



EVENT PERMIT APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WHEN SUBMITTING AN EVENT PERMIT APPLICATION. IF APPLICABLE ITEMS ARE MISSING, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.

The time frame for administrative review and approval of the Event Permit Application is a minimum of 30 days from date of receipt. Once the Application is reviewed by the appropriate City departments, the application will be approved or denied by the Events Coordinator.

- Permit Fee:** All events submitting an application are required to pay a **non-refundable** application fee of \$50.00. Payments may be made by cash, check or credit card. Checks must be made payable to Lake Havasu City, unless otherwise stated. Events may incur additional fees, such as fire inspections of tents, fireworks, or carnival/rides; materials or labor, from the Maintenance Services Department, Police, Fire or other City Departments. The use of City property may also result in additional fees based on the size, area, and facilities used for the event. If additional fees are incurred, an itemized invoice will be sent to the applicant prior to the event.
- Liquor License:** If applicable, a non-refundable Special Event Liquor License Application fee is required prior to the event and payable to Lake Havasu City. A Special Event Liquor License Application also requires an additional per day fee payable to the Arizona Department of Liquor License & Control.
- Business License:** If you or your organization does not have a Lake Havasu City Business License, an Annual or Temporary Business License must be obtained prior to your event by contacting Business Licensing at (928) 454-4153 or email businesslicense@lhcaz.gov.
- Insurance:** A Certificate of Liability Insurance must be submitted prior to the start of the event or the event will be cancelled. The certificate must list Lake Havasu City as the Certificate Holder and must contain the proper indemnification language. If you or your organization does not carry insurance, you may obtain a Tenant Users Liability Insurance Policy (TULIP) for events occurring on Lake Havasu City-owned property/facilities. *See section 10 of the Application for more information.*
- Vendors:** If applicable, a list of all vendors must be submitted with your Application. *See section 4 of the Application for more information.*
- Site Plan:** A site plan must be included with the Application. *See section 3 of the Application for more information.*
- Fireworks:** The use of fireworks requires a permit from the Fire Department. *See section 6 of the Application for more information.*
- Water Events:** If your event will take place in Lake Havasu or Bridgewater Channel, contact the United States Coast Guard at (619) 278-7656 for a permit, which must be attached to this application.
- Damage & Clean-up Deposit:** At the discretion of the Events Coordinator, a Damage and Clean-up Deposit may be required prior to the start of the event. The amount will be determined by the Event Coordinator in conjunction with all involved departments. If no damage is done to the facilities or public property and clean-up of the event site is complete, the Damage and Clean-up deposit will be returned within thirty (30) calendar days to the applicant.



EVENT PERMIT APPLICATION

100 Park Ave., Lake Havasu City, AZ 86403
Phone (928) 854-0771

Complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. ***Incomplete applications will not be processed.***

Applications must be submitted a minimum of 30 days prior to the event with the <u>non-refundable</u> application fee attached.			
Name of Event:		Date of Event:	
Location of Event:			
Section 1 - Applicant/Event Sponsor Group Information			
Applicant Name:			
Check One: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Event Promoter <input type="checkbox"/> Private			
Section 2 - Event Contact Information			
Name:		Phone:	
Address:			
E-mail:			
Section 3 - Event Information			
Provide a detailed description of the event on the attached sheet: <i>See page 9</i>			
Multi-day Event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Time of Event:	Start:	<input type="checkbox"/> am <input type="checkbox"/> pm	to Finish: <input type="checkbox"/> am <input type="checkbox"/> pm
Date of Set-up:	Time of Set-up:	<input type="checkbox"/> am <input type="checkbox"/> pm	Date of Take Down:
			Time of Take Down: <input type="checkbox"/> am <input type="checkbox"/> pm
Anticipated Number of Participants:		Anticipated Number of Spectators:	
Event Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Events taking place on private property must complete a Temporary Use Permit Application accompanied by written permission from the property owner. Contact the Community Investment Department at (928) 453-4148, option #3 for assistance			

Is the event to be held in a City Park? Yes No If so, which Park?

Provide specific location within the park:

Is the event to be in Lake Havasu or Bridgewater Channel? Yes No

If yes, how many boats/watercraft?

Type of boats?

If your event takes place in Lake Havasu/Bridgewater Channel, contact the United States Coast Guard at (619) 278-7656 for a permit.

An illustrative Site Map of the event ***must accompany this application***, to include street closures/barricades, entrances/exits, vendor booth placement, displays, parade route with forming disbanding area, and tents and canopies. Tents, canopies or structures over 400 square feet, or over 200 square feet with sidewalls, and air-supported structures, require a permit and inspection from the Lake Havasu City Fire Department, which can be reached at (928) 855-1141.

Section 4 - Vendor Information

Food/Beverages Yes No If yes, will they be Sold Free Catered

Do vendors have all permits/licenses with Mohave County Environmental Health Department?

Yes No If no, contact Mohave County Health Department at (928) 453-0703 to obtain a health permit.

Number of anticipated vendors:

Do all vendors have a Lake Havasu City Business License? Yes No

If no, contact (928) 454-4153 or email businesslicense@lhcaz.gov to obtain an Annual or Temporary Business License.

