



STREET CLOSURE APPLICATION STAFF APPROVAL



CHECKLIST:

Application Received: _____

Prior to submitting your application, please confirm by checking (✓) the boxes below that all the following have been completed.

- Have you completed the "Description of Event" below and signed the application on page 3? (Incomplete information may delay your application.)
- Have you allowed at least 3-4 weeks prior to the event for your application to be approved?
- Have you obtained the required insurance and do you have proof of that insurance to submit with your application? (See "Insurance" section on page 3 for details)
- Has the Indemnification Agreement on page 2 of this application been signed by an authorized representative of the sponsoring organization?

After obtaining approval from the City, but prior to the event, please make sure you have done the following:

- Have you read the conditions of approval and is your event prepared to abide by all conditions?
- Have you given Atwater Public Works Department notice of the proposed street closure.
- Have you arranged for "Special Event" City Refuse Service by calling 357-6730?
- Have you made arrangements for supplying any necessary electricity to your event? (Plugging outlets into City light poles is NOT allowed unless prior approval is obtained. Please call City Public Works at 357-6370 for additional information.)
- If you are selling alcohol at your event, have you obtained an Alcoholic Beverage Control (ABC) license or permit for this event?

DESCRIPTION OF EVENT:

APPLICANT/EVENT SPONSOR

CONTACT PERSON _____ PHONE _____

ADDRESS _____

E-MAIL _____

DESCRIPTION OF EVENT (include equipment, obstructions, etc., to be placed in the encroachment area)

DESCRIPTION OF EVENT (Continued):

THIS EVENT WILL SELL OR SERVE ALCOHOL: Yes _____ or No _____

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE _____

DATE(S) AND TIMES OF USE (include time for setup and takedown as well as event time): _____

LIST ALL STREETS PROPOSED FOR CLOSURE:

(PLEASE ATTACH A MAP TO IDENTIFY PARADE ROUTES, STREET CLOSURES,
AND ANY OBSTRUCTIONS TO BE PLACED WITHIN THE RIGHT-OF-WAY)

STANDARD CONDITIONS FOR STREET/PARKING LOT CLOSURES/PARADES

1. Event Sponsor must remove all equipment, trash and debris generated by the event prior to the expiration of the permit.
2. Supervision/security shall be provided by event sponsor to ensure the safety of event participants and the public if required by the Police Department.
3. Event Sponsor shall be responsible for insuring that all vendors involved with the event obtain a City of Atwater business license (if needed).
4. The applicant shall arrange and pay for special event City Refuse service by contacting Public Works at (209) 357-6300.
5. The applicant shall comply with the Indemnification and Insurance provisions as outlined on page 3 of this application.
6. Event sponsor shall provide and maintain a minimum 22-foot-wide emergency vehicle access path into and through the closure area at all times via movable barriers. Fire hydrant access shall not be blocked at any time whatsoever.

(Additional conditions may be imposed as deemed necessary)

INDEMNIFICATION: Event Sponsor shall indemnify, protect, defend, save and hold City, its officers, employees, agents, and volunteers harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Event Sponsor or Event Sponsor's officers, employees, agents, volunteers, and participants during performance of the Event, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Event Sponsor or its officers, employees, agents, volunteers, or participants, or resulting from the negligence of the City, its officers, employees, agents, and volunteers, except for loss caused solely by the gross negligence of the City. Acceptance by City of insurance certificates and endorsements required for this Event does not relieve Event Sponsor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.

INSURANCE: Prior to engaging in the event, Event Sponsor shall complete and file with the City a special events, general liability and automobile policy naming the City and its officers, agents, and employees as additional insured, must be submitted to the City prior to the event. This certificate shall provide that thirty (30) days written notice of cancellation shall be given to the City, in a minimum amount of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate, with the City of Atwater named as an additional insured party. **Please submit application and insurance certificate to:**

City of Atwater
Attn: Jeanna Del Real
Human Resources Director/Risk Manager
750 Bellevue Road
Atwater, CA 95301

(209)356-3177 (Fax)
jdreal@atwater.org (Email)

REFUSAL OR REVOCATION OF PERMIT : Failure to comply with any law, rule or regulation applicable to the use of said streets shall be grounds to revoke any such permit and, in such circumstances, the Chief of Police shall immediately revoke said permit. The Event Sponsor or permit holder, in such case, shall have the right to appeal said revocation to the City Council.

The undersigned declares under penalty of perjury that he/she has the authority to sign for and bind the Event Sponsor to the conditions imposed by the City upon the granting of this Application.

Signature: _____
Print Name: _____
Date: _____

OFFICE USE

APPLICATION APPROVED SUBJECT TO CONDITIONS

BY _____ DATE
Community Development Department (357-6367)

BY _____ DATE
Public Works Department (357-6370)

BY _____ DATE
Police Department (357-6282)

BY _____ DATE
Fire Department (357-6352)