SUBJECT: APPROVAL FOR COMMUNITY CIVIC EVENT - IMAGINE

COMMUNITY ARTS CENTER - FAMILY ART FESTIVAL -

**NOVEMBER 1, 2013** 

SOURCE: Finance Department

COMMENT: The Imagine Community Arts Center is requesting approval to hold a

family art festival at Centennial Park on Friday, November 1, 2013,

from 6:00 p.m. to 8:00 p.m. No street closures are requested.

This application is submitted in accordance with the Community Civic Events Ordinance No. 1326, as amended. The application has been routed according to the ordinance regulations and reviewed by all the departments involved. All requirements are listed on the attached copy

of the Application, Agreement and Exhibit A.

RECOMMENDATION: That the Council approve the Community Civic Event

Application and Agreement from the Imagine Community Arts Center, subject to the Restrictions Requirements contained in the Application, Agreement

and Exhibit A of the Community Civic Event Application.

ATTACHMENT: Community Civic Event Application, Agreement, Exhibit

A, Exhibit B, Outside Amplifier Permit, Map, Certificate of

Liability Insurance.

D.D. MB Appropriated/Funded MS C.M.\_

291 N. Main Street, Porterville, CA 93257 559-782-7451 Fax: 784-4569 www.ci.porterville.ca.us

(Incomplete applications can delay permit process)

# APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

DO YOU HAVE?	Event Flyer?	E-mail address?	Website	e.?
Application date:	8/15/2013	Event dat	te: November 1	2013
9/24/13		Event tim	e: <u>B:00 -8:00</u>	
Name of Event:	Family A	+ Festival		
	7 . 3 .		Arts Center	
Sponsoring orgar	nization: /Mag/h	P Community	Phone # 559	<u> 793-150</u>
Addr	ress: 256 N	Main St.		
Authorized repres	sentative: <i>Rehecca</i>	Ybarra	Phone # 559 5	310-1960
Addr	ess: <u>388 E . Gai</u>	den		
Event chairpersor	n: <i>Rebecca Vb</i>	arra	Phone #	
	Monte Rege	8 589-920-	2464	
Location of event	Centennial F	7)		
		ap must be attached)	· · · · · · · · · · · · · · · · · · ·	
Type of event:	Community ,	Event		<u> </u>
	· · · · · · · · · · · · · · · · · · ·			
Non-profit organiz	zation status: <u> </u>	0/C(3) B	L# 003334	
(IRS Determination)				•
City services requ	uested (fees associa	ited with these service	es will be billed separa	ately):
Barricades (qu	antity):	Street sweepir	ng Yes	No 🗸
Police protection	on YesNo $\underline{\nu}$	Refuse pickup	· Yes	No 🗸
Other:			ű.	
			:	· · · · · · · · · · · · · · · · · · ·
Parks facility a	pplication required:	Yes <u>~</u> N	o Attached	<u></u>
Assembly perr		Yes N	o Attached	<u></u>
STAFF COMME	VTS (list special requirer	nents or conditions fo	or event):	
Appr. Deny				
	Bus. Lic. Spvr.		* **	
	Pub. Works Dir			
	Comm. Dev. Dir.			
,	Field Svcs. Mgr.			•
<del></del>	Fire Chief			
	Parks Dir.			
	Police Chief			
	Admin. Svcs. Dir.		······································	

APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

#### What constitutes a Community Civic Event?

A <u>non-profit organization</u> wishes to sponsor an event that is <u>open to the community at large</u> and will <u>utilize public property</u>. Most of the time, Community Civic Events require street or sidewalk closures. This application must be submitted NO LESS THAN 30 DAYS PRIOR to the date of the event in order to obtain City Council approval.

All City Code requirements are described in ordinance 15-20 (e) 1-23 and as amended in ordinance 1613. For a full description please visit our City of Porterville website at <a href="https://www.ci.porterville.ca.us/govt/CityClerk/">www.ci.porterville.ca.us/govt/CityClerk/</a>, Porterville Municipal Codes. For questions or concerns please call 559-782-7451 or 559-782-7457. Any person who violates the provisions in this code, shall be deemed guilty of either a misdemeanor or an infraction, with penalties of one hundred (\$100) for the first violation.

