



CITY OF YUMA SPECIAL EVENT APPLICATION



Date of Application:

This application **MUST** be submitted a minimum of 30 days prior to minor events and 60 days prior to major events. All applicants are 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 'NA' ('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 Traffic Engineer can provide specific definitions*), outdoor 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. **Minor Events** are typically not required to provide evidence of insurance, but an application 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 the Department of Risk Management.

COMPLETED FORMS CAN BE DROPPED OFF AT THE CITY CLERK'S OFFICE,
IN YUMA CITY HALL, DOWNTOWN YUMA, OR MAILED TO:

**Yuma City Hall
Public Affairs Office
One City Plaza (PO Box 13014)
Yuma, AZ 85366
Attn: "Special Events"**

- FORMS CAN ALSO BE PICKED UP & DROPPED OFF AT HERITAGE FESTIVALS, 180 WEST 1ST STREET -

ADDITIONAL QUESTIONS CAN BE DIRECTED TO:

**Dave Nash, Public Affairs Coordinator, Department of City Administration:
(928) 373-5015**

**Greg Hyland, Director of Communications & Public Affairs, Department of City
Administration: (928) 373-5023**

APPLICATION REQUIRES the following completed sections

- Section 1 Applicant Information – Required on all Applications**
- Section 2 Event Information – Required on all Applications**
- Section 3 Streets/Traffic/Parades – must be completed if the event requires closing, blocking or using any street, sidewalk, alley, parking lot, or city right-of-way or**
 - Street Closure Notification Form required
 - Traffic Control Plan attached
- Section 4 Special Event Features – must be completed if event includes:**
 - Tents or Canopies
 - Open Flames or Cooking
 - Fireworks – Requires City Fire Department Permit
 - Portable Toilets
 - Carnival/Amusement Rides (including Inflatables) – requires additional insurance
 - Temporary Signs/Banners
- Section 5 City Facility Use – must be completed if City electricity is used**
- Section 6 Alcohol – must be completed if any alcohol will be sold or given away**
- Section 7 Security – complete if private security will be used; must be completed if Alcohol involved in the event**
- Section 8 Insurance and Indemnification – Signature Required on all Applications**
 - Certificate of Insurance attached, if required

SPECIAL EVENT APPLICATION CHECKLIST

Review the checklist thoroughly, and ensure that all application questions are answered before returning it. This will help to ensure that your request is processed promptly.

- Each section of the Special Event Application form has been filled out completely.
- The 'Street Closure Notification Form' if applicable, is complete and signed by all residents, businesses, and organizations affected.
- The 'Standard Hold Harmless Clause for Special Event Permits' section is complete and signed.
- For 'Major Events', evidence of a one million dollar (\$1,000,000.00) 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 included.
- If needed, a map of the streets closed for the event should be submitted with the application.
- All necessary site plans or traffic control and detour plans have been submitted.
- All necessary permits have been applied for.
- 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.
- ***Visiting www.yumacalendar.org will allow you to plan your event with knowledge of other Yuma events that may conflict with or complement your event. Listing your event on this site will also facilitate public awareness and assist city staff.***

Section 1 - Applicant Information

Name of Applicant:

Address (street, city, state, zip code):

Phone: Cell Phone:

Email: Fax:

Name and cell-phone number of on-site event coordinator:

What type of advertising/promotion will be done prior to the event (check as appropriate)?

Radio	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, stations:
TV	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, stations:
Newspaper	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, newspapers:
News releases	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many
Fliers/posters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many/where distributed:

**Please attach any planned promotional materials.*

Section 2 - Event Information

Name of Event:

Sponsoring organization or individual:

Address/Location of Event:

Set Up Begins (Date/Time):

Actual Event Start (Date/Time):

Actual Event End (Date/Time):

Take Down Completed By (Date/Time):

Brief Event Description:

Website with event information, or other contact information for distribution to the public:

Anticipated daily attendance:

Section 3 - Streets/Traffic

If the event requires closing, blocking, or using any street, sidewalk, alley, parking lot, or city right-of-way, complete the following sections as applicable.

City Streets Yes No If yes, provide the following:

Street Name	From (Location)	To (Location)
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City Sidewalks Yes No If yes, provide the following:

Sidewalk <i>(Street Name, and which side of street: N,S,E or W)</i>	From (Location)	To (Location)
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City Alleys Yes No If yes, provide the following:

Alley between & parallel to: <i>(Street Name & Street Name)</i>	From (Cross Street)	To (Cross Street)
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*Public Parking Lot Yes No If yes, provide the following:

Parking Lot Location description: north Parking lot of Immaculate Conception Church

**Overnight parking only available by permit.*

City Right-of-Way Yes No If yes, provide the following

Description:

***For parades and processions:**

Describe assembly area:
Parking Lot Location description:

Describe route:
Describe disassembly area:

Approximate number of motorized or propelled units:

Description of units (motorized, animals, floats, sound amplification):

Section 4 - Special Event Features

Will the event include any of the following? *(indicate on site plans)*

***Tents or Canopies** Yes NO If yes, provide the following:

Company:
Address:
Contact:
Phone:
Number of Tents:
Sizes:

Tents larger than 10' x 20' **or 200 square feet requires a permit from the City of Yuma Fire Department: 928-373-4866*

***Open Flames or Cooking** Yes No If yes, provide the following:

Company:
Address:

Contact :
Phone:

**Per city ordinance, open flames may not be used under tents or canopies*

***Fireworks** Yes No If yes, provide the following:

Company:
Address:
Contact:
Phone:

**Fireworks require a permit from the City of Yuma Fire Department: 928-373-4866*

Portable Toilets Yes No If yes, provide the following:

Company:
Address:
Contact:
Phone:

***Carnival/Amusement Rides (including 'inflatable')**

Yes No If yes, provide the following:

Company
Address
Contact
Phone

**An additional permit from the Yuma Fire Department is required: 928-373-4866*

If the event will have amusement rides, the amusement ride company must also provide a certificate of insurance for one million dollars (\$1,000,000.00) prior to the event, naming the City of Yuma as an additional insured.

