



Special Outdoor Display Event Checklist

For Applicant:

- Complete the Application for Special Outdoor Display Event
- Liability Insurance
 - a. Certificate of liability insurance
 - i. Minimum coverage required of \$3,000,000 combined single limit for bodily injury and property damage per occurrence or \$1,000,000 of coverage for each person \$3,000,000 for bodily injury, and \$1,000,000 for property damage. Coverage requirement may increase based on size and type of event and will be at the discretion on the City of Glendora's Risk Management Department. (Admin Policy 1.21)
 - ii. The City of Glendora and its Officials, Agents, Employees and Volunteers must be named as additional insured
 - iii. Addressed to
City Clerk
City of Glendora
116 E Foothill Blvd
Glendora, CA 91741
 - b. Endorsement Page
 - i. The Endorsement page must name the City of Glendora and its Officials, Agents, Employees and Volunteers as additional insured
- A Plot Plan of your Event
- List of vendors participating in event
 - a. All vendors participating in event must have a valid City of Glendora business license
- Letter of Permission from the property owner or property management company
- Submit complete packet with \$50 payment if you are a Glendora based non-profit. \$100 for all other paying applicants.
- If Alcohol Beverage Control Permit is required please contact Traffic Division 626-914-8277
- If Encroachment Permit is required please contact the PW Main Line 626-914-8246

For Staff:

- Receipt toward account number: 0014216 - 36518



City of Glendora

116 E. Foothill, Glendora, CA 91741

(626) 914-8244

Application for Special Outdoor Display Event

A. Name of Event _____

B. Exact Location of Event _____

C. Description of Event _____

D. Operator of Event (If operator is group, list name of group and name of applicant)

Name _____

Address _____

Phone _____

E. Date(s) of Event _____ Time: _____

_____ Time: _____

_____ Time: _____

F. List communities in California where operators have previously conducted event

G. List the number and types of rides, games, shows, displays and individual concessions including food stands and food vehicles. List the names and addresses of carnival operators, live entertainment, profit and non-profit groups operating concessions or displays, tent and pyrotechnic companies and other services or independent contractors.

1. Number and types of rides, games, displays and food concessions.

(Attach copy of Health Department Permit for food concessions.)

2. Name & address of persons providing:

Live Entertainment _____

Pyrotechnics _____

Tents & Structures _____

Carnival Companies _____

(Attach copy of State Division of Industrial Safety Permit for Erection & Operation of Rides)

Profit & Non-Profit Concessionaires _____

Food Concessionaires _____

Other independent contractors or services _____

Amusement devices and concessions shall be inspected and approved by the Building Superintendent and all games shall be inspected and approved by the Chief of Police.

H. Number of persons who will be engaged in conducting the event: _____

I. Attach **Plot Plan** per 5.32.030 of Chapter 5.32; page 3 #H of the Special Outdoor Display Ordinance.

J. Encroachment Permit needed? Yes _____ No _____

K. Number of trailers, tents, or temporary living quarters _____

(Fire Department Permit needed for tents with sides)

1. If you will have a tent does it have sides? Yes _____ No _____

L. Cash deposit to ensure premises left in clean, orderly conditions? _____

M. Complied with Business License Ordinance? Yes _____ No _____ If no, explain:

N. Complied – Liability & Property Damage Insurance for erection of any structure, naming the city as additional insured per 5.32.060, Chapter 5.32.

O. Number of people expected to attend _____

P. Special trash collection bins or services required? Yes _____ No _____

If yes, have arrangements been made? Yes _____ No _____

Q. The days the event is to be conducted shall be limited to three events per calendar year per property with a maximum of three days in duration per event. The maximum number of days permitted for Christmas tree and pumpkin sales shall be limited to thirty days. (Glendora Municipal Code 5.32.030 Sec. 4)

R. Will alcohol be served as part of this event? Yes _____ No _____
If yes, please attach a copy of the following:
1. ABC License
2. Insurance coverage for Liquor Liability, as applicable.

Health Department Permit Needed: Yes _____ No _____

Sellers Permit Needed: Yes _____ No _____

If yes, please attach a copy of current Sellers Permit.

Please Note: All persons making retail sales who do not have a State of California Board of Equalization Sellers permit, must make application for a Temporary Permit from any office of the State Board of Equalization for the length of the event and provide a copy of the Temporary Permit to this office.

I have received a copy of this application and Chapter 5.32 of the Glendora Municipal Code Relating to Special Outdoor Display Events and all other information that is required by the Finance Director of the City of Glendora.

