

Special Event Permit Application



Thank you for your interest in applying for a special event permit in the City of Monrovia. The City issues special event permits to businesses & organizations requesting to do activities outside their normal course of operations, such as fundraisers, back-to-school drives, or carnivals. Special event permits are also issued to residents for neighborhood block parties or street closures for safety reasons.

The City strives to make the Permit process as simple as possible. However, this is a necessary step to ensure that others are not negatively impacted by planned activities. Event components that may create a burden on neighbors include, noise, parking, and street closures.

All event applications and event site plans are reviewed by City Departments (Police, Fire, Public Works, Community Services, and Community Development) and City staff may add conditions or requirements of approval to the permit. In order to help you plan your event and complete the application, you can find some of the standard event requirements below:

- Most events require the applicant to notify neighboring residences and businesses impacted by event activities; notifications must be in writing and include a description of event, and a contact phone number to call on the day of the event. Event requests with a street closure require the applicant to submit written approval from all residents and businesses within the closure.

- Neighborhood block party permits typically require all activities to be on private property, but allow for street closure barricade requests for safety reasons. No tables, chairs, BBQ's, bounce houses etc. may be placed in the street or on sidewalk. No alcoholic beverages may be consumed on city property.

- If requesting barricades for safety reasons, the applicant will be responsible for pick up and drop off of barricades. Applicant must make arrangements for pick up/drop off of barricades and "No Thru Traffic" signs directly with Public Works. Public Works is open Monday – Thursday from 7am – 6pm.

- If an event or event activities are requested to be held on public property or the public right of way, the applicant will be required to provide evidence of general liability insurance and endorsement naming the City of Monrovia as additional insured. *The City reserves the right to require higher general liability insurance limits and/or additional lines of coverage (ex: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.*

- Any commercial vendors participating in the event will be required to have a valid City of Monrovia Business License.

- In the case where the applicant is not the property owner, a letter from the property owner giving authorization for event activities at the location should be submitted with the application.

- All outdoor events require a site plan with the application, indicating tents/canopies/table/chairs/ special equipment etc. Tent size(s) must be labeled on the map as well. A Tent Permit may be required from the Fire Department.

- No more than four (4) 10x10 EZ-Up canopies may be placed or "joined" together in a group. Any additional canopies must be placed 10ft away from the others. If there is less than 10ft between canopies they are counted as "joined".

- The applicant will be responsible for any extra security or law enforcement costs deemed necessary by the City of Monrovia for policing your event. The issuance of this permit does not grant permission to the permit holder or the event to break any laws.

- In the case there is a request for alcohol to be served at an event, the applicant must also secure a Temporary Use Permit from the Community Development Department.

Insurance Requirements & Application Fee

Insurance Requirements and Provisions

Without limiting Applicant's indemnification of the City of Monrovia, and prior to permit issuance, Applicant shall provide and maintain at its own expense during the term of this permit, policy(ies) of insurance of the type(s) and amounts described below and in a form that is satisfactory to the City.

General liability insurance. Applicant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Additional insurance requirements. The City reserves the right to require higher general liability insurance limits and/or additional lines of coverage (ex: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that City of Monrovia and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Applicant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Applicant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Primary/non-contributing. Coverage provided by Applicant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this application shall be endorsed to waive subrogation against the City of Monrovia, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Applicant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Applicant hereby waives its own right of recovery against the City of Monrovia.

APPLICATION FEE:

Resident: \$29.00 + \$5.00 software recovery fee - Total: \$34.00
Non-Resident: \$58.00 + \$10.00 software recovery fee - Total: \$68.00

CITY OF MONROVIA SPECIAL EVENT APPLICATION

APPLICANT NAME _____ DATE _____

BUSINESS LICENSE # (if applicable) _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ EMAIL _____

DATE OF EVENT _____ TIME OF EVENT _____

LOCATION OF EVENT _____

TYPE OF ACTIVITY _____ INDOOR OR OUTDOOR _____

IS THE EVENT ON CITY PROPERTY _____ PRIVATE PROPERTY _____ # OF ATTENDEES _____

CHECK ALL THAT APPLY – **SITE PLAN IS REQUIRED FOR OUTDOOR EVENTS**

Live Band D.J. P.A System Alcohol Bounce House Carnival Rides

Street Closure If yes: Description _____

EZ-UP Canopies How Many _____ Size(s) _____ Generator

Rental Tents with No Walls If yes: How Many _____ What Size(s) _____

Rental Tents with Walls If yes: How Many _____ What Size(s) _____

DESCRIPTION OF ACTIVITIES, PARKING AND SPECIAL REQUESTS:

Applications must be submitted to the City at least ten (10) working days, Mon-Thurs, prior to the Special Event.
Applications and site maps can be emailed to Heather Gibson, at hgibson@monroviaca.gov

Applicant shall indemnify, defend, and hold harmless the City of Monrovia, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant's authorized activities under the terms of this permit unless solely caused by the gross negligence or willful misconduct of the City of Monrovia, its officers, employees, agents, or volunteers.

