



Recreation Department
 705 W. Union St. /Benson, AZ 85602
 (520) 720-6044

PARADE/STREET CLOSURE PERMIT APPLICATION

This application must be returned to the Recreation Department no less than 45 days before the scheduled event. Application will NOT be considered with out required paperwork.

APPLICANT INFORMATION

Name and Title (If Applicable):

Organization Name (If Applicable):

Applicant or Organization Mailing Address

Primary Phone:

Secondary Phone:

Email Address:

Insurance: Events held on City property are required to include a certificate of liability insurance of one million dollars (\$1,000,000) and appropriate endorsement naming the City of Benson and its officials, officers, employees and agents as additionally insured. Applicant's policy is primary and non-contributory and subrogation must be waived.

SECTION A: EVENT INFORMATION

Event Name:

Expected Attendance:

Event Date(s):

Start Time:

End Time:

Event Location and Address:

Description of Event and Activities:

STREET CLOSURE REQUEST FORM

Name of Applicant:

Date:

Address:

Phone:

Email Address:

Event/Event Sponsor

Start Date & Time:

End Date Time:

Streets to be CLOSED: Note: a diagram of the proposed site or route is required for review. Include streets and intersections in which the road will be closed. Proposed parade route diagram must also include staging area and termination area. Also, identify on the map the portion of the street or intersection, which will be occupied during the street closure.

OFF- DUTY CITY EMPLOYEE REQUEST

Consult the Recreation Department to determine if your event requires the presence of a City employee for which compensation must be paid.

Off-Duty Police Officer: Contact the Benson Department at (520)586-2211

APPLICATION TERMS AND CONIDITONS

By signing this document, Applicant agrees to the following:

- * Facility fees are subject to change as the City evaluates new rates.
- * The applicant does not have ownership of the roadway.
- * Liability insurance must be submitted prior to utilizing City facilities.
- * Applicant may be required to sign updated facility use document if changes to the permit process occur.
- * Applicant understands the risk of COVID-19 and will have signed waivers for the event at City Facilities.
See Attachment 1

PERMIT HOLDER INITIALS _____

SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT

Applicant shall indemnify, defend, save and hold harmless the City of Benson and its officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney’s fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees, subcontractors or invitees. This indemnity includes any claim or amount arising out of or recovered under the Workers’ Compensation Law or arising out of the failure of Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is acting on the organization’s behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization’s behalf.

Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The city reserves the right to withhold cleaning/damage deposits depending on the condition that the facility is in when the permit expires

PERMIT HOLDERS INITIALS _____

PERMIT Signature _____ **Date** _____

FOR CITY USE ONLY

Police Department Approval Yes No N/A _____ **Initials**
_____ Date

Remarks: _____

Public Works Approval Yes No N/A _____ **Initials**
_____ Date

Remarks: _____

Parks and Recreation Approval Yes No N/A _____ **Initials**
_____ Date

Remarks: _____

Fire Department Approval Yes No N/A _____ Date

Remarks: _____