



SPECIAL EVENT PERMIT

Application and Information

Thank you for considering the Town of Clarkdale for your event. Please use one of our following two departments for assistance and processing:

1

- TOWN FACILITIES/PARKS - If special event will be held at a Town Facility/Park, return application to the Community Services Dept. at 39 N. Ninth Street, Clarkdale AZ 86324 and direct questions to 928-639-2460.

2

- ALL OTHER LOCATIONS - If special event will be held at a location other than a Town Facility/Park, return application to the Community Development Dept. at 890 N. Main Street, Clarkdale, AZ 86324 and direct questions to 928-639-2500.

*

- SPECIAL EVENT PERMIT APPLICATIONS MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE EVENT

*

- APPLICATION FEE: \$50.00 DUE AT TIME OF SUBMISSION
Additional Town Fees may be required.

Town of Clarkdale
39 N. Ninth Street, Clarkdale, AZ 86324



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

Vendors

Will vendors be present? No Yes

(Vendor: ALL non-profit organizations and for-profit businesses promoting their organization/business and/or selling products.)

If NO, skip to Amplified Sound section.

If YES, the Special Event applicant is responsible for the whole of each vendor's participation, including, but not limited to, the administration and operations associated. Please complete this section.

Maximum number of vendor spaces that will be issued/sold? _____

1. The Special Event Permit applicant must create a vendor application which includes language provided by the Town of Clarkdale (see attached Vendor Application Language).
2. A copy of the Event Vendor Application that will be used must be submitted with the Special Event Permit Application for approval by the Town of Clarkdale.
3. All vendors are required to complete and sign the approved Event Vendor Application.
4. Two (2) weeks prior to the event date, Special Event Permit applicant must provide a copy of all completed vendor applications along with the associated fees as set below:
 - Information/Education Booth (No money exchanged or collection of donations)- \$15/day
 - Vendor Booth with current Clarkdale Business License- \$15/day
 - Vendor Booth without current Clarkdale Business License- \$20/day

NOTE: No refunds will be issued if vendor cancels once fees have been accepted by the Town.

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.



Town of Clarkdale SPECIAL EVENT PERMIT APPLICATION

Street Closures or Use of Public Way

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

If yes, please describe:



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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.



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_____ 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:** _____

VENDOR APPLICATION LANGUAGE

Special Event Applicants must include the following information and details on vendor applications, including naming the Town of Clarkdale where "TOWN" is referenced:

Date of Event: _____ Name of Event: _____

Applicant/Vendor Name: _____
(Individual or Representative)

Business/Organization Name: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Alt./Cell Phone: _____

The following items must be completed if intending to sell or transact business where money changes hands:

If non-profit organization, please provide Fed. Tax ID #: _____

Do you have a Clarkdale Business License Yes – License #: _____ No

Arizona Sales Tax/TPT ID #: _____

Vendor Type: Arts/Crafts Informational/Educational Other: _____

Food Vendor Yavapai County Health Dept. Permit #: _____

Food Vendors, please note: *If you are not in compliance with Yavapai County Environmental Services Guidelines, it should be noted that a health inspector could shut down your food operation the day of the event. If this should occur, the Town of Clarkdale shall not be responsible or in any way accountable for this action nor any resulting consequences.*

List in detail all products that you intend to sell and/or proposed activities in your booth. If you are a food vendor please list a complete menu of items to be sold and please note if food items are prepackaged (such as ice cream, pop, and candy). You must adhere to the approved products/activities/menu. Any variations will not be permitted and will be in violation of these terms:

Will any of the following items be used:

Self-Contained Truck/Trailer/Cart No Yes – I have the following: Truck Tow Trailer Cart

Open Flame/Cooking: No Yes – Explain Type: _____

Tents/Canopies No Yes - Size: _____ Type of weights: _____

Generator No Yes – My generator is quiet rated at 68dB or less, is equipped with spark arrestors, is self-contained and will be screened from view and will be placed at least ten (10) feet from any dry grass or other flammable materials. **Initial:** _____

Location: Check all that apply. There will be a separate charge for each booth at each location.

Clarkdale Park Mongini Park Centerville Park Caballero Park Selna Ball Field Other _____

Where space is limited, permits will be issued on a first come, first serve basis.

