

City of Madera - Special Events Application Packet

1. A Special Events Permit is required for any event that will impact vehicular or pedestrian traffic or otherwise encroach on the City's Right of Way. Special Events Application Packets are available from and must be filed with the City of Madera, Engineering Division, 205 W. 4th Street, not less than 3 weeks or more than 364 days prior to the proposed activity date. Application Packets are processed on a first come, first served basis and must be filled out completely. Incomplete Application Packets will not be processed and will be returned to you. Dates will not be held without receiving a complete Application Packet. Please note that acceptance of a completed application does not guarantee approval of an event.
2. FEES:
 - NO FEE for City of Madera Sponsored events and must be endorsed by City of Madera authorized staff.
 - \$25.00 non-refundable processing fee will be required for residential/homeowner sponsored events to cover administrative costs and must accompany application at time of submittal.
 - \$78.00 non- refundable processing fee will be required for business/commercially sponsored events to cover administrative costs and must accompany application at time of submittal.
3. Applicant will be responsible for all cleanups after the event; however, depending on the size and nature of the event, a cleaning deposit may still be required.
4. The applicant will be required to provide applicable insurance as set forth in the attached Insurance Requirements. Coverage limits depend on the type of event and risk factors involved. If you do not have adequate insurance for your event, the City will provide you with a list of firms that offer Special Event Liability Insurance.
5. The City of Madera will require the applicant to compensate the City for any incidental costs (i.e., supplies, utilities, coordination, monitoring, increased police and fire protection or other staff costs).
6. **NO** activity will be permitted which is in violation of local, state, or federal laws or statutes.
7. Applicants must provide a detailed drawing or map to include area to be used, entry and exits (if closed), set up structures, parade routes and clear traffic control plan to include assembly points at the beginning and end (i.e., bleachers, barricades, fences, etc.).
8. In planning your event, please consider how your event will impact access for emergency vehicles (fire, police, paramedic, or ambulance), conflict with public transportation, or cause interference with access to residential neighborhoods, airport, businesses, places of worship, hospitals or other public facilities.
9. If your event will include a residential street closure in excess of 20 minutes, you will be required to show written approval from residents on the closed street as well as provide continued access to the street from those who require access.
10. City sponsored events will retain first priority for use of all facilities.
11. If the event involves the use of a property that does not belong to the City of Madera it is the applicant's responsibility to contact the appropriate entity regarding the availability and use of the property. You may be required to submit an application for the use of another entity's property that is subject to separate rules, regulations and restrictions.
12. After receipt of the application and the processing fee, the application packet will be forwarded to the Police and other affected departments. The departments will submit conditions or restrictions, if any, and a recommendation for either approval or denial to the City Engineer, who will then issue or deny the permit. This process is usually completed within three weeks.
13. Once the Engineering Department has received all of the comments and recommendations, the applicant will be notified of any conditions to be met and status of the application.
14. It is the responsibility of the applicant to contact Union Pacific Railroad, per the attached Community Event Notification flyer from Union Pacific Railroad, if the event will cross or occur near Union Pacific Railroad's property or tracks.
15. If you have any questions, please call the Engineering Department at (559) 661-5418, between 8:00 a.m. and 5:00 p.m., Monday through Friday.

City of Madera - Special Events Checklist

Please check YES or NO for each question. Any unanswered question will cause this application to be returned to you, the applicant, as incomplete.

(If additional space is needed, please attach a separate piece of paper labeled "Checklist")

Event: _____

Date(s) of Event: _____

Will your event include:	YES	NO	Details / Location
1. Advertising			
2. Alcohol*			
3. Amplified Music			
4. Barbeque			
5. Beverage Vendors			
6. Bicycle Race			
7. Car Show			
8. Carnival Games			
9. Concert			
10. Dancing			
11. Dunk Tank			
12. Fencing			
13. Fireworks			
14. First Aid Area			
15. Floats			
16. Food Vendors			
17. Foot Race			
18. Inflatables			
19. Information Area			
20. Live Animals <small>(Number & nature of animals, & provisions for sanitation)</small>			
21. Live Performers			
22. Movie			
23. Parade <small>(See attached Community Event Notification form and notify Union Pacific Railroad if event is scheduled to cross or occur near Union Pacific Railroad property or track)</small>			
24. Prize Raffle or Drawing			
25. Retail Sales Booths <small>(How many?)</small>			
26. Sanitation Facilities			
27. Scaffolding			
28. Security <small>(Who's providing?)</small>			
29. Solicitation of Funds			
30. Television Coverage			
31. Trade Show			
32. Traffic Control (e.g. Barricades) <small>(How many & where will they be placed?)</small>			
33. Vehicles			
34. Other <small>(Please Specify)</small>			

* If you are planning to provide alcoholic beverages at your event, you will need to apply for and receive licensing from the State of California Department of Alcoholic Beverage Control (ABC), as well as provide the City of Madera with proof of liquor liability insurance with an endorsement naming the City of Madera, its officers, employees, volunteers or agents as additionally insured before we can issue your permit. For more information, please call the local ABC office at (559) 225-6334.

