

**SPECIAL EVENT PERMIT APPLICATION
CITY OF LEAVENWORTH**

APPLICATION INFORMATION:

(Please check type of event)

- | | |
|--|---|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Street Closure / Right-of-Way Use |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Park Event |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Parade (Additional permit required) |
| <input type="checkbox"/> Other | |

Name of Applicant / Organization:

Person in Charge:

Address:

Phone (Day):

Work:

Email:

Additional Authorized Individuals:

Phone (Day):

Work:

Email:

Emergency Contact:

Phone (Day):

Work:

Email:

Type of Activity Planned (describe event):

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ___ YES ___ NO

Will participants pay a fee or make a donation? ___ YES ___ NO

Will City of Leavenworth services be requested for:

- | | |
|--|--|
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Security | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Garbage Collection | <input type="checkbox"/> Parking Restrictions |
| <input type="checkbox"/> Other _____ | |

Date(s) of Proposed Event:

Hours of Operation:

Set-up Date / Time:

Dismantling Date / Time:

Number of Staff / Volunteers:

Estimated Number of Attendees:

LOCATION / STREET(S) INVOLVED (*describe area involved in event; include street closures, and attach map / route plan*):

Special Considerations – (Additional permits and/or licenses may be required) – Will there be:

Amplified sound YES NO

Alcohol YES NO

Animals YES NO Number _____ Species _____

Booths / Commercial Vendors YES NO ***If yes, please use EXHIBIT B***

Cooking / Food Service YES NO

Fire / Fireworks / Pyrotechnics YES NO

Inflatables or Amusement Rides YES NO

Mechanical Rides YES NO

Portable Restrooms YES NO How many _____ *Some restrooms must meet ADA requirements*

Dumpsters YES NO How many and where _____

Signs YES NO

Stage YES NO

Other special considerations:

List any special signs / barricades / cones requested to be supplied by City of Leavenworth:

ATTACH COPY OF SAFETY PLAN / PUBLIC SAFETY PLAN AND/OR NUMBER OF OFFICERS TO BE ON SITE PROVIDING ASSISTANCE

Public Relations: Please state what efforts, if any, have occurred, or you intend to make, to notify residents or businesses that will likely be affected by your event. If permit is granted, it will be the responsibility of event organizers to alert those likely to be impacted. (i.e. street closures, no parking zones, noise, etc.)

ATTACH COPIES OF BROCHURES, POSTERS, FLYERS, OR MAILINGS ADVERTISING THIS EVENT

INSURANCE

The City of Leavenworth does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with City of Leavenworth policy, name the City of Leavenworth as an **additional insured** on the policy, and be responsible for providing proof of such insurance. After reviewing this application, the City of Leavenworth will determine whether you must obtain liability insurance. See **Exhibit A** regarding insurance requirement.

HOLD HARMLESS

The Permittee shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Permittee or on the Permittee's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

Date:

Signature of Applicant:

Organization/Title:

EXHIBIT A

INSURANCE

The Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Permittee's behalf with the issuance of this Permit.

No Limitation. Permittee's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Permittee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Permittee shall obtain insurance of the type described below:

1. Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The City shall be named as an insured under the Permittee's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing equivalent coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

B. Minimum Amounts of Insurance

Permittee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

1. The Permittee's insurance coverage shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Permittee's insurance and shall not contribute with it.

2. The Permittee's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Permittee shall furnish the City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Permittee before issuance of the Permit.

F. Contractors

Permittee shall ensure that each contractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Permittee. If helicopters are used in the scope of the Permittee's project, the Permittee shall ensure that the helicopter contractor selected by the Permittee obtain Aviation Liability insurance covering third party bodily injury and property damage legal liability in a combined single limit of no less than \$10,000,000.