***Temporary Signs/Banners** Yes No If yes, provide the following:

Organization:
Address:
Contact :
Phone:

**Parks Maintenance staff time will be charged for placement of banners. See Section 3.*

Section 5 - Use of City Facilities

***Will city electricity be used?** Yes No If yes, provide the following:

Electric Location:

Service needed (in amps):

**Parks Maintenance staff time will be charged for establishing electrical connections.*

Section 6 – Alcohol

Will alcohol be sold? Yes No

Will alcohol be given away? Yes No

If you answered yes to any of the above, a liquor license is required. Which type of license will be used for the event?

- Extension of premise -- (*attach copy of State of Arizona Application*)
- Special event Liquor License -- (*attach copy of State of Arizona application*)

What controls will be used to keep underage attendees from obtaining alcohol at the event?

**If alcohol is to be sold, a special event liquor license (available from the City Clerk's Office) must be applied for.*

Section 7 - Event Security

Events including alcohol will require event security.

Will the event use private security? Yes No If yes, provide the following:

Company:

Address:

Phone:

Contact:

Phone (if different from above):

-or-

- Off-duty Yuma County Sheriff Department personnel
- Off-duty Marine Corps Air Station Yuma Military Police personnel
- Off-duty City of Yuma Police Department personnel
- Civilian

Total number of security personnel _____

Section 8 - Insurance and Indemnification

STANDARD HOLD HARMLESS CLAUSE FOR SPECIAL EVENTS

The permittee agrees to indemnify, defend, and save 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 arising out of Workers’ Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees or volunteers of City of Yuma, permittee 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.

Signature: _____

Applicant Name (please print): _____

Date: _____

**Attach a proposed route and indicate assembly and disassembly areas. NOTE: The City may require changes if proposed routes are found to be problematic.*

A site plan must be provided for all events that affect city facilities (as noted in Section 3). Provide a map that clearly shows which street (or streets) are to be closed and the proposed closure points. A detailed special event and detour traffic control plan will be required for all requests involving streets.

I understand that a traffic control and detour plan is required to be submitted with this application for review by the City traffic engineer. **Unless otherwise authorized in writing, traffic control plans and traffic control devices are to be supplied by the applicant.**

Applicant Name: Signature: _____

Note:

- A traffic control plan consists of a plan showing the streets and intersections to be closed (including adjacent and nearby streets and intersections) and showing the location of proposed traffic barricades, signs, cones, and flagmen, in order to provide necessary detours and adequate warning to motorists. The plan must be at an approximate scale of one inch = 100 feet or larger.

- With the exception of 'block party' type events, downtown and Main Street area road closures WILL NOT begin until after 4 PM unless otherwise approved by the City. Temporary signage designating the road closure will prohibit parking after the designated hour. Vehicles in violation will be towed.
- Companies renting traffic control devices (barricades & signs) can be found in the Yellow Pages under "Barricades."

<u>Traffic Control Plan Provider</u>	<u>Traffic Control Provider (if different from plan provider)</u>
Company:	Company:
Address:	Address:
Contact:	Contact:
Phone:	Phone:

Road closures for downtown events sometimes detour traffic into or from California. If so, the traffic control plan must include California and must also be approved by Caltrans (California Transportation Department) and the Quechan Indian Nation.

MAINTENANCE CHARGES FOR DOWNTOWN EVENTS

Set-up fees are based on the type, attendance, duration, and area of the event, and may include costs that are not immediately obvious (e.g., trimming of trees and shrubs as needed, rinsing off the event area before and after the event, placing and emptying trash containers and as needed, checking electrical outlets and lights, set-up for parking areas and other miscellaneous clean-up or maintenance needs).

BLOCK PARTY & MULTIPLE-DAY EVENT

Set-up & clean-up	\$500
Barricades (30)	\$100
<i>(extra barricades \$5 each)</i>	
Extra trash dumpster	\$108
<i>(6 yard capacity, delivered & emptied)</i>	
Hanging of banners (up to ten)	\$100

ONE DAY EVENT

Set-up & clean-up	\$100 to \$150 <i>(depending on size & duration of event)</i>
Trash dumpster	\$108

FARMERS MARKET EVENT	\$100.00
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PARKING LOT AREAS

Set-up & clean-up	\$80.00
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MISCELLANEOUS CHARGES

Overnight parking pass	\$25 per event
Barricades (30)	\$100
Bleachers	\$100
Portable stage	\$150 to \$300 <i>(subject to change)</i>

Events may require one or more employees on-site during the event (rate @ Number of Hours x Number of Employees x \$17.50 per hour = maintenance staff charge); **this is in addition to the charges shown above. If barricades or extra trash dumpsters are needed, the standard rental charge will be assessed. This cost will include the delivery and returning of items.*

MAINTENANCE CHARGES FOR DOWNTOWN EVENTS MUST BE PAID BEFORE EVENT.

Payments for maintenance charges should be made and directed to:

Heritage Festivals
180 West 1st Street, Suite C
Yuma, AZ 85364

**QUESTIONS REGARDING MAINTENANCE CHARGES?
CALL HERITAGE FESTIVALS 928-782-5712**