

## **PARADE PERMIT APPLICATION INSTRUCTIONS**

PLEASE BE SURE TO INCLUDE THE FOLLOWING  
WHEN SUBMITTING YOUR PARADE PERMIT  
APPLICATION:

1. Liability Insurance (must be submitted prior to event)
2. Indemnification Certificate
3. Property Owner's Signature
4. Site Plan
5. Permit Fee: Please submit a \$40 check payable to Lake Havasu City along with the signed/dated application

### **INSTRUCTIONS TO OBTAIN QUOTE AND PURCHASE TENANT USERS' LIABILITY INSURANCE (TULIP) FOR LAKE HAVASU CITY-OWNED FACILITIES**

Effective November 1, 2007, facility user's who wish to take advantage of the affordably priced liability insurance available through the City's TULIP program may obtain quotes and purchase insurance by following the instructions below. Lake Havasu City will no longer quote and/or take applications and money for this program; however, no permit may be issued or use confirmed until such time as Lake Havasu City receives its copy of the certificate of insurance automatically generated when the user purchases a policy on-line.

- Access the TULIP website at: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
- Enter the facility code where your event is scheduled to be held from the following list:

Community/Aquatic Center	0432-001
Rotary Park	0432-002
London Bridge Beach	0432-003
McCulloch Boulevard	0432-004
Jack Hardie Park	0432-005

Users have the option to select the facility from a drop down list and can choose "Lake Havasu City" as the location.

- Select the type of event you are holding from the drop down list of eligible events (i.e., birthday party, etc.). If the type of event you are holding is not listed, it is not eligible for coverage under this program and you must obtain insurance from another source.
- Answer the questions concerning the event and click "Next."
- Get your quote by clicking on the date of your event and providing a name for your event (i.e., Smith Birthday Party), the total # of people you expect to attend, and answering the questions concerning vendors and concessionaires. If you are serving alcoholic beverages at your event and it is being held at any facility other than the Community/Aquatic Center, you MUST purchase and provide liquor liability insurance. Click "Quick Quote."
- If you are ready to purchase the insurance as quoted, continue to fill in the requested information and follow the instructions provided. View the insurance contract and refund policy and accept those terms, then click "Continue" to purchase the insurance.
- Review the Summary of Coverages and if accurate, click "Purchase these coverages."
- Fill in the requested credit card information. After the purchase has been approved, your certificate of insurance will be emailed to the address you provided as well as Lake Havasu City.

If you have any questions about TULIP or how to obtain a quote or purchase insurance, please call Lake Havasu City Human Resources/Risk Management at (928) 453-4143.



## INDEMNIFICATION CERTIFICATE

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Permittee/Organization

Permittee/Organization shall indemnify, defend, save and hold harmless Lake Havasu City, the State of Arizona, and the Arizona State Land Department, their departments, agencies, boards, commissions, officers, officials, agents, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee/Organization or any of its owners, officers, directors, agents, employees or contractors, arising out of or related to Permittee/Organization's occupancy, use, and activity in or about the lands described in the attached special event/temporary use permit application, regardless of whether or not the Claims are caused in whole or in part by a party indemnified hereunder. It is the specific intention of the parties that Lake Havasu City, the State of Arizona, and the Arizona State Land Department shall, in all instances, be indemnified by Permittee/Organization from and against any and all Claims. It is agreed that Permittee/Organization will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

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Permittees Signature

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Date

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Title

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Organization

Note: Applicant may retype on own stationery. Wording and format of above example should be followed.

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
00/00/00

YOUR INSURANCE CARRIER  
ADDRESS  
CITY/STATE/ZIP

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

YOUR COMPANY NAME  
ADDRESS  
CITY/STATE/ZIP

COMPANIES AFFORDING COVERAGE	
COMPANY A	TGA/First Financial Ins. Co.
COMPANY B	Burns & Wilcox/Agona Syndicate
COMPANY C	
COMPANY D	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	BNDR9999	2-18-96	2-19-96	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ Excluded
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input checked="" type="checkbox"/> EXCL OTHER				WC STATUTORY LIMITS   OTH-ER EL EACH ACCIDENT \$ EL DISEASE - POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$
B Liquor Liability	BNDR9999 (If applicable)	2-18-96	2-19-96	\$1,000,000 Per Occurrence \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS  
Date of event & location

CERTIFICATE HOLDER  
 ADDITIONAL INSURED:  
 Lake Havasu City  
 2330 McCulloch Blvd N.  
 Lake Havasu City, AZ 86403

CANCELLATION  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.  
 AUTHORIZED REPRESENTATIVE  