The information provided in this application is true and correct. I have read and understand this application and agree to all the aforementioned requirements and conditions of use.

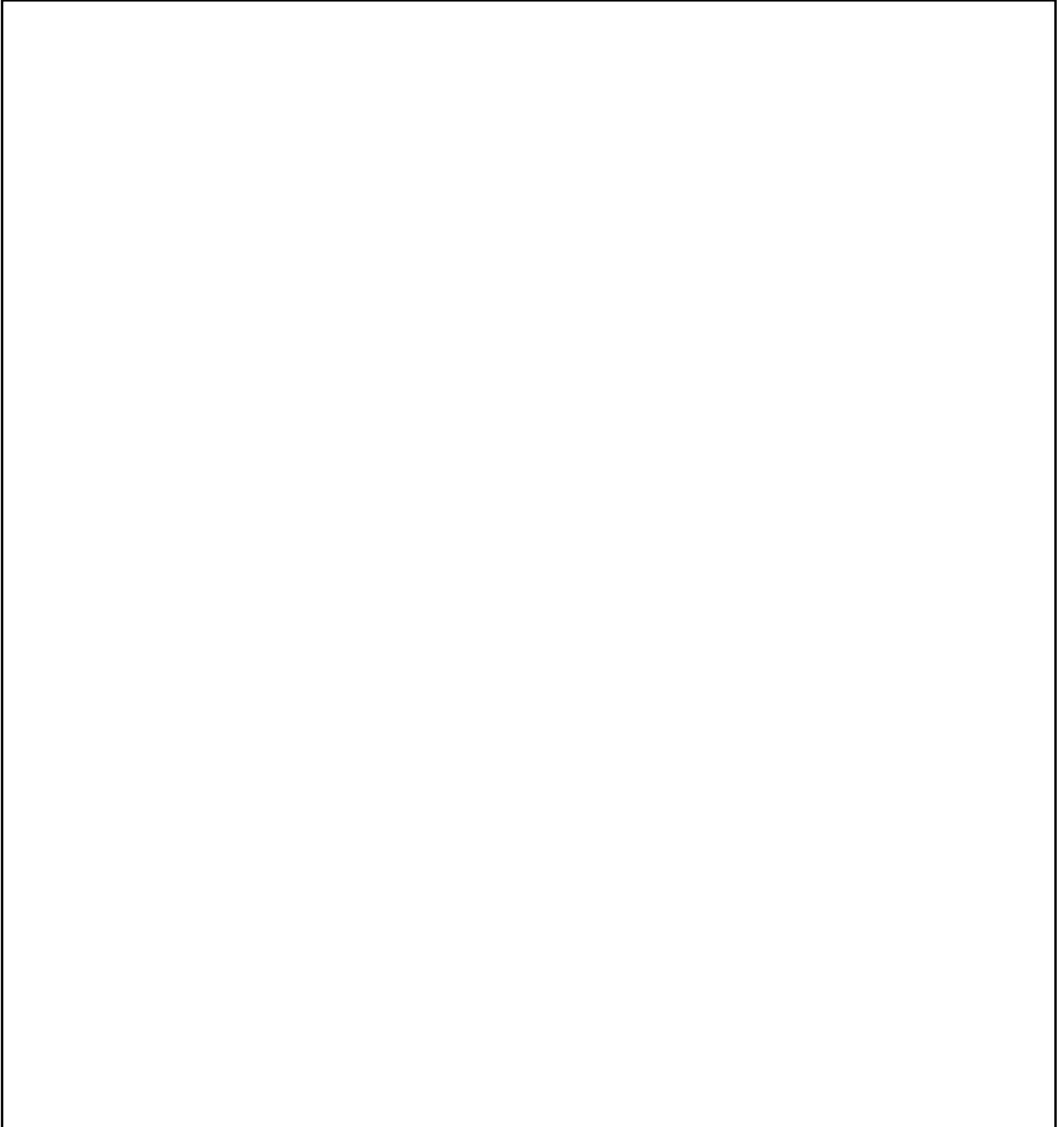
Applicant Signature _____ **Date** _____

SPECIAL EVENT SITE PLAN

Date of Event: _____

Location of Event: _____

Please draw your map in the space provided below, or attach a map to the application upon submittal. Please be sure to include: proposed barricade placement with adjacent streets; location and sizes of all proposed temporary structures (tents, Ez-ups, stages, platforms etc.); location of equipment (tables, chairs, DJ equipment, generators etc.); food and/or alcohol service and ID check (if applicable).

A large, empty rectangular box with a black border, intended for drawing the site plan. The box is currently blank.