A completed vendor list must be submitted with this application or your application will be considered incomplete and not processed. **Applicant: ensure that each vendor provides the following information and submit it with the Vendor List: Company Name – Doing Business As (DBA) – Name – Address – Phone Number – Owner’s Name – Type of Business – Lake Havasu City Business License Number (Annual or Temporary) – Arizona State Transaction Privileged (TPT) Number.**

Section 5 – Alcohol

Will there be alcohol at the event? Yes No

If yes, complete and return an Application for Special Event Liquor License from the Arizona Department of Liquor Licenses & Control along with a check for the appropriate fees. If you are seeking an Extension of Premise, contact the Lake Havasu City Clerk’s Office at (928) 453-4142.

How will the alcohol be distributed? Bartender Self-Serve

Section 6 - Fire Department Services

Will there be fireworks or special effects? Yes No If yes, contact the Lake Havasu City Fire Department at (928) 855-1141 for a permit and inspection.

Carnivals/rides require a fee and inspection from the Lake Havasu City Fire Department, which can be reached at (928) 855-1141.

Are emergency fire or medical requested? Yes No

Section 7 - Security and Law Enforcement

Is law enforcement personnel requested? Yes No

If yes, specify needs:

Is private security being used? Yes No

Section 8 - Traffic Closure

Does the event propose using, closing, or blocking any of the following?

City Street(s) City Sidewalk(s) Public Parking Lot(s)

Multi-use Path(s) City Alley(s) City Right(s) – of – Way

If yes, explain:

Section 9 - Support and Auxiliary Services

Sanitary Facilities?

Yes No

Event organizers are responsible for obtaining the proper amount of sanitary facilities. See the attached *Restroom Facilities Chart on page 9* to calculate your needs and state that number here:

Electrical Services?

Yes No

Event organizers are responsible for providing generators for power needs. Electrical outlets are limited to specific locations.

Water Supply Needs?

Yes No

For the use of fire hydrants, contact (928) 855-2618 or email water@lhcaz.gov for an Application for Hydrant Meter. Water sources are limited to specific locations.

Will there be amplified sound?

Yes No

Explain:

Section 10 - Insurance Requirements –READ AND INITIAL ALL BOXES

Applicant must purchase and maintain General Liability Insurance in the minimum amount of \$1,000,000 for each occurrence/\$2,000,000 aggregate. The policy must provide coverage for bodily/personal injury, property damage, and broad form contractual liability. *The policy must be endorsed to include Lake Havasu City, Arizona, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, employees, and contractors as named additional insureds with respect to liability arising out of* or related to Applicant’s event and occupancy, use, and activity in or about the lands described in this Event Application. The City must be notified within ten business days of policy suspension, cancellation, and reduction in coverage or limits. Insurance coverage must be provided by an insurance company admitted to do business in Arizona and rated A-VII or better. Attach a copy of the General Liability Insurance Certificate to this application.

If the event is at Rotary Park, S.A.R.A. Park, or Site Six, the *endorsement must include the United States, Bureau of Land Management.*

NOTE: Application will not be approved if the language above is not on your Certificate of Insurance.

Section 11 – Indemnification –READ AND INITIAL ALL BOXES

Applicant agrees to indemnify, defend, save, and hold harmless Lake Havasu City, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) 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 actions or omissions of Applicant or any of its owners, officers, directors, agents, employees, volunteers or contractors, arising out of or related to Applicant’s event and occupancy, use, and activity in or about the lands described in the attached Event Application, regardless of whether or not the Claims are caused in whole or in part by a party indemnified hereunder. It is the specific intention of the parties that Lake Havasu City, shall in all instances, 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 judgment costs where this indemnification is applicable.

For Events in Rotary Park, S.A.R.A. Park, or Site Six:

Applicant also agrees to defend, indemnify, and hold harmless the United States, and its employees, officers, agents, representatives, and assigns, from any and all claims, losses, damages, actions, expenses, and liabilities resulting from, brought for, or on account of personal injury, real or personal property loss or damage, and claims for personal injury or death arising out of Applicant’s activities on these lands; including the disposal, placement or release of hazardous substances and for Rotary Park and Site Six any loss or damage resulting from fluctuation of the water surface elevation of Lake Havasu.

Section 12 – Acknowledgement –READ AND INITIAL ALL BOXES

Applicant acknowledges and agrees to comply in full with all applicable federal, state, county, and City laws affecting the event.

For events in S.A.R.A. Park or Site 6, Applicant acknowledges review of the Master Lease between City and BLM and agrees to comply with any applicable terms, stipulations, and requirements of the Master Lease. In the event of any conflict between an event permit and the Master Lease, conditions of the Master Lease shall apply, including provisions of the July 19, 1975, Recreation and Public Purposes Act.

The above information is complete and correct to the best of my knowledge. I understand that issuance of a permit is based on the information supplied in this application, and that any permit issued may be denied or revoked if found to be issued based on incorrect or incomplete information. I further understand that the event may be monitored by the City, and that failure to comply with any conditions placed on application approval or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity or revocation of the permit.

