



Special Event Permit Application Information

We hope the following information will assist you with our application process:

- * PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT TO DISCUSS THE PROPOSED EVENT PRIOR TO COMPLETING THE APPLICATION
- * SPECIAL EVENT PERMIT APPLICATIONS MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO THE EVENT
- * APPLICATION FEE IS \$50.00

**Town of Clarkdale
Community Services Department
39 N. Ninth Street, Clarkdale, AZ 86324
(928) 639-2460**



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

PER TOWN CODE SECTION 8-5
Adopted by Resolution # 1422

For Town Use Only

Permit No. _____

Deposit Amount: _____

Applicant Information

Name of Applicant			
Organization/Company			
Name of Event			
Federal Tax ID or 501(c)(3) Number			
Applicant's Mailing Address		City	
State		Zip Code	
Daytime Phone	Cell Phone	Fax	

Event Information

Name of Event:	
Date of Event:	
Location of Event:	
Event Times:	
Set-Up Date/Time:	Tear-Down Date/Time:
Number of Participants:	Estimated Total Number of Attendees, including volunteers:
Will there be an admission charge? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list all price categories:	
Event Description:	



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Alcohol Service

Are you requesting permission to serve beer or wine at the event? No Yes

If yes, provide name of licensed organization serving alcohol and liquor license number:

If yes, provide name of insurance carrier:

An additional Liquor Liability policy provided by the APPLICANT will be required prior to events at which authorization for serving alcohol has been requested and approved.

If alcohol is to be served or sold, provide a description of the required on-site security services:

Food and Beverage Service

Describe any proposed food and beverage sales:

Will food be prepared on site? No Yes

What type of cooking equipment will be used?



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Amplified Sound

Will amplified sound be used at the event? No Yes

If yes, include location of sound equipment and direction of sound system on the site plan.

NOTE: Per Town Code, outdoor amplified sound for the special event shall not be permitted after 9:00 p.m. or before 10:00 a.m.

Electrical Requirements

Will electricity be used during the event? No Yes

If yes, list equipment type and number of amps needed.

Street Closures or Use of Public Way

Are you requesting to alter normal traffic patterns for the event? No Yes

If yes, please describe:



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Site Plan

Provide a detailed site plan including location of all temporary structures, location of promotional vehicles, location of cooking facilities, equipment, inflatables, signs, banners, stages, toilets (minimum of 1 toilet per 100 attendees), barricades, trash receptacles, recycle bins, and any other structures.



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Parking/Traffic Management Plan

Provide a parking plan indicating location of vendor/participant parking and event attendee parking and all on-site and off-site traffic.



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Indemnification Clause/Certificate of Insurance and Endorsement

Indemnification Clause: The APPLICANT shall indemnify, defend, save and hold harmless the TOC, its departments, agencies, boards, commissions, officers, officials, agents, and employees (hereinafter referred to as “Indemnatee”) 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 APPLICANT or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers’ Compensation Law or arising out of the failure of such APPLICANT to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the Parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by APPLICANT from and against any and all claims. It is agreed that APPLICANT will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of the APPLICANT, the APPLICANT agrees to waive all rights of subrogation against the TOC, its officers, officials, agents and employees for losses arising from the work performed by the APPLICANT for the TOC.

This indemnity shall not apply if the APPLICANT or sub-APPLICANT is/are an agency, board, or commission of the TOC.

Applicant’s Initials

The APPLICANT shall provide to the TOWN a Certificate of Insurance evidencing Commercial General Liability coverage in the amount of at least one million dollars (\$1,000,000.00) per occurrence, in which the TOWN is named as an Additional Insured. A separate Additional Insured endorsement* evidencing the policy amendment is required to accompany the Certificate of Insurance. The required Certificate of Insurance and Additional Insured endorsement shall be provided to the TOWN no less than ten (10) business days prior to the date of the event. If the effective dates of coverage indicated on the Certificate of Insurance does not cover the entire term of occupancy for the date(s) of the event as scheduled with the APPLICANT under this permit, USER is responsible for providing evidence of continued coverages prior to any expiration of coverage.

Applicant’s Initials

*The Arizona Department of Insurance has stated that an additional insured status conveyed by a Certificate of Insurance must be reflected by an endorsement to the liability policy. This change is due to insurance companies declining coverage for an additional insured because they were not aware of coverage being conveyed by a COI.



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

PERMIT CONDITIONS

SPECIAL EVENT PERMIT CONDITIONS may apply to this activity based upon the requirements of appropriate Town of Clarkdale departments.