Liability insurance: The sponsoring organization/applicant agrees to provide and keep in force during the term of this permit a policy of liability and property damage insurance against liability for personal injury, including accidental death, as well as liability for property damage which may arise in any way during the term of this permit. The City of Porterville and Successor Agency to the Porterville Redevelopment Agency shall be named as additional insured. A Certificate of Liability Insurance and Additional Insured Endorsement sample forms are enclosed for your convenience. This original certificate and endorsement shall be submitted to the Finance Department prior to the City of Porterville Council's approval. The council shall condition the granting of a CCE permit upon the sponsoring entity's filling with the council a policy of public liability insurance in which the city has been named as insured or coinsured with the permittee. The policy of insurance shall insure the city, its officers, and its employees against all claims arising out of, or in connection with, the issuance of the CCE permit or the operation of the permittee or its agents or representatives, pursuant to the permit. The policy of insurance shall provide coverage of no less than one million dollars (\$1,000,000.00) per occurrence of bodily injury and property damage, combined single limit. (Ordinance 15-20(e) 18)

Authorized Representative Initials

Alcohol liability insurance: Organization/Applicant will obtain an alcohol permit if any alcoholic beverages are to be served. The insurance policy shall be endorsed to include **full liquor liability** in an amount not less than one million dollars (\$1,000,000) per occurrence. The City of Porterville shall be named as additional insured against all claims arising out of or in connection with the issuance of this permit or the operation of the permitted, his/her agents or representatives pursuant the permit. **Claims-made policies are not acceptable**.

Authorized Representative Initials

Health permit: Organization/Applicant will obtain or ensure that all participants obtain a 'Temporary Food Facilities' permit(s) from the Tulare County Public Health Department, if any food is to be served in connection with this Community Civic Event. To contact the Tulare County Environmental Health Department located at 5957 S. Mooney Blvd., Visalia, CA, 93277, call 559-733-6441, or fax information to 559-733-6932; or visit their website: www.tularehhsa.org.

<u>First aid station</u>: Organization/Applicant will establish a first aid station, with clearly posted signs, to provide basic emergency care, such as ice/hot packs, bandages, and compresses.

Authorized Representative Initials

Agreement: The sponsoring organization/applicant agrees to comply with all provisions of the Community Civic Event Ordinance 15-20(e), as amended, and the terms and conditions set forth by City Council and stated in Exhibit 'A.' The sponsoring organization/applicant agrees, during the term of this permit, to secure and hold the City free and harmless from all loss, liability, and claims for damages, costs and charges of any kind or character arising out of, relating to, or in any way connected with his/her performance of this permit. Said agreement to hold harmless shall include and extend to any injury to any person or persons, or property of any kind whatsoever and to whomever belonging, including, but not limited to, said organization/applicant, and shall not be liable to the City for any injury to persons or property which may result solely or primarily from the action or non-action of the City or its directors, officers, or employees.

I Magine Community Arts lenter	lebeur Monn	8/15/2023
(Name of Organization)	(Signature)	(Date)

VENDOR/PARTICIPANT LIST IN CONNECTION WITH THE APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY

TO BE HELD ON PUBLIC PROPERTY

Sponsoring organization:

Location: ( en lange)	al Park Ever	nt date: <u>////</u>	<u>28/3</u> Event time: <u>6 ≥ ∞ − 8</u> ∞
All vendors are required to of that will engage in selling at of INFORMATION. Vendors with the exceptions of non-	complete the business license permit for participate in the above-named eventh no valid City of Porterville business profit organizations per *City of Ported be completed at the time of applicat	t. <b>NO PERMIT V</b> license are requ erville Municipal	VILL BE ISSUED WITHOUT THIS ired to pay \$1 per day to the City, Code 15-20(E) Community Civic
<u>Vendor name</u>	Address/Telephone	Business License required?	Type of Activity
Imagine Comm. Arts	250 N. Main 87.	Yes	Community Event
(27)//07			
·			
	·		
	ł		

\*Municipal Code 15-20(E) Community Civic Events (16): Business License Fees: Any individual, company, firm, concessionaire, fair operator, carnival operator, etc., who engages in, conducts, organizes, or promotes business for profit shall pay a business license fee of one dollar (\$1.00) per day per amusement, entertainment, exhibit, ride or per booth, space, stall, stand or other unenclosed location used for the purpose of advertising, promoting, or sale of, or taking orders for, goods or services; except that no individual, company, firm concessionaire, fair operator, carnival operator, etc., who possesses a valid city business license shall be subject to separate licensing pursuant to this subsection E16.

