

COUNCIL DECISION REQUEST

SUBJECT: Co-Sponsored Events Policy and General Requirements.

MEETING DATE: March 5, 2009

PAYSON GOAL: NEW: EXISTING: x

ITEM NO.:

TENTATIVE SCHEDULE:

SUBMITTED BY: Cameron Davis – Parks, Recreation and Tourism Director AMOUNT BUDGETED: N/A

SUBMITTAL TO AGENDA

EXPENDITURE REQUIRED: N/A

APPROVED BY TOWN MANAGER

CONT. FUNDING REQUIRED: N/A



EXHIBITS (If Applicable, To Be Attached):

Exhibit A: Includes Co - Sponsored Event General Requirements – General Outline of Policy.

Exhibit B: Includes the following:

1. **Co-Sponsored Event Permit Procedures** – Over all policy guidelines
2. **Co-Sponsored Event Criteria Checklist** – Used to determine Co-Sponsorship Eligibility
3. **Co-Sponsored Event Checklist** – Used by Co-Sponsor to help plan their event.
4. **Co-Sponsored Event Reservation Application & Permit** – Used to define the scope of the event with each department and issue a permit of approval from the Town.
5. **Co-Sponsored Event Insurance & Hold Harmless Addendum** – Insurance outline and hold harmless.
6. **Co-Sponsored Event Coordination Overview Form** – Used by staff to follow flow of over all event process to completion.

POSSIBLE MOTION

I move to approve the Co-Sponsored Event General Requirements in substantially the form set forth in Exhibit A (Exhibit B is attached for information purposes only).

SUMMARY OF THE BASIS FOR POSSIBLE MOTION:

This motion to approve the new Co-Sponsored Event Policy for the Town of Payson will do the following:

1. Establishes a set of guidelines and requirements that will determine whether or not an event is eligible for Co-Sponsorship with the Town.
2. Allows staff to waive fees if the outlined criteria in the Co-Sponsored Event Permit Procedures Document are met (see Exhibit B).
3. This policy is complete with special application forms, procedures, checklists, insurance addendums and fee waivers will help create a more structured process for the Town when it chooses to participate in a Co-Sponsored event.
4. This policy will better help to protect the Town from liability claims and will allow our Special Event Coordinators to present a User with a complete packet of information to better help them plan their event so that it complies with each Town Department.

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COUNCIL DECISION REQUEST

PROS: _____

Allows staff to coordinate with each other on a Co-Sponsored event and iron out any possible problems. Creates a structured policy and set of guidelines and requirements that Staff can follow when evaluating a Co-Sponsored Event.

CONS: This will be a more structured process so it will take time to train staff and deploy policy.

PUBLIC INPUT (if any):

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

FUNDING:

Acct:	Budget:	Available:	Expense:	Remaining:
Acct:	Budget:	Available:	Expense:	Remaining:
Acct:	Budget:	Available:	Expense:	Remaining:

3A: _____ Date: _____



Co-Sponsored Event General Requirements

- If event is Co-Sponsored facility use fees will be waived. Co-Sponsor (User) is responsible for all other costs.
- Co-Sponsored Event Permit Application must be completed and signed.
- Site plan shall be submitted with accurate dimensions showing location of event including on-site parking, if required. Site plan to be approved by the Town.
- Permit is non-transferable.
- User to be responsible for keeping event area picked up and clean of debris at all times.
- A \$200 cleaning and maintenance deposit is required and will be refunded after completion of event as long as the facility is returned to its original state. (Dependant upon Event Coordinator Approval).
- All Park Rules and Town regulations are to be observed.
- Street closures require submittal of Parade or Street Closure Permit and approval by the Police Chief.
- Contact person shall be identified prior to the event and shall be available by cell phone at all times to the Town during the event.
- Town reserves the right to require security and/or medical services for the event. If provided by the Town, applicable fees will apply.
- If liquor is sold during the event, User shall procure and maintain for the duration of the event and agreement **Liquor Liability Insurance (LLI)** in the amount of \$2 million dollars for each occurrence and \$4 million general aggregate. The Town shall be named as additional insured on the LLI policy. Additionally, the User shall obtain and post a State approved liquor permit on site during the event.
- Regarding business licenses, the User must be in compliance with Section 110 of the Town of Payson Town Code.