Please note that this application is not a permit until all affected Town of Clarkdale departments approve it. Please read and initial the following:

___ 1. The proposed activity shall take place only on the date(s) and at such time(s) as are specified on the application.

___ 2. This Special Event Permit is solely for activities occurring on properties owned and/or operated by the Town of Clarkdale. It does not convey the right to use or occupy properties owned or controlled by any other public agency, nor any private parties.

___ 3. The use of said property is to be restricted to the purpose(s) stated on the application.

___ 4. Said property shall be kept in a clean and orderly manner free from debris and returned to its original state.

___ 5. The proposed activity shall be restricted to the route(s), location(s) and checkpoints as submitted with the application.

___ 6. Participants in this activity agree to comply with restrictions applied to said activity by any agency with applicable jurisdiction.

___ 7. The movement of emergency vehicles shall have priority.

___ 8. Any sound device or music at this activity will be operated at a sound level not to exceed applicable standards. Applicant also understands that any complaints of sound disturbance may result in cancellation of this permit.

___ 9. Equipment and lighting used for said activity is not to obstruct vehicular traffic.

___ 10. The number of participants in the proposed activity shall be restricted to that stated on the application.

___ 11. The applicant(s) shall agree to obey all traffic laws applied to proposed activity.

___ 12. The applicant(s) understand and agree that the Town of Clarkdale will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Town of Clarkdale Parks and Recreations Facilities Rules

Ordinance #359 (adopted March 25, 2014) of the Code of the Town of Clarkdale sets forth Rules for use at this site. Please read and initial the following rules that apply to this site:

- Overnight camping and overnight parking are prohibited in the park. After hours parking is prohibited.
- Motorized vehicles may only drive on the areas identified on the Site Plan for vehicle driveway and vehicle parking.
- Horses and other riding, draft, and burden animals, and any vehicles drawn by such animals are prohibited on the site.
- Open fires are prohibited in the park.
- Smoking is allowed inside enclosed personal vehicles only.
- The unauthorized removal, destruction, mutilation, collection or defacing of any natural or manmade object within the park, including but not limited to trees, shrubbery, plants, flowers, rocks, fences, signs, restrooms, or cultural/historic artifacts is prohibited.
- The discharge of firearms or explosives, or discharge or use projectile weapons, including, but not limited to, fireworks, BB guns, pellet guns, air guns, crossbows, longbows, slingshots or other device capable of causing injury to persons or animals or damage or destruction to property, is prohibited.
- Glass containers are prohibited in the park.
- All refuse must be contained and removed from the site. This is a Pack It In/Pack It Out facility.
- Domestic animals shall be kept on a leash at all times. Owners are responsible for cleaning up and disposing of their animal's excrement by removing it or disposing of it in appropriate waste receptacles. The burying, entombment, or the spreading of remains of household pets or domesticated animals is prohibited.
- No person shall consume, distribute or possess any substance in violation of A.R.S. Title 13, Chapter 34, Drug Offenses. No person shall consume, possess or distribute an open container of alcoholic beverages, unless such activity has been allowed through issuance of a permit from the Town, or in the event a particular park, trail, or recreation area has been exempted from this provision.



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

_____ It is unlawful to feed, harass, chase, harm, capture, hunt, trap or to shoot or throw an object at any animal. This does not apply to the chasing or capture of domestic animals such as dogs or cats to bring them under appropriate control of the owner, caretaker, or animal control officers.

_____ Fishing is permitted in accordance with State regulations, including the need for proper fishing licenses.

Any violation of the above conditions may result in immediate revocation of permit and may be grounds for closure of event.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all information given herein is true, accurate and complete.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply with the same.

_____ Authorized Representative of Organization ("The Applicant") _____ Date

PLEASE RETURN COMPLETED FORMS TO TOWN OF CLARKDALE COMMUNITY SERVICES DEPARTMENT

TOWN USE ONLY

Event Location: Lower TAPCO RAP Town Park Mongini Park Selna Ballfield Centerville Park Caballero Park
 Other: _____

Approved Terms of Use:

Date: _____ From _____ a.m./p.m. To _____ a.m./p.m.
Date: _____ From _____ a.m./p.m. To _____ a.m./p.m.
Date: _____ From _____ a.m./p.m. To _____ a.m./p.m.

Total # of Days: _____ **Event Date:** _____ **Fees Due:** \$ _____

Paid: \$ _____ **Type of Payment:** Cash Visa/MC Check # _____ **Payment Rcd.:** Date: _____ By: _____

Date Issued/Approved: _____ **Approved By:** _____