



APPLICATION FOR PUBLIC SHOWS, PARADES, ASSEMBLAGE, AND FESTIVALS

Name of Organization:		
Name of Applicant:		
Address:		
City:	State:	Zip Code:
Email:		

EVENT INFORMATION

Location/ Address of Event:	
Name of Property Owner:	
Emergency (Site) Contact:	Phone (Cell):
Emergency (Site) Contact:	Phone (Cell):
Date(s) of Event (not to exceed 10 days):	
Beginning and Ending Hours of Event:	
Tent Permit #:	Number of tents or temporary structures:
Electric Permit #:	
Description of Event:	
Entertainment (describe):	

The following items must be attached to this application:

1. Written permission from the owner of the property the event is to be held on.
2. Site plans showing proposed and existing parking areas, existing buildings on lot, street rights-of-way, driveway openings and tent locations.
3. A copy of a Tent Permit, if tents or other temporary structures are used. Apply within the Engineering Department. Tent permit applications must include description of use(s), number of tents, size(s), location(s) on lot, and flammability certificates.
4. A copy of an Electric Permit if electric is to be used. Apply within the Engineering Department.

Submit application and attachments to:

Development & Engineering Services 333 James E. Bohanan Memorial Dr Vandalia, OH 45377

By signing below, the Organization agrees: (i) Unless otherwise provided in writing, the Organization shall procure and maintain for the duration of the Event, insurance as set forth below, against claims for injuries to persons or damages to property which may arise from or in connection with the Organization's participation in the Event; (ii) To the extent permitted by law, the Organization will indemnify and hold harmless the City and its elected officials, volunteers, agents and employees against all claims, damages, losses, and expenses for any cause relating to the Organizations participation in the Event except those claims, damages, losses and expenses due to the sole negligence of the City.

Special Events Insurance Requirements City of Vandalia

Individuals or organizations using City of Vandalia parks or other facilities, or participating in a special event (with or without a fee) within the City of Vandalia shall maintain insurance with the following minimum requirements:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, with limits no less than \$1,000,000 per occurrence / \$2,000,000 aggregate for bodily injury, property damage, personal & advertising injury.

- a. The CGL policy shall provide Host Liquor Liability coverage for events involving the supplying of alcohol at no charge.
 - b. Entities or persons selling alcohol at the event must maintain Liquor Liability coverage with limits no less than \$1,000,000 per occurrence.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), or if Contractor has no owned autos, hired (Code 8), and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

The policies are to contain or be endorsed to contain, the following provisions:

Additional Insured: "The City of Vandalia elected and appointed officials, agents, employees and volunteers" are to be covered as Additional Insureds on the Commercial General Liability, Liquor Liability, and Automobile Liability.

All insurance coverage shall be primary and non-contributing as respects the Additional Insureds.

The minimum liability limits required above for Commercial General Liability, Liquor Liability, or Auto Liability may be met under an Umbrella or Excess Liability policy if endorsed to cover the City as an Additional Insured on the Umbrella or Excess policy, unless the Umbrella or Excess policy provides coverage on a "Follow Form" basis and such fact is disclosed on the Certificate of Insurance.

Acceptability of Insurers – Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies - If any coverage required is written on a claims-made coverage form (i) the retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work; (ii) insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of contract work; (iii) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, the Organization must purchase extended reporting period coverage for a minimum of three (3) years after completion of contract work; and (iv) a copy of the claims reporting requirements must be submitted to the City for review.

Verification of Coverage - The Organization shall furnish the City with a Certificate of Insurance evidencing compliance with the requirements herein. The certificate must specifically note the facility(ies) being used or the event in which the insured is participating and the applicable dates of coverage. All certificates shall be received by the City before the Event commences. Failure to obtain the required documents prior to the beginning of the Event shall not waive the Organization's obligation to provide it. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Name of Applicant (please print):

Phone:

Signature of Applicant:

Date:

Office Use Only

Reviewed By	
Chief of Fire	Date Approved:
Chief of Police	Date Approved:
Director of Public Service	Date Approved:
Parks & Recreation Director	Date Approved:
Human Resources Manager	Date Approved:
Superintendent of Public Works	Date Approved:
Authorized By	
City Manager	Date Approved:

Permit Fee
\$25.00 x ____ Day(s) = _____