



Special/Public Event on City Property PROCESS GUIDE & APPLICATION

Special Event Applications submitted to the City of Yuma 45 days or more prior to the event shall have a \$10 application fee; this is required for the Special/Public Event Application. This fee is non-refundable.

Upon submittal of a complete application, staff will review the proposed use for conformance with City of Yuma codes and policies, site availability, and appropriate use of city facilities. Staff will also determine if additional permits are required and inform the applicant of additional procedures to follow. The applicant will be contacted by the Special Events Coordinator at City Hall with the city's decision. Additional permits may take longer and require a physical inspection prior to final approval.

Application Renewal: Special/Public Event Applications are not renewable, and new submission is required per new event.



Special/Public Event Application Information

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| Date Submitted: _____ Organization Name: _____ Point of Contact: _____ Phone Number: _____ Address: _____ _____ _____ | E-mail: _____ City of Yuma Business License Tax ID: _____ Completed Special Event Application May be dropped off at City Hall or mailed to: City of Yuma Attn: Special Events Coordinator One City Plaza Yuma, AZ 85364 |
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Event Information

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| Name of Event: _____ Address/Location of Event: _____ _____ _____ Date of the Event: _____ Estimated Attendance: _____ | Onsite Coordinator: _____ Cell Phone #: _____ E-mail: _____ Hours of Event: _____ Set-Up Date/Hours: _____ Clean-Up Date/Hours: _____ |
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Event Description: _____



Special Event on City Property PERMITS/REVIEWS/FEEES REQUIRED

Note: Events with certain characteristics may require additional permits/fees.

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| <p>SALES: Will there be an admission charge and/or items/services sold at the event?</p> <p>If so, a City of Yuma business license is required unless the organization is a registered non-profit. The business license number must be provided on this application</p> <p>Note: Every vendor must also have a business license.</p> | <p>YES NO</p> | <p>If org. is registered nonprofit, provide Tax Exempt ID or other proof of status</p> |
| <p>ALCOHOL: Will the event include the sale or serving of alcohol?</p> <p>If so, a City of Yuma business license is required unless the organization is a registered non-profit. The business license number must be provided on this application</p> <p>Note: Every vendor must also have a business license.</p> | <p>YES NO</p> | <p>Type of license requested:</p> |
| <p>MEDICAL PLAN : Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?</p> | <p>YES NO</p> | <p>Provider/Address/Phone:</p> |
| <p>RIGHT OF WAY USAGE: Will the event require any closures or restriction of streets, sidewalks, or alleys?</p> <p>If so, a separate Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted. Police department approval is required.</p> | <p>YES NO</p> | |
| <p>PARKING AND SHUTTLE PLAN: Will your event involve the use of parking/shuttle plan?</p> | <p>YES NO</p> | <p>Describe or attach:</p> |



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| <p>SAFETY EQUIPMENT: Will your event involve the use traffic safety equipment?</p> | <p>YES NO</p> | <p>Provider/Address/Phone:</p> |
| <p>FOOD CONCESSIONS OR PREPARATION: Does your event include food concession and/or preparation area?</p> | <p>YES NO</p> | <p>Please describe:</p> |
| <p>PORTABLE RESTROOMS: Do you plan to provide portable restroom facilities at your event?</p> | <p>YES NO</p> | <p>Number of Portable Toilets: Number of ADA Toilets: Provider/Address/Phone:</p> |
| <p>TENTS AND BOOTH SETUP: Will your booth space require a tent shade? *No shades over 200 square feet will be used.</p> | <p>YES NO</p> | |
| <p>FIREWORKS: Will this event have fireworks? *Note: permits are required if event has fireworks.</p> | <p>YES NO</p> | |
| <p>ELECTRICITY: Will your event need power? *Note: The City does not have electricity available. Event organizers are responsible for providing all necessary power sources and related equipment.</p> | <p>YES NO</p> | <p>If Yes, event organizers are responsible for providing all necessary power sources and related equipment.</p> |



CERTIFICATE OF INSURANCE

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

All certificates are to be sent to:

City of Yuma
ATTN: Special Events Coordinator
One City Plaza Yuma, AZ
85364-1436

____ A. Commercial General Liability

INITIALS 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. The policies of insurance shall name the "City of Yuma" as Additional Insured and the Additional Insured status shall be shown on the Certificate of Insurance and through policy language or an Endorsement. Event Sponsor also agrees to waive subrogation against the City of Yuma and the City's employees, agents, officers, and officials and the agreement to waive subrogation shall be shown through policy language or an Endorsement. Finally, the Event Sponsor agrees that its policy of insurance shall be primary, non-contributory, and the policy of insurance being primary, non-contributory shall be shown through policy language or an Endorsement. 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

INITIALS 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.

____ C. Indemnification:

INITIALS 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, subcontractors, 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:** _____



SUBMITTAL CHECKLIST

Note: Please submit all plans on 8 1/2" x11" paper and attach to application.

- _____ 1. Special/Public Event Application complete
- _____ 2. Certificate of Insurance (naming the City of Yuma Additional Insured and Certificate Holder. For events occurring on city-owned property, the applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable), naming the City of Yuma as additional insured. Certificate(s) of Insurance should be submitted with the Special Event Application. Minimum limits are as follows:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
 - \$1,000,000 automobile liability (or non-owned automobile liability if applicable)
 - \$1,000,000 liquor liability insurance
- _____ 3. City of Yuma Business License/Tax ID
- _____ 4. A copy of any necessary State of Arizona Application for the sale of Alcohol attached
- _____ 5. Copy of Private Patrol Operator's license from Security Organization (if applicable)
- _____ 6. Site Plan attached (of the event area with the locations of the following)
 - Buildings/structures
 - Access/admission points
 - Tents/canopies
 - Parking
 - Temporary fencing
 - Stage/Entertainment
 - Merchandise/food vendor
 - Open flames/cooking areas
 - Carnival/amusement rides
 - Generators/light towers
 - Signs
 - If race, also requires: course map, location of restrooms and water stations and emergency action plan.
- _____ 7. Traffic Control Plan attached (if applicable)
- _____ 8. All additional permits necessary attached (i.e. for inflatables, fireworks, or tents larger than 200ft)
- _____ 9. The indemnification Standard Hold Harmless Clause for Special Events Application section is complete
- _____ 10. Payment of Facility and Staffing Fees
- _____ 11. ADA accessible portable toilets (provider information setup/pickup; must be removed from city property at the end of the event.
- _____ 12. Letter of notification to the proposed street closure. (property owners/business owners/residents)