Applicant's Signature:

Date:

Approved by: _____ **Date:** _____



EVENT SITE PLAN
(This diagram must be completed with this application)

Instructions: include street closures/barricades, entrances/exits, vendor booth placement, displays, and parade forming/disbanding. Fireworks, carnivals, tents, canopies or structures over 400 square feet, or over 200 square feet with sidewalls, and air-supported structures require a permit and inspection from the Fire Department.



Provide a detailed description of the proposed event in the space below. If further space is required, attach an additional page.



RESTROOM FACILITIES CALCULATION CHART

OSHA and the Mohave County Health Department require that an event organizer provide one chemical-type toilet for every 500 people. Lake Havasu City highly recommends that an ADA portable restroom, along with a hand washing station also be present when any portable facility is used.

Lake Havasu City does not provide portable restroom facilities for events; therefore, an outside rental company must be contracted to provide these facilities.

The following chart can be used to determine the required number of portable restroom facilities.

- Determine how many hours your event will last. If multiple days, use the longest day.
- Determine your guest count. If multiple days, use the day with the largest attendance.
- Note: If alcohol is being served, add 15-20% more restrooms. Add one Handicap Accessible Restroom per 20 portable restrooms, or a minimum of one (1) for events open to the public. Adequate hand washing should also be provided with restrooms in all food service areas. A minimum of one (1) handwashing station should be added per four (4) restrooms.

		LENGTH OF EVENT (IN HOURS)									
Peak #		1	2	3	4	5	6	7	8	9	10
NUMBER OF ATTENDEES	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	5	7	8	8	9	9	10	10	12	12
	1000	8	13	15	17	18	19	19	19	20	20
	2000	12	19	23	25	28	28	28	30	30	30
	3000	16	24	30	34	36	38	38	38	38	38
	4000	19	32	38	42	44	46	46	48	48	48
	5000	23	38	46	50	54	57	57	60	60	60
	6000	28	42	54	60	63	66	66	66	66	66
	7000	32	48	60	66	72	72	75	78	78	78
8000	32	48	60	66	72	72	75	78	78	78	
10000	38	60	75	84	88	92	96	96	96	100	



**INSTRUCTIONS TO OBTAIN QUOTE AND PURCHASE TENANT
USERS' LIABILITY INSURANCE (TULIP) FOR LAKE HAVASU
CITY-OWNED PROPERTIES OR FACILITIES**

Event applicants that utilize City facilities may wish to take advantage of the affordably priced liability insurance available through the Tenant Users Liability Insurance Program (TULIP). Applicants may obtain quotes and purchase insurance by following the instructions below. No permit may be issued or use confirmed until such time as Lake Havasu City receives a copy of the certificate of insurance automatically generated when the applicant purchases a policy online.

- Access the TULIP website at: www.onebeaconentertainment.com
- Select Get a Free Quote
- Enter the facility code where your event is scheduled to be held from the following list:

FACILITY	CODE
Community/Aquatic Center (Swimming excluded)	0432-001
Rotary Park & Bureau of Land Mgmt.	0432-002
London Bridge Beach	0432-003
City Hall / McCulloch Blvd.	0432-004
Jack Hardie Park	0432-005
S.A.R.A. Park	0432-006
Island Ballpark	0432-007
London Bridge Stage	0432-008
Grand Island Park	0432-009
Wheeler Park	0432-010
Dick Samp Park	0432-011
Cypress Park	0432-012
ASU Swanson / Daytona Fields	0432-013
Avalon Park	0432-014
Indian Bend Park	0432-015
Mesquite Park	0432-016
Quiero / McCulloch Blvd North	0432-017
Realtor Park	0432-018
Robyn Parrott Children's Park	0432-019
Yonder Park	0432-020
Tinnell Memorial Sports Park	0432-021
Site Six	0432-022
Fire Station #1 Classroom	0432-023
Fire Station #2 Classroom	0432-024
Police Dept. Meeting Room	0432-025

- The address of the location you are holding your event should populate.
- Select the type of event you are holding from the drop down list of eligible events (i.e., birthday party, etc.). If the type of event you are holding is not listed, it is not eligible for coverage under this program and you must obtain insurance from another source.
- Select the date(s) for your event.
- Answer the questions concerning the event and click "Next."
- Get your quote by clicking on the date of your event and providing a name for your event (i.e., Smith Birthday Party), the total number of people you expect to attend, and answering the questions concerning vendors and concessionaries. If you are serving alcoholic beverages at your event and it is being held at any facility other than the Community/Aquatic Center, you **MUST** purchase and provide liquor liability insurance, Click "Quick Quote."
- If you are ready to purchase the insurance as quoted, continue to fill in the requested information and follow the instructions provided. View the insurance contract and refund policy and accept those terms, then click, "Continue" to purchase the insurance.
- Review the Summary of Coverages and if accurate, click "Purchase these coverages."
- Fill in the requested credit card information. After the purchase has been approved, your certificate of insurance will be emailed to the address you provided as well as Lake Havasu City.

If you have any questions about TULIP or how to obtain a quote or purchase insurance, call Lake Havasu City Human Resources/Risk Management at (928) 453-4143.