



# CITY OF FORTUNA SPECIAL EVENT PERMIT APPLICATION

***(No activity may commence until an approved permit is received by Applicant.)***

Permit #: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**APPLICATION:** (Applicant complete Items 1 through 7 and sign below, also read and sign the attached Terms and Conditions Pages)

1. Name of Event: \_\_\_\_\_

2. Applicant: \_\_\_\_\_ 3. Applicant's Address: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Location of Event: \_\_\_\_\_ # of Participants Expected: \_\_\_\_\_

6. Description of Event: *(PLEASE ATTACH SITE PLAN OF EVENT)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If additional space is needed please attach a separate sheet)*

7. Event Start Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Road Closure Start Time: \_\_\_\_\_ Road Closure EndTime: \_\_\_\_\_

Event End Date: \_\_\_\_\_ Event End Time: \_\_\_\_\_

***(Allow a Minimum of 10 working days for approval)***

8. In signing this permit, Applicant agrees to the attached Terms and Conditions for a fee of **\$75**. Insurance coverage must be provided by Applicant in compliance with the City's requirements. (See Reverse)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Fax or Email: \_\_\_\_\_ **(Required)**

**(This section for City use only.)**

**FEE:**

Special Event Permit Fee: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Paid/Date: \_\_\_\_\_ Received By: \_\_\_\_\_

**REVIEW:**

Routed:	Approved:	Special Conditions Attached:
____ Chief of Police: _____		( )
____ General Services Superintendent: _____		( )
____ Parks & Recreation Director: _____		( )
____ Public Works Director: _____		( )
____ City Manager: _____		( )

**FINAL APPROVAL:**

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
*(Risk Manager)*

City Contact Person Assigned to Activity: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Date Copy was sent to the Fire Department: \_\_\_\_\_

**CITY OF FORTUNA  
SPECIAL EVENT PERMIT GENERAL TERMS AND CONDITIONS**

**ALL SPECIAL EVENTS WITHIN THE CITY OF FORTUNA RIGHT OF WAY THAT ARE OPEN TO THE PUBLIC AND HAVE MORE THAN 100 PEOPLE WILL REQUIRE A PERMIT AND SHALL COMPLY WITH THE FOLLOWING TERMS AND CONDITIONS:**

1. Applicant is responsible for all permits and compliance issues.
2. All persons attending the event shall promptly follow direction of Police Officers when so ordered for public health and safety.
3. Access to fire hydrants and public facilities shall be maintained at all times.
4. Refuse, trash, waste materials or unused materials shall be removed from the Public Right of Way within 4 hours after completion of Event.
5. The City reserves the right to cancel or disrupt any event when deemed necessary for the safety and health of the public or public facilities.
6. If alcohol is being served, an Alcohol Beverage Control permit copy must be provided to the City
7. **Any proposed road closures require permission from in advance from the City of Fortuna Public Works Department. No roads or right of ways are to be obstructed or blocked before the start time provided and traffic control measures are in place**
8. **No street shall be closed without first notifying the following agencies, a minimum of 24 hours in advance:**

Fortuna Public Works Department:	725-7630	City Ambulance	725-8020
Fortuna Building Department:	725-7600	Humboldt County Sheriff's Department	445-7251
Fortuna Police Department	725-7550	California Highway Patrol	822-5981
Fortuna Fire Department	725-5021	California Department of Forestry – Fortuna Office	725-4413

**INDEMNITY AGREEMENT:** By signing this permit the Applicant agrees to indemnify, defend, and hold harmless City and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Applicant, any contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except where caused by the active negligence, sole negligence or willful misconduct of the City. Applicant Initials: \_\_\_\_\_

Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work or the activities of the event for which this Permit is issued. Said insurance shall include Applicant, his agents, representatives, employees, volunteers, contractors, subcontractors and any other persons employed by Applicant in the course of the work or event.

**Prior to final approval, the City of Fortuna MUST have the following insurance documents on file:**

**INSURANCE CERTIFICATE** for (generally\*) **\$2 million** in Liability coverage containing the following components:

- The insurance policy number.
- A statement that the policy shall not be canceled, except after thirty days prior written notice to the City of Fortuna.
- An original, authorized signature.

**LIABILITY INSURANCE ENDORSEMENT** Which must contain the following (this actually amends your policy):

- The insurance policy number.
- The endorsement number.
- The statement naming "The City of Fortuna, including its officers, officials, agents, employees and volunteers as an additional insured."
- A statement indicating your insurance as primary.
- A statement that the policy shall not be canceled except after thirty days prior written notice to the City of Fortuna.
- An original, authorized signature.
- Liquor Liability (if applicable).

**WORKERS' COMPENSATION (If Applicable)**

- Workers' Compensation Insurance as required by the State of California, or;

1.) I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions. Applicant Initials: \_\_\_\_\_, or;

2.) I certify I am the Property Owner and NO portion of this work will be done by others. Applicant Initials: \_\_\_\_\_

**WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000) in addition to the cost of compensation, damages as provided for in section 3706 of the Labor Code, interest, and attorney's fees.**

**\* General liability insurance limits are generally \$2,000,000; however, the City reserves the right to require higher limits if it determines it to be in the City's best interest. This will be determined on a case by case basis.**

**Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A:VII. Certificates and endorsements must bear an original signature by a person authorized to bind the issuing insurance company.**

Any exceptions to the above requirements must be requested and approved by the City's Risk Manager prior to commencement of work.

I have read and understood the Terms and Conditions listed above: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant Signature)