The nonprofit sponsor shall collect said fee and remit the fee to the city within five (5) working days following the CCE. Said remittance shall be accompanied by a complete list of participants and consecutively numbered receipts written in triplicate, containing the name, address and telephone number of the licensee, and the licensee's California seller's permit number. Said receipts shall be furnished by the city. One copy of the receipt shall be furnished to the licensee, one copy filed with the finance department of the city, and one copy retained by the CCE sponsor for a period of three (3) years for audit purposes.

REQUEST FOR STREET CLOSURES AND PUBLIC PROPERTY USAGE IN CONNECTION WITH THE APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

Name of event: Family Art Festival
Sponsoring organization: Magine Community Arts Center
Event date: $\frac{1/1/20/3}{}$ Hours: $\frac{6.60-8500}{}$
ATTACH MAP MARKING AREAS TO BE CLOSED OR USED:

Closed

Street Name	<u>From</u>	<u>To</u>	<u>Activity</u>
N/A.			
•			
			·
		·	
<u>Sidewalks</u>	. <u>From</u>	. <u>To</u>	<u>Activity</u>
NJA			
·	·		
		,	
			·
Parking lots and spaces	<u>Loca</u>	Activity	
	Centennial Par	Family Art	
	Centennial Par N. Main Porte	Fastival	
·		•	

#### REQUIREMENTS FOR COMMUNITY CIVIC EVENT

## IMAGINE COMMUNITY ARTS CENTER FAMILY ARTS FESTIVAL

**NOVEMBER 1, 2013** 

Finance Director:

M. Bemis

Public Works Director:

B. Rodriguez

Community Development Director:

B. Dunlap

Field Services Manager:

B. Styles

No comments.

Fire Chief:

G. Irish

No comment.

Parks and Leisure Services Director:

Donnie Moore

Vehicles to remain off the grass.

Police Captain:

D. Haynes

Please see proposed conditions/

requirements in Exhibit B.

Administrative Services Director:

P. Hildreth

See attached Exhibit A.

#### REQUIREMENTS FOR COMMUNITY CIVIC EVENT

Sponsor:

Imagine Community Arts Center

Event:

Family Art Festival Rebecca Ybarra

Event Chairman: Location:

Centennial Park

Date of Event:

November 1, 2013

Time of Event:

6:00 p.m. to 8:00 p.m.

RISK MANAGEMENT:

Conditions of Approval

That the Imagine Community Arts Center provide a Certificate of Commercial General Liability Insurance Coverage evidencing coverage of not less than \$1,000,000 per occurrence, and having the appropriate Endorsement naming the City of Porterville, its Officers, Employees, Agents and Volunteers as "Additional Insured" against all claims arising from, or in connection with, the Permittee's operation and sponsorship of the aforementioned Community Civic Event.

- A. Said Certificate of Insurance shall be an original (fax and xerographic copies not acceptable), the Certificate shall be signed by an agent authorized to bind insurance coverage with the carrier, and the deductible, if any, shall not be greater than \$1,000.
- A. Said insurance shall be primary to the insurance held by the City of Porterville, be with a company having an A.M. Best Rating of no less that A:VII, and the insurance company must be an "admitted" insurer in the State of California.

## CITY OF PORTERVILLE/POLICE DEPARTMENT Community Civic Event Application

#### Family Arts Festival - November 1, 2013

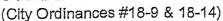
#### Proposed Conditions/Requirements for Family Arts Festival

Your application to conduct/hold a community civic event has been received by the Porterville Police Department. The following conditions are necessary to ensure a safe and orderly event in the Porterville community.

- > City Council approval is required for all street/sidewalk closures.
- > Participants must not interfere with the normal flow of pedestrian/vehicular traffic.
- > Food vendors should provide inspection certificates from the Tulare County Health Department to members of the organizing committee, to ensure food product safety.
- > Consumption of alcohol by participants, attendees, organizers at the event is strictly prohibited.
- An Outside Amplifier Permit has been approved and granted. However, event organizers shall not allow music to be played so loud as to unreasonably disturb the peace and good order of any residents or business establishments in the surrounding area.
- At conclusion of event, event organizers shall ensure that affected parks/streets/sidewalks are promptly cleared of any vehicles, equipment, booths or anything that could present a hazard to pedestrians or vehicles traveling in the area, as well as any other relater materials such as signs, pamphlets and fliers.