- Indemnification and Hold Harmless Agreement (see attached sample) must be signed by the applicant (15) days prior to the event.
- User Acknowledgement/Agreement (see attached sample) must be signed by the applicant (10) days prior to the event.

Insurance:

A Certificate of insurance for general liability listing the Town as an additional insured (sample requirements to be attached) shall be submitted and approved by the Town ten (10) days prior to the event, or;

Special events insurance coverage can be obtained through the Town for those that cannot meet the above insurance requirements, subject to the approval of the Town's underwriter. Request shall be submitted (30) days prior to the event.



EXHIBIT "B"

**Town of Payson
Co-Sponsored Criteria
Checklist**

Name of Event: _____

Date of Event: _____ **Location of Event:** _____

Events shall meet one or more of the following:

The event is free of charge OR

The event provides a benefit to the Town OR

Two thirds of any net proceeds are distributed to one or more not
for profit entities.

Applicant Signature:

Date:

Print Name

Staff Signature:

Date:



**Town of Payson
Co-Sponsored Criteria
Checklist**

Name of Event: _____

Date of Event: _____ Location of Event: _____

Events shall meet one or more of the following:

- The event is free of charge OR
- The event provides a benefit to the Town OR
- Two thirds of any net proceeds are distributed to one or more not for profit entities.

Applicant Signature: **Date:**

Print Name

Staff Signature: **Date:**



Town of Payson Co-Sponsored Event Checklist

Co-Sponsored Events in Town Parks, Streets or Town Grounds

Name of Event: _____

Date of Event: _____ Location of Event: _____

General Requirements:

- Co-Sponsored Event Application completed, and submitted.
- Site plan submitted with application showing location with dimensions including on-site parking, lighting, traffic flow and alternate transportation if required.
- Site plan to be approved by Town.
- For Town Co-Sponsored Events: Facilities fees are waived if "Co-Sponsored" requirements are met.
- Parade or street closure permit has been obtained if applicable.
- Contact person shall be identified prior to the event and be available by cell phone to the Town at all times during the event.
- If liquor is to be sold or consumed, Liquor Liability Insurance in the amount of \$2 million for each occurrence is needed.
- Liquor License obtained if applicable.
- List of vendors provided for business license verification.
- Facility security deposit received.
- Special requirements for equipment needs

Insurance:

Insurance addendum has been submitted.

A certificate of insurance for general liability with the Town named as additional insured shall be submitted and approved by the Town (15) calendar days prior to the event.

For your Information:

- **Permit is non-transferable**
- **User to be responsible for keeping event area picked up of debris at all times. Security deposit is required.**
- **All Park Rules and Town Regulations are to be observed.**



**Co-Sponsored Event
Reservation Application**

Date of Application: _____ Date of Event: _____

Applicant: _____ Event Name: _____

Event Location: _____ Time of Event: From _____ to _____

TYPE OF EVENT (Check all that apply)

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Arts & Craft Fair | <input type="checkbox"/> Festival | <input type="checkbox"/> Large Picnic | <input type="checkbox"/> Rodeo |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Food Fair | <input type="checkbox"/> Parade | <input type="checkbox"/> School Event |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Political Rally | <input type="checkbox"/> Tournament |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Holiday Event | <input type="checkbox"/> Religious | <input type="checkbox"/> Other |

Details: _____

Purpose: _____

SECTION 1: Applicant Information (please print or type)

Name of Applicant: _____

Mailing Address: _____ Phone #: _____

Corporation/Organization Name: _____

Corporation's Tax ID#: _____ City Sales Tax ID#: _____

E-Mail Address: _____

SECTION 2: Event Information

Name of Event: _____

Open to Public? Yes No

Location of Event: _____

Set up date and time: _____

Event Start Time: _____ Event End Time (include tear down): _____

Admission Fee \$ _____ Est. Adult Attendance: _____ Est. Child Attendance: _____

Will any of the profits be distributed to a non-profit? Yes No

If so who: _____

Benefit to Citizens: _____

On Site Event Manager: _____ Phone Number: _____ Cell #: _____

E-Mail Address: _____

SECTION 3: Event Features

Will the event include any of the following (if yes, be advised that event features may require an inspection and/or special event permit from the building, engineering, fire, and/or health departments):

Amplified Entertainment: Yes No

Live Entertainment: Yes No

Concessions/Novelty Items Sold: Yes No

Animals: Yes No If yes, please provide what types _____

Tents or Canopies: Yes No If yes, please provide the following information:

Note: If more than 1 tent or canopy is being used, a site plan must be provided. Tents larger than 200sf will require an inspection.