Signature _____ Date _____

Name (please print) _____

Title _____

Phone Number _____

For Office Use Only
GMC 5.32.030 Section 4

Event #1
Date _____

Event #2
Date _____

Event #3
Date _____

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A

INSURED

COMPANY B

COMPANY C

COMPANY D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROT				GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				<input checked="" type="checkbox"/> WC STATU- TORY LIMITS OTH- ER EL EACH ACCIDENT \$ EL DISEASE - POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The City of Glendora and its Officials, Agents, Employees and Volunteers shall be named additional insured.

Job:

CERTIFICATE HOLDER

CITY CLERK
 CITY OF GLENDORA
 116 EAST FOOTHILL BOULEVARD
 GLENDORA CA 91741

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ~~30~~ 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. ~~FOR THE POLICY OR LIABILITY REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

City of Glendora and its Officials, Agents, Employees and Volunteers.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
2. This insurance does not apply to:
 - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



CITY OF GLENDORA

Administrative Policy No.: 1.21

Title: Insurance Coverage for Community Activities

Effective: 4/23/2013

Policy Objective:

The purpose of this policy is to define insurance liability requirements for community sponsored activities and to establish proper procedure in meeting said requirement. Activities sponsored by the City do not fall within the guidelines of this policy.

Authority:

City Council (memo dated September 2, 1985; Insurance Coverage for Community Activities). This policy was amended and approved by City Council action on April 23, 2013.


Assigned Responsibility:

It shall be the responsibility of the respective department head to ensure that all general liability and insurance coverage requirements for all community activities/events have been met ten (10) days prior to the initial date of the event. In the event of film activities, insurance coverage requirements must be met at time of application, a minimum of five (5) days prior to the start of film activities.

Procedures:

- I. For all activities not wholly within City operated buildings, regardless of whether alcoholic beverages are served:
 1. Activity sponsor must provide certification of liability insurance in which the City of Glendora is named as an additional insured.
 2. Ten (10) day's prior notification of cancellation must be submitted with an "endeavor to" wording clause deleted.
 3. Liquor liability coverage obtained when applicable.
 4. Coverage shall be included to the minimum requirements of:
Three million dollars (\$3,000,000) combined single limit for bodily injury and property damage per occurrence; or

\$1 million each person
\$3 million bodily injury
\$1 million property damage

City Manager Approval: 	Revision No.
Reference:	Page 1 of 2
Prepared by: Valerie Escalante	

Exceptions:

1. Upon approval of the responsible department head, exceptions may be made for activities such as art exhibits which, in the judgment of the department head, represent insignificant additional liability.
2. Upon approval of the Risk Manager (Finance Director), exceptions may also be made for activities such as car shows, foot races, etc., which, in the judgment of the Risk Manager, represent a minimal liability. Normally, such activities would require coverage in amounts of at least:

\$500,000 each person
\$500,000 bodily injury
\$100,000 property damage

3. At the approval of the Risk Manager, an exception shall apply for activities related to film activities. A certificate of insurance is required before a filming permit is issued in an amount not less than \$1,000,000, naming the City as an additional insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage.

II. For activities where alcoholic beverages are served and the activity is conducted wholly within City operated buildings:

1. Activity sponsor must provide certification of liability insurance in which the City of Glendora is named as an additional insured.
2. Ten (10) day's prior notification of cancellation must be submitted with an "endeavor to" wording clause deleted.
3. Coverage shall be included to the minimum requirements of:

\$500,000 each person
\$500,000 bodily injury
\$100,000 property damage

III. For activities where alcoholic beverages are not served and the activity is conducted wholly within City operated buildings:

1. Special insurance is not required.



City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | (626) 914-8211 Fax | CityofGlendora.org

Request for Special Police Services

Date: _____

Person or organization requesting service (include mailing address for billing statement):

Name: _____

(if non-profit, tax exempt number, required) _____

Mailing Address: _____

City: _____ Phone: _____ Number of Officers Requested _____

Location where the service will be performed: _____

Date: _____ Time: From _____ To _____

Number in attendance _____ Occasion requiring service _____

Signed _____ Approved _____
Applicant Chief Matt Egan

.....
For Glendora Police Department Use Only. Please Do Not Write below this line.

The cost of special police services for non-profit organizations is:

		P.D. USE** NUMBER OF PERSONNEL ASSIGNED
Supervisor (Minimum 3 Hours)	\$233.99/hour	_____
Officer (Minimum 3 Hours)	\$175.90/hour	_____
Non-Peace Officer (Minimum 3 Hours)	\$68.83/hour	_____

Please note any event requiring 4 or more personnel will require a Supervisor

You will be billed for these services and checks should be made payable to the City of Glendora.

*Special arrangements can be made for unusually large gatherings by calling Police Administration at (626) 914-8273.

Officer(s) assigned: _____

Hours worked: From _____ To _____ Total Hours: _____

Signed: **Officer in Charge** _____