Dan Haynes, Captain Police Department

## **OUTSIDE AMPLIFIER PERMIT**



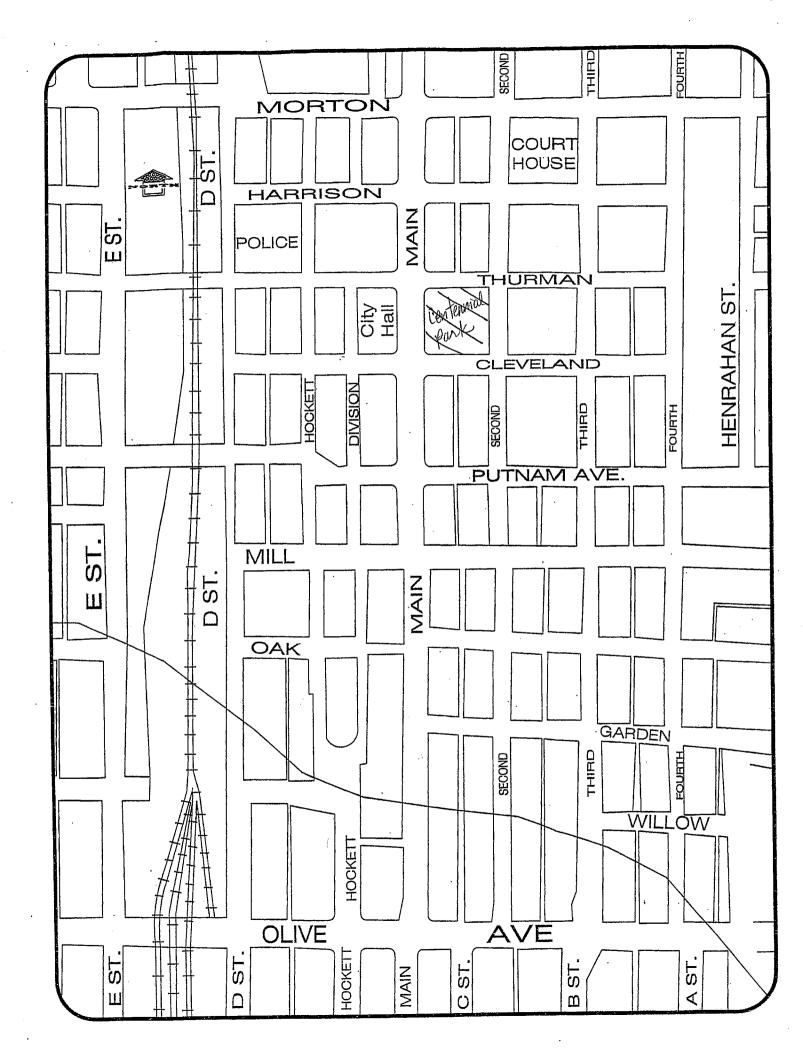


This application must be submitted ten (10) days prior to the date of the event. A copy of this permit must be at the operating premises of the amplifying equipment for which this registration is issued. 1 Name and home address of the applicant: 2 Address where amplification equipment is to be used: 3 Names and addresses of all persons who will use or operate the amplification equipment: 44 \( \) Park ST Propose (A-93257) 4 Type of event for which amplification equipment will be used: 5 Dates and hours of operation of amplification equipment: 6 A general description of the sound amplifying equipment to be used: It shall be unlawful for any person within the city to use or operate or cause to be operated or to play any radio, phonograph, jukebox, Section 18-9 record player, loudspeaker, musical instrument, mechanical device, machine, apparatus, or instrument for intensification or amplification of the human voice or any sound or noise in a manner so loud as to be calculated to disturb the peace and good order of the neighborhood or sleep of ordinary persons in nearby residences or so loud as to unreasonably disturb and interfere with the peace and comfort, The operation of any such instrument, phonograph, jukebox, machine or device in such manner as to be plainly audible at a distance of one hundred feet (100') from the building, structure, vehicle, or place in which, or on which it is situated or located shall be prima facie evidence of a violation of this section. (Ord. Code § 6311) It shall be unlawful for any person to maintain, operate, connect, or suffer or permit to be maintained, operated, or operated, or connected Section 18-14 any or sound amplifier in such a manner as to cause any sound to be projected outside of any building or out of doors in any part of the city, except as may be necessary to amplify sound for the proper presentation of moving picture shows, or exhibiting for the convenient hearing of patrons within the building or enclosure in which the show or or exhibition is given, without having first procured a permit from the chief of police, which permit shall be granted at the will of the chief of police upon application in writing therefore, but which permit, when granted, shall be revocable by the city council whenever any such loudspeaker or sound amplifier shall by the council be deemed objectionable, and any such permit may be so revoked with or without notice, or with or without a formal hearing, at the option of the council, and in the event of the revocation of any such permit, the same shall not be renewed, except upon application as the first instance. (Ord. Code § 6312) Any of the following persons shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more Penal Code Section 415 (2) than four hundred dollars (\$400), or both such imprisonment and fine: (2) Any person who maliciously and willfully disturbs another person by loud and unreasonable noise. I hereby certify that I have read and answered all statements on this registration form and that they are true and correct