No. of Tents/Canopies: _____ Size: _____ (square feet under roof)

Company Name: _____

Address: _____

Contact: _____ Phone: _____

E-Mail Address: _____

Carnival/Amusement Rides: Yes No If yes, please provide the following (inspection required):

No. of Rides: _____

Company Name: _____

Address: _____

Contact: _____ Phone: _____

Inflatables: Yes No If yes, please provide the following (inspection required):

No. of Inflatables: _____ Size: _____

Company Name: _____

Address: _____

Contact: _____ Phone: _____

Open Flames or Cooking: Yes No

Temporary Fencing/Structures: Yes No If yes, please the following:

Company Name: _____

Address: _____

Contact: _____ Phone: _____

Port-A-John/Waste Control: Yes No If yes, please provide the following:

The site of the event must be adequately served by utilities and sanitary facilities

Company Name: _____

Address: _____

Contact: _____ Phone: _____

Electrical Services/Generators: Yes No If yes, please complete the following:

All electrical set up work and wiring shall be completed prior to 3PM Monday – Thursday. Any and all hook ups and inspections that are required after the 3PM deadline will require an additional charge for maintenance personnel and inspectors.

Electric Location _____ Service Needed (in amps) _____

Electric Location _____ Service Needed (in amps) _____

Lighting: Yes No If yes, please provide specifics:

Signage: Yes No If yes, please provide specifics:

Tables/Chairs Yes No If yes, please provide specifics:

Please list special needs and please refer to the facility drawing.

SECTION 4: Alcohol

Will alcohol be sold? Yes No If yes, State of AZ. Liquor License required (attach copy of State of Arizona application)
Will alcohol be given away? Yes No If yes, Town of Payson Alcohol Permit is required

SECTION 5: Streets (A site plan must be submitted showing all requests below)

Will the event require closure or any use of city streets, sidewalks or right of ways? Yes No If yes:

City Streets: Yes No If yes, provide the following:
Street From/To Street Date(s) Time(s)

Sidewalks: Yes No If yes, provide the following:
Sidewalk From/To Sidewalk Date(s) Time(s)

Public Parking Lots: Yes No If yes, please provide the following:
Parking Lot From/To Parking Lot Date(s) Time(s)

Parking Plan:

SECTION 6: Event Security

Will the event be using private security? Yes No If yes, please provide the following:

Security Name: _____

Address: _____

Contact: _____ Phone: _____

Number of Personnel Contracted For: _____ Hours for Security at the event: _____

SECTION 7: References

Please list contacts from your last three events:

Contact Name	Location	Phone	Date of Event

SECTION 8: Vendors

All vendors must be registered with the State of Arizona. Prior to business operations, the Town of Payson requires that all vendors shall have on display in their vending area a valid business license. Certificates of insurance must be obtained from all food and beverage vendors. Promoter is responsible for the collection of insurance from all food and beverage vendors. The Town of Payson must be listed as **ADDITIONALLY INSURED** on the certificates and copies must be given to the Parks & Recreation Event Coordinator prior to the event. If you will have vendors, you must complete the attached vendor list.

1. Have certificates of insurance been obtained from all vendors? Yes No
2. Has the municipality been added as an **ADDITIONAL INSURED** on the certificates: Yes No
3. Does the certificate provide for a minimum limit of at least \$1,000,000? Yes No

Notification will be given to the Gila County Health Department on all special events conducted on property owned by the Town of Payson when food products will be sold. For more information, rules and regulations concerning the vending of food, you may contact the Gila County Health Department at (928) 474-1210.

CO-SPONSOR VENDOR LIST

Please list all vendors below:

Name & Address	What you are selling	Business License No.

