



PINAL COUNTY COMMUNITY DEVELOPMENT

31 N. PINAL ST. BLDG. F, FLORENCE, AZ 85132/520-866-6442

Small Special Event

Application/Permit

SEP # _____

EVENT TITLE _____

Special Event Owner/Sponsor ("Owner") _____

Contact Person _____

Email _____ Phone Number _____

Event Location _____ APN _____

Property Owner (attach list if more than one) _____

Date(s) of Event: _____ Hours of Operation _____

Current use of land: _____

On State Trust Land or BLM Land? _____

Dismantle Date _____ Number of Attendees per day: _____

Will food be served? _____ Alcohol? _____ Fireworks? _____

Will there be Music? _____ Overnight camping? _____

Temporary structures. Tents, booths, stages? Need electric or propane? _____

Any dirt lots or dirt roads being used? _____ Will there be any open burning? _____

Any port-a-potties? _____ How many? _____

Will you require traffic control? _____ Does your event utilize any State, County or City rights of way, causing any detours or closures? (You may be required to obtain a Rights-of-Way permit from each jurisdiction.) _____

INSURANCE REQUIREMENTS:

The Pinal County Risk Manager, at Risk Manager’s sole discretion, will determine insurance requirements for a Special Event following receipt of a Special Event Application/Permit. Insurance requirements apply to Special Event vendors, amusement ride companies and fireworks producers, their contractors and subcontractors as well as Special Event Owners/Sponsors. Requirements will depend, including but not limited to, on hazards and exposures associated with the specific Special Event.

Minimum required insurance shall be provided by companies licensed in the State of Arizona with a current AM Best, Inc. rating of A VII or better. Pinal County, its employees, volunteers and officials shall be named additional insured on all insurance policies except workers’ compensation.

Coverage’s shall be primary and non-contributory with respect to any other insurance available to Pinal County, its employees, volunteers and officials and shall include a waiver of rights of recovery or subrogation against Pinal County, its officials, volunteers and employees without limitation for any and all claims, damages, losses, liabilities or expenses relating to, arising from, resulting from, or alleged to have arisen or resulted from, this Special Event.

Original copies of certificates of insurance and additional insured endorsements must be received by Pinal County Risk Management at least two weeks prior to the event.

Minimum insurance requirements for any Special Event requiring a Special Event Application/Permit are listed below. Additional insurance or insurance limits and conditions may be required at the sole discretion of the Pinal County Risk Manager. The minimum insurance requirements of Pinal County do not limit the indemnity provisions of this Special Event Application/Permit and agreements. Pinal County does not represent that the minimum required insurance is adequate to protect the interests of any Special Event Owner/Sponsor, producer, vendor, their contractors or subcontractors or any other person or entity.

MINIMUM INSURANCE REQUIREMENTS:

Commercial General Liability (occurrence form) including products/completed operations, premises liability and contractual liability:

| | |
|--------------------------|---|
| Small Event: | \$1,000,000 per occurrence, \$2,000,000 annual aggregate |
| Large Event: | \$3,000,000 per occurrence, \$6,000,000 annual aggregate |
| Very Large Event: | \$5,000,000 per occurrence, \$10,000,000 annual aggregate |

Other liability insurance if applicable:

Liquor Liability:

| | |
|----------------------------------|---|
| Small Event: | \$1,000,000 per occurrence, \$2,000,000 annual aggregate |
| Large Event: | \$3,000,000 per occurrence, \$6,000,000 annual aggregate |
| Very Large Event: | \$5,000,000 per occurrence, \$10,000,000 annual aggregate |
| Fireworks production: | \$3,000,000 per occurrence, \$6,000,000 annual aggregate |
| Carnival/amusement rides: | \$3,000,000 per occurrence, \$6,000,000 annual aggregate |

Automobile Liability Insurance: Covering any automobiles or trucks used for the event: \$1,000,000 combined single limit including hired and non-owned auto

Workers’ Compensation Insurance: Statutory limits and including Employer’s Liability insurance of \$1,000,000 each accident, \$1,000,000 each disease and \$1,000,000 disease policy limits

INDEMNIFICATION:

In consideration of the approval of a Special Event Application/Permit by Pinal County, to the fullest extent permitted by law, the Special Event Owner/Sponsor ("Owner") shall indemnify, defend, save and hold harmless Pinal County, its officials, agents, employees and volunteers ("County") without limitation from and against any and all claims, actions, liabilities, damages, losses, or expenses including but not limited to court costs, attorneys' fees, and costs of claim processing, investigation and litigation relating to, arising from, resulting from or alleged to have arisen or resulted from, the Special Event or caused, or alleged to have been caused, in whole or in part, by the acts or omissions of the County or Special Event Owner/Sponsor or any of their officials, owners, directors, employees, agents, contractors, subcontractors or volunteers. It is agreed that Special Event Owner/Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Special Event Owner/Sponsor agrees to waive all rights of subrogation against County for losses arising or resulting from the Special Event.

OTHER GENERAL RISK MANAGEMENT REQUIREMENTS:

County Property: This Special Event Application/Permit is for Pinal County property and shall not be construed as authorization for use of adjacent private or public property, grounds or land. Special Event Owner/Sponsor shall be responsible for obtaining all necessary permits or agreements.

Damage to Pinal County Property: Special Event Owner/Sponsor will promptly compensate or reimburse Pinal County the full amount of any damage to, or loss of use of, Pinal County buildings, facilities, grounds, lands, water or property caused by Special Event Owner/Sponsor, its officers, officials, employees, members, guests, invitees or participants. Compensation or reimbursement to Pinal County shall also include, but not limited to, restoration, clean-up, abatement, remedial action, legal fees and expenses or fines.

Damage to Special Event Owner/Sponsor Property: Pinal County shall not be responsible for loss of, damage to, or loss of use of tangible or intangible property of Special Event Owner/Sponsor, its officers, officials, employees, members, guests, invitees or participants.

Signature of Owner/Agent Sponsor

Date of Application

PERMIT IS NOT VALID UNTIL SIGNED & DATED BY PINAL COUNTY IN SECTION BELOW.

I. APPROVAL FOR SMALL SPECIAL EVENT: (Subject to Other Permit and Conditions by County Departments if applicable.)

Approval of Special Event Coordinator

Date of Approval