



SPECIAL EVENT PERMIT APPLICATION

Applications must be received **30 days** prior to the event and will be accepted up to 1 year in advance. Please be detailed with your answers. The more we know, the better we can help! Submit application and the application fees to the Parks and Recreation Department.

EVENT INFORMATION

Type of Event: (Check all that apply)

- Parade
- Walk/Run/Ride
- Festival
- Concert/Live Music
- Fundraiser
- Beer/Wine Event

Description of Event:

Name of event:		Date(s) of event:	
Event Hours:	Set-up Time:	Break Down time:	
Facility or Specific Location of Event:			
Estimated Attendance per Day:			
Will a portion of this event take place on private Property? <input type="radio"/> No <input type="radio"/> Yes, Where:			

PLEASE CONTINUE TO NEXT PAGE



Event Details

1. Will this event require electricity?	<input type="radio"/> Yes <input type="radio"/> No	If yes, what for:
2. Will there be a parade?	<input type="radio"/> Yes <input type="radio"/> No	If yes, a Traffic Control Plan must accompany the application.
3. Will there be vehicles in the parade?	<input type="radio"/> Yes <input type="radio"/> No	If yes, number of vehicles participating in the event:
4. Will animals be a part of the event?	<input type="radio"/> Yes <input type="radio"/> No	If yes, How many and what kind:
5. Will food vendors be at the event?	<input type="radio"/> Yes <input type="radio"/> No	If yes, provide the following: <ul style="list-style-type: none"> • List of vendors • Copy of Health Cards • Type of food being sold
6. Will alcohol be served or sold at this event?	<input type="radio"/> No <input type="radio"/> Served <input type="radio"/> Sold	If yes, Indicate start/ end times alcohol will be served/ sold: Location of Designated alcohol area must be detailed on site map.
7. Will there be security at the event?	<input type="radio"/> Yes <input type="radio"/> No	If yes, describe:
8. Does this event have the required insurance?	<input type="radio"/> Yes <input type="radio"/> No	If yes, provide copies with application *Required endorsement naming City of Somerton as an additional insured.
9. Is this event requesting a street closure?	<input type="radio"/> Yes <input type="radio"/> No	If yes, a Traffic Control Plan must accompany the application.

PLEASE CONTINUE TO NEXT PAGE



Event Sponsor & Contact Person

Name of sponsor/Organization:	
Address:	City/State/Zip:
Organization Website:	Phone:
Non-Profit IRS Number (if applicable):	
Contact Person/Event Chair:	
Address:	City/State/Zip:
Work Phone:	Mobile Phone:
Email Address:	

Applicant's Signature: _____ **Date** _____.



HOLD HARMLESS AGREEMENT

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damages sustained to the grounds, buildings, fixtures, or equipment, as a result of their use of City of Somerton property.

The applicant certifies that he/she has read and agrees to the City's Special Event Procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless and indemnify City of Somerton, its elected officials, officers, employees, and agents from any damages that may arise as a result of the conduct of the parade or assembly for which the permit is sought. The applicant agrees to defend, protect, indemnify, and hold City of Somerton, its elected officials, officers, employees, volunteers, and agents free and harmless against any and all claims, damages, expenses, loss, or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or volunteers in connection with the permitted event or activity. The applicant shall, at the applicant's own cost, risk, and expense defend any and all claims and all legal actions that may be commenced or filed against the City of Somerton, its elected officials, officers, employees, and agents, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against City of Somerton, its elected officials, officers, employees, and agents as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

The applicant further certifies under the penalty of perjury under the laws of the State of Arizona that the above information is a complete and accurate representation of the planned event.

Applicant's Signature

Date