CO-SPONSORED EVENT PERMIT

Date of Application: _____ Date of Event: _____

Applicant: _____ Event Name: _____

Event Location: _____ Time of Event: From _____ to _____

Contact Name: _____

Phone Number: _____ Email Address: _____

General Description of the Event:

RULES & REGULATIONS:

- Vehicles are not permitted on the grass or sidewalks in any park, except in designated locations. Violators will be cited.
- Stakes are not permitted in any park. If you have booths or signs, either water bags, sand bags, or the like must secure them.
- All parks close at 10:30 p.m. All events must be concluded by 10:00 p.m.

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable city, county, and/or state sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Payson and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

Applicant Signature

Print Name Here

Title

Date

APPROVED:

Town of Payson Coordinator Signature

Title

Date



Town of Payson Insurance & Hold Harmless Addendum

Name: _____
Event Location: _____ Date of Event: _____
Alcohol To Be Served: Yes ___ No ___ Open to the Public: Yes ___ No ___
Estimated Event Attendance: _____

Insurance will be required for all co-sponsored events.

Obtaining Insurance:

- Your personal insurance agent or an insurance agency may be able to provide you with the insurance that is needed.
You may also obtain insurance through Southwest Risk. The cost of this insurance will vary. Please request information directly from:

Southwest Risk
14902 North 73rd Street
Scottsdale, AZ 85260
(602) 996-8810 (main line)

Events Serving Alcohol:

- You will need to obtain a Special Event Liquor License from the Arizona Department of Liquor Control. Please request the paperwork from your event coordinator and setup the date for the request to come before the Town Council.
In addition to the Liquor License, Liquor Liability insurance naming the Town of Payson as an additional insured on your insurance is required.

Insurance

The USER shall produce and maintain for the duration of the Co-Sponsored Event Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with uses of the Premises.

USER shall provide a certificate of insurance at least 15 days prior to the event for all listed above evidencing:

General Liability

Insurance covering premises, products-completed operations and contractual liability. The Town shall be named as an additional insured on USER's General Liability insurance policy. The General liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$4,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the USER's insurance coverage shall be primary insurance with respect to the Town. Any insurance, self insurance, or insurance

pool coverage maintained by the Town shall be in excess of the Lessee's insurance and shall not contribute to it.

The USER shall provide a certificate of insurance evidencing the required insurance before using the Premises and shall maintain the insurance for the life of the Co-Sponsored Event Permit.

Use/Insurance Cancellation

The amount of written notice that the USER and the insurance company shall provide the certificate holder in the event the insurance policy is cancelled or amended shall be thirty (30) calendar days written notice. The words 'will endeavor to' shall be stricken from the insurance certificate. The Town shall be named as an additional insured on the policy. Notice shall be mailed to:

Parks, Recreation and Tourism Department
1000 w. Country Club Dr.
Payson, Arizona 85541.

Applicability of Insurers

Insurance shall be placed with an insurer with a current A.M. Best rating of not less than A: V11.

Verification of Coverage

USER shall furnish the Town with an original certificate and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the USER ten (10) work days before the event is scheduled.

Indemnification/Hold Harmless (USER):

User shall save defend, indemnify and hold harmless the Town, its officers, employees volunteers and agents (the "Town") from and against any and all loss, damage, claims, suits or liabilities sought against or imposed upon the Town for any and every kind or nature (including attorneys' fees, costs and expenses) resulting from injury to or death of any person, or for loss or damage to property, real or personal, arising out of the use of the Premises in any manner by User and/or from any activity, work or thing done or omitted in connection with the Premises by User. User further agrees to save, defend, indemnify and hold harmless the Town from and against any and all claims, suits or causes of action for liability (including attorneys' fees, costs and expenses) which arise in any way from User's use of the Premises imposed upon it or the Town for injury to or death of any person, or for loss or damage to property, real or personal, caused or alleged to be caused in whole or in part by the act(s), omission(s), fault or negligence of town. It is understood and agreed that the obligations of the User Pursuant hereto shall include the duty to defend and the right to reimbursement for expenses, cost and damages reasonably paid or incurred by the town in connection with any such aforementioned claim, suit or cause of action. User hereby assumes full, complete and sole responsibility for the rules and regulations of the Town. User has read and understands the requirements of the Town's Co-Sponsored Event Policy, the facility Clean Up Deposit Agreement and the Insurance Required Addendum, and hereby agree to all sections of said Policy and Agreements. The information given in this application is true. User agrees that this application, when completed and approved, is a valid obligation of User, enforceable in accordance with its terms. In the event any part of this paragraph is determined to be unenforceable, User is not relieved of any liability resulting from user's representation that this paragraph and the indemnifications contained therein is a legally binding obligation of user.

