

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

**PLEASE BE SURE TO INCLUDE THE FOLLOWING
WHEN SUBMITTING YOUR SPECIAL EVENT 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
- 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.

SPECIAL EVENT PERMITS

In the City's effort to schedule as many special activities as possible while still maintaining the health, safety and welfare of Lake Havasu City's residents and visitors, the City Council has, by ordinance, set forth provisions for the use of public for those various special events as described below:

SPECIAL EVENT (Chapter 9.20): Meeting, speech, service, entertainment, parade, motorcade, use of electronic sound devices and other uses on **public** streets, sidewalks, parks or **other public places**.

TEMPORARY USE (Chapter 14): **(Issued through the Development Services Department and requires a fee)** Any use on **private property** which is conducted for a period not to exceed thirty days, is compatible with other uses in the zoning district in which it is located, and/or involves the erection and use of temporary structures and services only. A Temporary Use Permit is not required for temporary uses which are accessory to the approved permanent use on private property, are conducted by the owner or lessee of the property on which they are located, and which are otherwise consistent with all other applicable zoning and building requirements. Please contact the Development Services Department, 2330 McCulloch Blvd. N. or 453-4148 for instructions and cost of Temporary Use Permit.

Uses as defined above which exceed thirty days, and which are not listed as outright, permitted uses in the zoning district in which they are proposed, must apply for a Zoning Use Permit.

APPLICATION: Application for Special Event must be submitted to the City Clerk at least **thirty days** in advance of the event, enabling review by City Departments in an effort to facilitate orderly conduct of your planned activities. Please be sure to include as much specific information as possible in completing your application. The more detailed the information appearing on the application, the more time you and City staff will save in follow-up communication for the necessary information.

An **original certificate of insurance naming Lake Havasu City as additional insured**, the event date and the event location, **must be received before the permit can be issued** - \$500,000 without liquor; \$1,000,000 with liquor liability indicated.

In cases of large, involved and/or extended Special Events, the application must be submitted at least **sixty days** in advance. City Clerk will set up a pre-event meeting with affected City Staff to go over the details with you. She will advise you of the date and time should such a pre-event meeting be necessary.

EXPLANATIONS:

- Question #5** should accurately and completely describe what will occur at the event.
Question #6 shall indicate if application is made by a business, individual or organization.
Question #7 should list two other responsible parties (one of which should be a local resident) in the event we are unable to contact the applicant.
Question #10 should indicate if this particular event has been held before in the City.
Question #12 should be specific in indicating **all** activities related to the event, when during the event they will occur and placement of any temporary structures.
Question #13 applies if concessions other than those ordinarily at the site are planned. A list of any concessionaires shall be attached. Business licenses are required.
Question #15 should be specific on controls to be used if the general public is not admitted.
Question #16 a certificate of insurance is required naming Lake Havasu City as an additional insured, event site and date, as well as any other involved agencies, i.e., State Land Dept., etc.
Question #18 reserves space for signatures of "Other Approvals" i.e., owner of the property on which the event will occur and/or off-site activity, i.e., parking, etc. other agency approvals, etc. Signatures are required upon making application.
Question #21 and #22 address support services and/or special assistance requirements from the City, i.e. crowd or traffic control, road barricades, fire inspections, etc. Additional forms are required.
Question #23 is applicable only for street movement, etc. Additional forms are required.
Question #24 is applicable only for pyrotechnics. Additional forms are required.

We hope we have been of assistance to you in making your application. Should you need additional assistance, please do not hesitate to call our offices.

CITY CLERK: 453-4142
DEVELOPMENT SERVICES DEPARTMENT: 453-4148
FIRE PREVENTION: 453-3313 POLICE DEPARTMENT: 855-1171

19. WILL ALCOHOLIC BEVERAGES BE AVAILABLE? YES ___ NO ___ If YES, submit required permits
HOW WILL ALCOHOL DISTRIBUTION AREAS BE CONTAINED? _____

HOW WILL ALCOHOL BE DISTRIBUTED? ___ Experienced Bartenders ___ Self Serve ___ Other
(Please Explain) _____

ADEQUATE SECURITY IS REQUIRED FOR CROWD CONTROL AND TO ENSURE LIQUOR LAWS ARE NOT VIOLATED

20. SECURITY: *PRIVATE SECURITY PERSONNEL PROVIDED? YES ___ NO ___
* Attach copy of bond and insurance certificate and letter from security provider describing security plan, name of supervisor, number of personnel, uniform description, training, weapons carried, communications equipment, etc.

