



Public Works / Park & Recreations Department
 76 Erie Street - Bisbee, AZ 85603-(520) 432-6002
LValdez@BisbeeAZ.gov

PERMIT NO:

**City of Bisbee Park, Facility and Right-of-Way Use Permit
 Special Event License Application**

This application must be returned to the Public Works Department no less than 45 days before the scheduled event. Application will NOT be considered without required paperwork.

APPLICANT INFORMATION:

Date:

Name and Title (If Applicable):

Organization Name (If Applicable):

Applicant or Organization Mailing Address

Phone: Contact Name and Phone # during event:

Email Address:

Insurance: Events held on City Property are required to include a certificate of insurance of one million dollars (\$1,000,000) minimum for high risk functions and appropriate endorsements naming the City of Bisbee as additional insured. Applicant's policy is primary.

EVENT INFORMATION:

Event Name:	Expected Attendance:	
Event Date(s):	Start Time:	End Time:
Event Location and Address:		
Will you be serving food? Yes <input type="checkbox"/> / No <input type="checkbox"/> If yes, a copy of the Cochise County Health Department Certificate MUST accompany this application otherwise this permit will not be accepted		
Description of Event and Activities (If more space is needed attach a separate sheet):		

SERVICES REQUESTED FROM THE CITY OF BISBEE:

General Electricity Access (City, Lower Vista & Grassy Parks Only) **Actual Cost will be calculated by Public Works**

Band Shell (City Park) **Actual Cost will be calculated by Public Works**

Generators are PERMITTED... All Jumping Castles must have insurance and generators

Beer Permit (Non-Commercial permits only) **\$25.00**

Police: Escorts, Security, Road Closures, Redirecting of Traffic: **\$40.00 per day per vehicle+ Employee OT Rate and ERE's**

Parks/ Public Works Personnel **\$25.00/ hr. per person**

Water Access- Parks **\$25.00**

No Parking Signs, access to facility/ band shell/ restrooms etc. **\$1.50 per sign Note: Road Closed Signs/ Barriers must be supplied by Applicant.**

Operations Plans **\$100 minimim (personnel hours including ERE's)**

CONDITIONS APPLICANT MUST MEET THAT ARE REQUIRED BY THE CITY OF BISBEE :

\$35.00 non-commercial or **\$65.00 commercial** permit fee paid before permit is processed.

\$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.

Business License/ Special Event License fee of **\$39.56** must be paid before permit is processed- where there is a promotor sub-letting booth space to vendors, the promotor will pay a fee of **\$39.56** and **\$6.00** per vendor per day (must be submitted prior to the event). The promotor is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promotor and all vendors via their State tax forms.

County Health Department Food Permit must be attached If serving food or having food vendors. Health Department can be contacted at 520-432-9400 for more information (This is not a food handler's certificate).

Special Event Liquor License Application submitted to the City Clerk's office – required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The Sale of or consumption of alcohol beverages must be approved by the City Council.

Copy of flyers or promotional material associated with this event.

NOTES:

- 1.) THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.
- 2.) NO PARTY OF MORE THAN 50 PEOPLE, MAY NOT TAKE PLACE WITHOUT THE APPROPRIATE PERMITS.

TOTAL FEES:	TOTAL ADDED FEES:	TOTAL SUBMITTED:
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SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT

Applicant shall indemnify, defend, save and hold harmless the City of Bisbee and its officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) 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, subcontractors or invitees. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of 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 Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, 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 judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS _____ DATE: _____

FOR CITY USE ONLY

Police Department Approval Yes No Initials _____ Date _____

Remarks _____

Public Works Approval Yes No Initials _____ Date _____

Remarks _____

Fire Department Approval Yes No Initials _____ Date _____

Remarks _____

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:



NOTE:

SHOW DIMENSIONS, SERVING AREAS, AND LABEL TYPE OF ENCLOSURE AND SECURITY POSITIONS.

SHOW NEAREST CROSS STREETS, HIGHWAY, OR ROAD IF LOCATION DOESN'T HAVE AN ADDRESS.

PARK, FACILITY AND SPECIAL EVENT FEES

(ORDINANCE: O-20-04, APRIL 7, 2020)

<input type="checkbox"/>	SPECIAL EVENT PROMOTER (PER-DAY)	\$39.56
<input type="checkbox"/>	SPECIAL EVENT VENDOR (PER-DAY)	\$6.00
<input type="checkbox"/>	POLICE OFFICER/ PERSONNEL/ POLICE UNIT	\$40.00 per-day, per vehicle + employee OT rate and ERE's
<input type="checkbox"/>	PERMIT FEE NON- COMMERCIAL	\$35.00
<input type="checkbox"/>	PERMIT FEE COMMERCIAL	\$65.00
<input type="checkbox"/>	REFUNDABLE DEPOSIT	\$50.00
<input type="checkbox"/>	BEER PERMIT NON-COMMERCIAL ONLY	\$25.00
<input type="checkbox"/>	WATER ACCESS - PARKS	\$25.00
<input type="checkbox"/>	ELECTRICITY ACCESS - PARKS	ACTUAL COST (PUBLIC WORKS DEPARMENT WILL CALCULATE THE COST)
<input type="checkbox"/>	ELECTRICITY ACCESS - BANDSHELL (CITY PARK)	ACTUAL COST (PUBLIC WORKS DEPARMENT WILL CALCULATE THE COST)
<input type="checkbox"/>	PARKS - PUBLIC WORKS PERSONNEL	\$25.00/HR. PER PERSON
<input type="checkbox"/>	DUMPSTER 1 DAY	\$150.00 EACH
<input type="checkbox"/>	DUMPSTER PICK UP AFTER HOURS	\$125.00 EACH
<input type="checkbox"/>	DUMPSTER PICK UP- HOLIDAY & WEEKENDS	\$125.00 EACH
<input type="checkbox"/>	TRASH CART RENTAL	\$26.00 EACH
<input type="checkbox"/>	"NO PARKING" SIGNS	\$1.50 PER SIGN
<input type="checkbox"/>	VENDOR FEES	\$6.00
<input type="checkbox"/>	OPERATIONS PLAN	\$100 MINIMUM (PERSONNEL HOURS INCLUDING ERE'S)