



101 S Railroad Ave. Suite B
Willcox, AZ 85643
(520) 766-4211

[illegible]

Off-Duty City Employee Request

Consult the Public Services and Works Department to determine if your event requires the presence of a City employee for which compensation must be paid.

☐ Off-Duty Police Officer: Contact the Willcox Department of Public Safety at (520)384-4673

☐ Off-Duty Public Works Employee: Contact the Public Services and Works Office at (520)384-6447

APPLICATION TERMS AND CONIDITONS

By signing this document, Applicant agrees to the following:

- * Facility fees are subject to change as the City evaluates new rates.
 - * The applicant does not have ownership of the roadway.
 - * Liability insurance must be submitted prior to utilizing City facilities.
 - * Applicant may be required to sign updated facility use document if changes to the permit process occur.
 - * Applicant understands the risk of COVID-19 and will have signed waivers for the event at City Facilities.
- See Attachment 1

PERMIT HOLDER INITAILS _____

SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT

Applicant shall indemnify, defend, save and hold harmless the City of Willcox 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

PERMIT HOLDER INITIALS _____

Permit Holder

Date Signed _____

Public Works Representative

Date Signed _____

Department of Public Safety Representative

Date Signed _____

City Manager's Office Representative

Date Signed _____

Parade Fees				
Rental Fees and Deposits				
		Amount	Number of Dates	Total
	Application Fee	\$50.00		
	Signage	\$50.00		
	Notification of Street Closure	\$25.00		
	Total Fees and Deposits			

[illegible]

EVENT PERMIT APPLICATION

This application is intended to help event producers and the City ensure proper coordination of services for a successful and safe event. The information will be reviewed by City staff to help process the application. The application should be submitted at least **30 days before the event date**.

KEYS

Keys must be picked up by the event producer on Thursday before the event after 12pm. The event producer will not have access to the premises until Friday after 12pm. The event producer will have all of **Sunday for CLEAN UP**, no extra parties allowed. There will be patrol on Sundays and producers will run the risk of getting the event shut down.

SITE PLAN

A detailed site plan must be provided no less than 15 days before event if it is required. Hand sketched site plans are acceptable. The City recognizes that site plans may change, and a final site plan can be submitted no less than 10 days before the event.

COMPLIANCE WITH THE LAW

Applicants must comply with all federal, state and local laws, ordinances, rules and procedures. In addition, event producers cannot prevent attendees from exercising the U.S. Constitutional First Amendment rights on City property.

Any EVENT DAYS with Alcohol consumption will need to be filed as extra event day and will require off duty officer present.

STREET CLOSURE

Major street lane closures require a traffic control plan with barricades. The traffic control plan must meet City of Willcox standards and should be submitted no less than 30 days before the event.

Applications for parades on public streets must include a route map with the application.

INSURANCE

All events on City property are required to submit insurance 7 days before event. Events held on City property are required to include a certificate of liability insurance of one million dollars (\$1,000,000) and appropriate endorsement naming the City of Willcox and its officials, officers, employees and agents as additionally insured. Applicants policy is primary and non-contributory and subrogation must be waived. Insurance can be filed through <https://www.eventsured.com>

NOTE

The certificate of insurance and traffic control plan are necessary for issuing the special event permit.

Portable restrooms are required if existing facility do not cover the event requirement of 65 people per stall. These should be provided by the event producer.

Massive Events will have a 3 days to clean-up after event date. This is Rodeos and Public Events.

Signature

Date