Acknowledgement/Agreement (USER):

I hereby assume full responsibility for the facilities being used as stated in the permit and agree to comply with all the rules and regulations of the Town of Payson. The information given in this application is said to be true. I understand the Town of Payson reserves the right to deny use, change, or cancel any part of the Co-Sponsored Event Permit and any related scheduled activities.

Signature of USER: _____

Date: _____

Printed Name: _____

Phone: _____



Town of Payson Co-Sponsored Event Permit Procedures

Co-Sponsored Events

When events are conducted on Town property or right-of-way; and follow the outlined guidelines below, the Town can consider co-sponsorship. When the Town co-sponsors it is extremely important that the Co-Sponsored Event Permit contains information regarding the public purpose and the proposed distribution of any profits.

Guidelines:

1. The Town Desires and agrees to co-sponsor the event.
2. Co-sponsor is a not for profit corporation.
3. The event or a portion of the event is on public property or public easements(s)
4. One of the following must apply:
 - a. The event is free of charge OR
 - b. The event provides a benefit to the Town OR
 - c. Two thirds of any net proceeds are distributed to one or more not for profit entities.

Co-Sponsored Event Permit

For the purpose of these procedures Co-Sponsored Event Permits are for those events that are conducted on public property and that have direct significant impact on traffic congestion; or traffic flow to and from the use over public streets or right-of-way near the event; and/or significantly impact the need for emergency services such as police, fire or medical aid.

Fees for Co-Sponsored Events

Fees for Town services and equipment may be waived in part or in full by the Town, according to the Co-Sponsored Event definition above.

Insurance

The Town does not maintain insurance that will respond to claims against the applicant arising out of the use of public right-of-ways by the applicant, its members, or those attending the event. Insurance shall be required for Co-Sponsored events open to the public; serving alcohol; or any event deemed to be high risk by the Town; or any combination thereof.

Insurance may be purchased from the Town's carrier, Southwest Risk. For current rates please contact:

Southwest Risk
14902 North 73rd Street
Scottsdale, AZ 85260
(602) 996-8810 (main line)
Ask about TULIP (Tenant User Liability Insurance Policy)

Procedures

(1) Event Coordinator (Town Employee)

- Shall assist applicant in preparation of their application and determine if dates/locations for the event are available;
- Determine which departments will be affected and which approvals are needed;
- Identify which Town services are required for the event and the approval or conditions of approval. The review shall estimate what fees, if any are necessary to pay for the Town services.
- Forward application packet with related information and boiler plate conditions to the appropriate review departments/staff within 10 working days of packet creation;
- Work with applicant to modify the event so that difficulties and problems are resolved or direct them to the appropriate department, and follow-up to ensure resolution;
- Identify any applicant interaction with non-town agencies, where appropriate such as the Arizona State Liquor Board, Gila County Health District, Department of Public Safety, ADOT, etc.;
- Within 20 days of receipt of application packet, respond back to applicant with denial or approval and fees due;
- Collect deposits and/or fees. Issue deposit refund checks.
- Coordinate refund of deposits and any other end use follow-up needed and closes out file for event and forwards to appropriate staff for conversion into permanent filing system. The event permanent file is located at the Parks, Recreation and Tourism Department

(2) Police

- Identify which Police services are required for the event and the conditions of approval. The review shall determine what fees, if any, are necessary to pay for Police services.
- Plans Police Department emergency vehicle access and traffic safety related to the event.
- If needed the parade or street closure permit is obtained from the police department and requires approval of the Chief of Police at least 20 working days prior to the event.
- Reviews proposed events which plan to have music, sound amplification, or any other noise impact;
- Review events which may impede access by emergency services.
- Review a parking plan for the event
- Review a lighting plan for the event
- Review a Security Plan for the event
- Review signage proposal which is approved by the Police Department; regarding traffic regulation, parking and information including alcohol consumption restrictions etc.
- Ensure that applicant will include, as a condition of permit approval, when necessary and appropriate, sufficient number of police personnel or private traffic controller; adequate barricades, cones and no-parking signs; portable toilet and first aid facilities; internal security and crowd control; nighttime lighting; and any other requirements necessary to protect public health and safety.
- Within 5 working days of receipt of application packet, review completed application for conformance with existing rules, regulations, codes and laws and notifies Event Coordinator with denial, approval, or approval with conditions;
- Recommends to Town Manager denial of a permit/application for any event which poses insurmountable difficulties in terms of scheduling available, safety aspects, a particular route or location, causes undue hardships to surrounding residences or businesses, applicant fails to