THIS OUTSIDE AMPLIFIER PERMIT HAS BEEN APPROVED. HOWEVER, WE URGE YOU TO REMAIN

BY THESE REGULATIONS CAN RESULT IN REVOCATION OF THE PERMIT.

CONSIDERATE OF THE GENERAL PEACE AND ORDER OF THE NEIGHBORS IN THE AREA. FAILURE TO ABIDE





### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/20/13

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THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER. AND THE CERTIFICATE HOLDER.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: PRODUCER Phillip Aguilar PHONE (A/C, No, Ext): E-MAIL Interstate Auto Insurance Center In (559) 784-7828 (559) 784-7826 bill.interstate@yahoo.com 600 N. Prospect Ste E ADDRESS Porterville, CA 93257 INSURER(S) AFFORDING COVERAGE NAIC# United States Liability Insurance Company (559) 784-7828 Fax (559) 784-7826 Phone INSURER A INSURED INSURER B Imagine Community Arts Center INSURER C INSURER D 250 N Main Street INSURER E: Porterville, CA 93257 (559) 310-1960 INSURER F: COVERAGES **CERTIFICATE NUMBER:** REVISION NUMBER: 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. ADDI SUBR TYPE OF INSURANCE POLICY NUMBER INSR WVD **GENERAL LIABILITY** EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) 500,000.00 100,000.00 COMMERCIAL GENERAL LIABILITY \$ 5,000.00 CLAIMS-MADE OCCUR MED EXP (Any one person) CL 1616749 Υ Α 08/01/2013 08/01/2014 500,000.00 PERSONAL & ADV INJURY 1.000.000.00 GENERAL AGGREGATE \$ GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMP/OP AGG \$ POLICY PRO-\$ COMBINED SINGLE LIMIT (Ea accident) **AUTOMOBILE LIABILITY** BODILY INJURY (Per person) \$ ANY AUTO ALL OWNED AUTOS SCHEDULED BODILY INJURY (Per accident) \$ AUTOS NON-OWNED PROPERTY DAMAGE (Per accident) \$ HIRED AUTOS AUTOS \$. UMBRELLA LIAB EACH OCCURRENCE OCCUR **EXCESS LIAB** CLAIMS-MADE AGGREGATE \$ DED RETENTION \$ WORKERS COMPENSATION WC STATU-AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT \$ NIA (Mandatory in NH) E.L. DISEASE - EA EMPLOYE \$ If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Youth Art Instruction **CERTIFICATE HOLDER** CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE City of Porterville THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Successor Agency to the Porterville Redevelopment Agency AUTHORIZED REPRESENTATIVE 291 N. Main St. Porterville, CA 93257

POLICY NUMBER: CL 1616749

#### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

Name of Additional Insured Person(s) Or Organization(s):

Effective Date: 09/20/2013 12:00 AM

City of Porterville; Successor Agency to the Porterville Redevelopment Agency

291 N. Main Street Porterville, CA 93257

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

- A. Section II Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
  - 1. In the performance of your ongoing operations; or
  - In connection with your premises owned by or rented to you.

#### However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.