INSURANCE REQUIREMENTS

Special Event in Public Right-of-Way

Evidence of Coverage

The Applicant must provide a signed original evidence of coverage form for the dates of the Special Event protecting the legal liability of the City of Madera, its officers, officials, employees and volunteers from occurrences related to operations under the Special Event Permit.

Insurance Certificate

The applicant must provide the City of Madera with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. Coverages:
 - a. General Liability: Commercial General Liability coverage, on an occurrence basis, at least as broad as the Insurance Services Office (ISO) form CG 00 01. A Host Liquor Law Liability endorsement is required for any event serving alcohol free of charge. The City of Madera reserves the right to set limits of liability based on the specific event request, but limits shall be not less than:
 - i. \$2,000,000 per occurrence for all events involving fireworks, racing, scaffolding, or an expected crowd exceeding 1,000 persons;
 - ii. \$1,000,000 per occurrence for all other events.
 - b. Automobile Liability: Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO form CA 00 01 for Any Auto with limits of not less than \$1,000,000 combined single limits per accident for events involving use of licensed vehicles during the event.
 - c. Worker's Compensation: Worker's Compensation coverage shall be maintained covering applicant's employees as required by law, if applicable.
 - d. Liquor Liability: Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for events involving the sale of alcoholic beverages.
2. Deductibles: All deductibles or self-insured retentions must be clearly identified and are subject to approval by the City of Madera. At the option of the City of Madera, either (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the entity, its officers, officials, employees and volunteers or (b) the Applicant shall provide a financial guarantee satisfactory to the City of Madera guaranteeing payment of losses and related investigations, claim administration or defense expenses.
3. Additional Insured Endorsement: An Additional Insured Endorsement must be provided that includes the following language: "That the City of Madera, its officers, employees, officials and volunteers are covered as insureds with respect to liability arising out of use of the City of Madera's right-of-way."
4. Dates: The dates of inception and expiration of the insurance. This must include all dates for set-up and tear-down as well as the event date(s).
5. Cancellation Notice: The policy shall be endorsed to state that coverage shall not be cancelled or modified without thirty (30) days prior written notice by certified mail to the City of Madera.
6. Certificate Holder: The City of Madera, Attn: Engineering Division, 205 W. 4th Street, Madera, CA 93637 shall be listed as the certificate holder.
7. Insurance Company: The company providing insurance coverage must be acceptable to the City of Madera with an AM Best's rating of at least A:VII.
8. Insured: The applicant listed on the application for a special event permit must be specifically listed as the Insured.
9. Description: The certificate must provide an adequate description of the event for which coverage is being provided.

Insurance Requirements: Special Event in Public Right-of-Way (Cont.)

General Provisions

Applicant's Insurance is Primary: The Applicant's insurance coverage shall be primary insurance as respects the City of Madera, its officers, officials, employees or volunteers. Any insurance or self-insurance maintained by the City of Madera, its officers, officials, employees or volunteers shall be excess of the applicant's insurance and shall not contribute with it.

Verification of Coverage: The Applicant shall furnish the City of Madera with original certificates and endorsements, including amendatory endorsements effecting coverage required by this document. All certificates and endorsements are to be received and approved by the entity before the event; however, failure to do so shall not operate as a waiver of these insurance requirements. The City of Madera reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Limits in Excess of Minimum Required: If the Applicant maintains higher policy limits than required by the City of Madera, the City of Madera shall be entitled to coverage at the higher limits maintained by the Applicant.

Safety on the rails starts with safety on the mind.

Community Event Notification



Union Pacific's No. 1 priority is the safety of our employees and communities. We strive to build strong relationships with each of the communities in which we operate. One of the keys to a strong relationship is communication. Anytime a community activity crosses Union Pacific railroad track or takes place near Union Pacific property, event planners should contact UP's Response Management Communication Center (RMCC) to notify the railroad of event plans.

Union Pacific's RMCC is available 24/7 at 1-888-877-7267.

Event planners should contact the RMCC as soon as events are scheduled to provide the railroad maximum notice of events scheduled to cross or occur near Union Pacific property.

Events and activities requiring at least 7-days notice include:

- High, wide or low clearance movements, such as house transport or traveling amusement park rides
- Marches
- Sporting events
- Cattle crossings

Events and activities requiring at least 30-days notice include:

- Parades, celebrations, concerts, rallies or other large gatherings
- City, town, county or state fair, carnivals or farmer's markets
- Motorcades including car or motorcycle parades
- Sporting events such as marathons or bicycle rides

Individuals managing unanticipated events, such as funerals or local government agency activities, should contact Union Pacific's RMCC as soon as the event is scheduled.

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