provide complete and accurate information, or any other consideration as regulated by the Payson Town Code.

(3) Fire

- Identify which Town services are required for the event and the conditions of approval. The review shall determine what fees, if any, are necessary to pay for Town services.
- Plans Fire Department emergency vehicle access and safety related to the event.
- Ensure that applicant will include, as a condition of Co-sponsored Event Permit approval, issuance of other permits or arrangement of services when necessary and appropriate.
 - Fire or EMS standby service
 - Tent or membrane structure permit
 - Food preparation facilities inspections
 - Fireworks or pyrotechnics permit
 - Recreational fire permit (campfire or bonfire)
 - Carnival/Fair permit and inspections
 - Float inspections for parades
- Within 5 working days of receipt of application packet, review completed application for conformance with existing rules, regulations, codes and laws and notifies Event Coordinator with denial, approval, or approval with conditions;
- Recommends to Town Manager denial of a permit/application for any event which poses insurmountable difficulties in terms if scheduling available, safety aspects, a particular route or location, applicant fails to provide complete and accurate information, or any other consideration as regulated by the Payson Town Code.

(4) Engineering/Streets

- Identify which Town services are required for the event and the conditions of approval. The review shall determine what fees, if any, are necessary to pay for Town services.
- Reviews proposed event which may impact already scheduled street repair or construction;

- Loans barricades, cones and no parking signs to event organizer on an as available basis. Applicant arranges pick-up and return of equipment. Or, sets up the above for the event.
- Require cleaning or repair of street or facility on an as-needed basis, after event has occurred;
- Within 5 working days of receipt of application packet, review completed application for conformance with existing rules, regulations, codes and laws and notifies Event Coordinator with denial, approval, or approval with conditions;
- Recommends to Town Manager denial of a permit/application for any event which poses insurmountable difficulties in terms if scheduling available, safety aspects, a particular route or location, causes undue hardships to surrounding residences or businesses, applicant fails to provide complete and accurate information, or any other consideration as regulated by the Payson Town Code.

(5) Community Development

- Identify which Town inspection services are required for the event and the conditions of approval. The review shall determine what fees, if any, are necessary to pay for Town inspection services.
- Require that all electrical, mechanical, structural construction and uses either temporary or permanent, comply with building codes currently adopted by the Town.
- Require permits when appropriate.
- Within 5 working days of receipt of application packet, review completed application for conformance with existing rules, regulations, codes and laws and notifies Event Coordinator with denial, approval, or approval with conditions.
- Recommends to Town Manager denial of a permit/application for any event which poses insurmountable difficulties in compliance with currently adopted codes.



**Town of Payson
Co-Sponsored Event
Coordination Overview Check List**

Date Co-Sponsored Event Application Filed with Town: _____

Police: Date Sent: _____ Date Responded: _____

Fire: Date Sent: _____ Date Responded: _____

Engineering/Streets Review: Date Sent: _____ Date Responded: _____

Community Development: Date Sent: _____ Date Responded: _____

Parks and Recreation Review: Date Sent: _____ Date Responded: _____

Reimbursement Cost Required: _____ Date Fees are Due: _____

Date Received: _____

Date Insurance and Hold Harmless Agreement Received: _____

Date of Insurance Certificate Received: _____

Liquor License Required? Yes No

Council Meeting Date: _____

Date Application Received: _____

Street Closure Permit Required Yes No

Projected Event Revenue if any? \$ _____

Event Coordinator: _____

Co-Sponsored Event Application completed, and submitted.

Site plan to be approved by Town.

Street closure permit has been obtained if applicable.

Facility security deposit received.

Special requirements for equipment needs have been addressed.