TERMS/CONDITIONS:

- Vendor may not violate any state law or Town ordinance, including but not limited to disorderly conduct, criminal damage, destruction of property, vandalism and applicable animal control regulations.
- **There is no water or electricity available.**
- No exposed open flames allowed per Clarkdale Fire District. (Charcoal or gas grills with lids, Coleman stoves and sterno gel fuel are allowed.)
- Vendor shall provide generators that are quiet rated at 68dB or less, that are equipped with spark arrestors and are self-contained and are screened from view and ensure that generators are placed at least ten (10) feet from any dry grass or other flammable materials.
- Dumping of refuse, food waste or ice on any area of the park, including bodies of water, is not allowed. All vendors are responsible for leaving their area clean. Trash and litter must be picked up and properly disposed of. Failure to do so will prevent future participation as a vendor in the Town of Clarkdale park facilities. Vendors are responsible for the trash in and around their area of operation whether they caused or not.

- Vendors are expected to run their operations in a safe and prudent manner, obeying all fire laws and food safety guidelines as set out by the Yavapai County Health Code. Fire and Health Inspection Officers may inspect at the event. They will shut down operations for non-compliance.
- The consumption or sale of alcoholic beverages is prohibited.
- Vehicles are prohibited on any portion of the park.
- Staking is prohibited. Tents and similar structures must be weighted down.
- No camping within the park.
- Use is prohibited from 9:00 pm to 6:00 am.
- All other park rules must be obeyed.
- **Vendor shall have a copy of the approved Vendor Booth Permit on site and available during the event.**
- **Vendor Booth Permit Applications must be submitted at least two (2) business days prior to the event date. Any applications received within two (2) business days of the event will not be considered.**

OTHER PROVISIONS:

APPLICANT understands and agrees that if the facility is rendered unusable or unsafe by any unforeseen event, *including human error*, the Town of Clarkdale (hereinafter referred to as “TOWN”) reserves the right to deny access to the facility and cancel the event. APPLICANT agrees that they will not hold the TOWN for consequential damages or losses arising out of said denial of access or cancellation. A full refund of any and all fees and deposits paid to the TOWN due for the period of time the facility is rendered unusable or unsafe will be refunded to the APPLICANT and said refund of fees and deposits shall be the APPLICANT’s sole and exclusive remedy.

APPLICANT recognizes and agrees that the TOWN does not waive the limitation of liability provided to the TOWN for allowing recreational or educational uses of TOWN property, pursuant to A.R.S. Section 33-1551. APPLICANT further recognizes and agrees that the fees charged by the TOWN are nominal and intended to offset the TOWN’s cost in making the subject property available for use by the public.

INDEMNITY

The APPLICANT agrees that TOWN shall not at any time during the term of this agreement be responsible or in any way accountable, for any loss, injury, death or damage to persons or property from any cause or causes whatsoever which at any time may be by APPLICANT, or any other person while occupying and/or using APPLICANT property, and the APPLICANT agrees to hold the APPLICANT harmless for any and all claims, liabilities, losses, damages, costs and expenses whatsoever arising out of any such loss, injury, death or damage.

The APPLICANT indemnifies, defends and holds harmless the TOWN and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney’s fees) incurred by the TOWN and/or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with this agreement.

DISPUTE RESOLUTION

The laws of the State of Arizona shall govern the construction, performance and enforcement of this Agreement. Venue for any action arising out of the provisions of this Agreement shall be Yavapai County, Arizona.

If a dispute arises out of or relates to this Agreement, or breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to settle the dispute through mediation before resorting to arbitration, litigation, or some other dispute resolution procedure. In the event that the parties cannot agree upon the selection of a mediator within ten (10) days, either party may request the Presiding Judge of the Superior Court of Yavapai County to assign a mediator from a list of experienced mediators maintained by Arizona Municipal Risk Retention Pool.

I hereby state that the information and answers I have provided are true and complete. By signing below I acknowledge that I have read and agree to all terms set forth for having a vendor/information booth in the Town of Clarkdale. Violation of these terms shall nullify this permit.

Date: _____

Print Name and Title

Signature