IS LAW ENFORCEMENT PERSONNEL REQUESTED? YES ___ NO ___ If yes, submit required forms.

21. TRAFFIC CONTROL REQUIRED? YES ___ NO ___ Specify Needs _____

Law Enforcement Personnel Requested? Yes ___ No ___ Are cones, barricades, etc. necessary? Yes ___ No ___
If yes to either of the above, please submit required forms.

22. SUPPORT SERVICES: Describe how necessary services will be provided: _____

Attach site plan outlining location of restroom facilities, exhibits, parking, access, etc.
Sanitary Facilities: Type _____ Number _____ Locations _____
Access/Parking: On-site Spaces available _____ *Off-Site Spaces available _____
Locations _____ *Access/Location _____
*(If off-site spaces are other than Event property, attach permission of property owner.
Temporary Electrical: Locations _____ Number hookups _____

Water Service Requested? If Yes ___ Hydrant Meter Size _____ If No ___ Existing
Location _____

Emergency Services (Fire, Medical, Ambulance) Required? ___ Yes ___ No If Yes specify needs

Person responsible for obtaining service and billing _____

23. PARADES: MOTOR VEHICLES? YES ___ NO ___ BOATS? YES ___ NO ___ ANIMALS? YES ___ NO ___ (If YES submit
How will they be controlled? _____ (required forms)

24. FIREWORKS (including pyrotechnics, explosives, open fires) YES ___ NO ___ (If yes, submit required forms)

25. NOISE: (From all sources directly related to the event or use/s.)
Indicate types and sources of significant noise from the event or use and times of day these noises will occur.

_____ Noise Sources _____ Times of Day _____

How will noise levels be managed to avoid creating a public nuisance to residents in the area of the event or use?

ACKNOWLEDGEMENT: The above information is complete and correct to the best of my knowledge. I understand that this permit is granted on the basis of the information supplied in the application, and that the permit may be denied or revoked if found to be incorrect and/or incomplete. I further understand that the event may be monitored by the City, and that failure to comply with any conditions placed on permit approval or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity and/or revocation of the permit.

APPLICANT _____ DATE _____
APPLICABLE DEPOSITS OR ESTIMATED FEES MUST BE PAID BY CERTIFIED CHECK PRIOR TO PERMIT ISSUANCE.

Use Permit Fee _____ Security Fee _____ Water Deposit _____

Traffic Control Fee _____ Barricade Deposit _____ Miscellaneous _____

**Lake Havasu City reserves the right to require utilization of trained public services personnel as may be warranted by certain or specific conditions or as deemed necessary by the City. Pursuant to Section 9.20.080 of the Lake Havasu City Code, upon denial by the city clerk of an application made pursuant to Section 20.050 of this Title, the applicant may appeal from the denial within five days thereafter by filing with the city clerk a written request for a hearing before the city council at its next regular meeting. Upon such appeal, the city council may reverse, affirm, or modify in any regard the determination by the city clerk.

INDEMNIFICATION CERTIFICATE

Permittee/Organization

Covenants and agrees to indemnify, defend and hold harmless the State of Arizona, Lake Havasu City and the Arizona State Land Department, their employees, agents or representatives against and from any and all demands or claims on liability of every nature whatsoever, including but not limited to damages to property and/or accidents or injuries to and death of persons, arising directly or indirectly from or in any way connected to or with the use and occupancy in or about the lands described in the attached special event/temporary use permit application for and during the term therefor.

Permittees Signature

Date

Title

Organization

Note: Applicant should 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

INSURER
YOUR INSURANCE CARRIER
ADDRESS
CITY/STATE/ZIP

INSURED
YOUR COMPANY NAME
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.

COMPANIES AFFORDING COVERAGE

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

COVERAGES

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.

OR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	BNDR9999	2-18-96	2-19-96	GENERAL AGGREGATE \$ 1,000,000
	<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				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				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				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

Name, Date of event & location of event

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

[Signature]