver of Subrogation:** Event Sponsor hereby grants the City a waiver of any right to subrogation which any insurer may acquire against the City by virtue of the payment of any loss under such insurance. Event Sponsor agrees to obtain an endorsed waiver of subrogation against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of the Event Sponsor, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

**Primary Insurance:** The policies of insurance required under this section are to be primary insurance policies and any insurance policy maintained by the City is considered excess insurance. The existence of excess insurance policies should in no way be construed to limit the requirements of insurance described herein. In the event, any of the above insurance policies are written on a "claims made" basis, coverage must extend for two years past completion and acceptance of the work or services as evidenced by annual Certificates of Insurance.

**Evidence of Insurance:** Before the commencement of any services, Event Sponsor shall provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the endorsements as required by this Agreement, issued by Event Sponsor's insurance as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. The City shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. Failure to provide required coverage and failure to comply with the terms and conditions of this Agreement shall not waive the contractual obligations herein. Moreover, failure to provide evidence of required insurance as set forth below shall delay payment for services rendered. If any of the policies required by this Agreement expire during the life of this Agreement, it shall be insurer's responsibility to forward renewal certificates and declaration page(s) to the City thirty (30) days prior to the expiration date. All certificates of insurance and declarations required by this Agreement shall be identified by referencing the event title and date, and this Agreement. All policies and forms must be satisfactory to the City.

**The Certificate Holder must be named as follows:** City of Yuma, Yuma, Arizona

**All certificates are to be sent to:**

City of Yuma,  
ATTN: Administration  
One City Plaza  
Yuma, AZ 85364-1436

\_\_\_\_\_ **A. Commercial General Liability**

Initial Event Sponsor shall maintain limit no less than \$1,000,000.00 per occurrence for bodily injury and property damage, and an aggregate limit of \$2,000,000.00. If Event Sponsor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Event Sponsor.

\_\_\_\_\_ **B. Worker's Compensation and Employers' Liability**

Initial Event Sponsor understands and agrees that Event Sponsor's employees, agents, and directors, are not serving as employees, agents, or partners of the City in any manner and therefore are not entitled to any of the City's industrial benefit coverages, including Workers' Compensation coverages. Event Sponsor acknowledges that any injury its employees sustain in the performance of this Contract will be not be eligible for industrial benefits and any necessary treatment will be Event Sponsor, or Event Sponsor's insurer's, sole responsibility. Event Sponsor shall notify its insurance carrier that Event Sponsor has waived subrogation against the City, and the City's employees, agents, officers, and officials with regard to Worker's Compensation and Employers' Liability.

\_\_\_\_\_ **INDEMNIFICATION:**

Initial I \_\_\_\_\_ am an authorized representative of the event sponsor and to the fullest extent allowable by law, Event Sponsor agrees to indemnify, defend, and Initial hold harmless the City, and its departments, agencies, agents, officials, officers, directors, employees, and volunteers (collectively "Indemnitee") for, from and against any and all claims, liabilities, demands, damages, losses, and expenses, including attorneys' fees and litigation expenses, to which Indemnitee may become subject, under any theory of liability whatsoever, (collectively "Claims") whether real or asserted, resulting from and/or arising out of Event Sponsor's intentional, reckless, or negligent acts, directives, mistakes, errors, or omissions in performance or non-performance of any provisions of this Contract, except to the extent such Claims arise out of or are based upon the acts, mistakes, errors, or omissions of Indemnitee. This indemnification provision shall apply to any and all any intentional, reckless, or negligent acts, mistakes, directives, errors, or omissions of Event Sponsor's departments, agencies, directors, officers, employees, volunteers, contractors, sub-contractors, and independent contractors, whether employed directly or indirectly by Event Sponsor.

The amount and types of insurance coverage required above are minimum amounts and do not limit the scope of indemnity required.

Applicant Name \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for completing your Special Event Permit Application!**

**Before you submit your application to the City of Yuma, please make sure that the following steps have been completed:**

- Each section of the Special Event Application form has been filled out **completely**.
- On page (7), the name of the event has been indicated. The name provided should match event name advertised in the community.
- The Event Site Plan/ Route Map drawing attached
- Event Notification Form signed by all impacted entities.
- Copy of Private Patrol Operator's license from Security Organization (*if applicable*)
- All additional permits necessary attached (*i.e. for inflatables, fireworks, or tents larger than 200ft<sup>2</sup>*)
- A copy of any necessary State of Arizona Application for the sale of Alcohol attached
- The indemnification 'Standard Hold Harmless Clause for Special Event Permits' section is complete and signed.
- For 'Major Events', evidence of a one million dollar (\$1,000,000) insurance policy (Commercial General Liability) for the event, in the form of a certificate of insurance **naming the City of Yuma as additional insured** must be submitted with the Application.
- All required supplementary insurance documents naming City of Yuma as additional insured attached (*i.e. for amusement rides or inflatables*)
- Submit Application with the necessary attachments at least 30 days prior to any Minor Event.
- Submit Application with the necessary attachments at least 60 days prior to any Major Event.

**Completed Special Event Permit applications may be dropped off at City Hall or mailed to:**

Yuma City Hall  
Attention: Special Events Permit Coordinator  
One City Plaza  
Yuma, AZ 85364

**Additional questions may be directed to Carrie Ring, Marketing Specialist at [carrie.ring@yumaaz.gov](mailto:carrie.ring@yumaaz.gov) or (928) 373-5020.**

**Other City of Yuma Departments:**

<b>Business License Dept.</b>	(928) 373-5074	<b>Clerk's Office</b>	(928) 373-5035
<b>Community Development</b>	(928) 373-5175	<b>Fire Department</b>	(928) 373-4850
<b>Parks &amp; Recreation</b>	(928) 373-5200	<b>Police Department</b>	(928) 373-4656
<b>Traffic Engineering</b>	(928) 373-4534		

**Outside Agency Information:**

<b>Arizona Department of Transportation (ADOT)</b>	(928) 317-2100	<b>California Department of Transportation (Caltrans)</b>	(619) 688-6158
<b>Imperial County, CA (Public Works Dept.)</b>	(760) 482-4462	<b>Quechan Indian Tribe Police Dept.</b>	(760) 572-2933
<b>Yuma County</b>	(928) 817-5000		