



City of Somerton Special Events Checklist

EVENT NAME: _____

EVENT DATE: _____

To obtain a permit for a special event on public property in the City of Somerton, please complete and submit the following information to the City of Somerton.

1. Completed Special Event Application

- Fully Completed
- Signed and Dated
- Hold Harmless Agreement Signed and Dated

2. Site Map – Show location of the following:

- Layout of activities
- Emergency pathways
- Trash/Recycling receptacles
- Security staff positions
- Restrooms
- Tents/Canopies (Tents are to be anchored)
- Cooking Areas (Areas to follow safety precautions as set per Fire Dept)
- Generators/Sources of electricity
- Street closures with traffic control plan (Must be approved by Public Works Dept)

3. Parking plan

4. Vendors

- List of vendors
- Copy of health cards
- Safety procedures

5. Provide Certificate of Liability & Endorsement