



Permit # _____

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- Application and all supporting information **must** be submitted at least **30 days prior** to the event.
- There will be a Fee due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

<i>Town Use Only</i>		
Date Submitted: <u>8/30/2023</u>	Fee: <u>25.00</u>	Date Paid: _____
Paid via: <input type="checkbox"/> Check # _____ <input type="checkbox"/> C.C. <input type="checkbox"/> Cash		
<i>Special Event Approvals</i>		
Town Manager:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Fire Inspector:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Zoning Administrator:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Police Chief:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Building Inspector/Public Works:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
<i>*Other approvals as needed based on scope of event.</i>		

Applicant Information

Name of Applicant Dylan Jung Date: 8/28/23
(Individual Person)
Name of Organization/Sponsor Jerome Chamber of Commerce
Federal Tax or 501 (c)(3) Number 82-5165468 (VnoZona for Art Sales)
Applicant's Mailing Address PO Box K
City Jerome State AZ Zip 86331

Applicant's Contact Information

Email dylan-jeromechamber@gmail.com
Business Phone # 928-634-2900 Cell Phone # 928-202-8144

Emergency Contact for Date of Event
Name Ginger Mackenzie Phone # 928-284-8053

Event Information

Name of Event Art in the Park

Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:
Sept. 30th

Set-Up Date/Time: From Sept. 30th 9am To _____
Tear-Down Date/Time: From Sept. 30th 6pm To _____

Number of expected Participants 100-300

Will an admission or registration fee be charged? YES NO Fee _____

Please describe the event:
This will be the 3rd Art in the Park event. A dozen or so Artists painting live in the park. Live music with 2 bands. Stilt walker for kids. Food truck (Mad Honey) planned for spot across from Connor Hotel. Event runs Noon - 5pm.

Event Information Continued

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES NO If yes, which property? Upper Park

If no, what is the **physical address** for the event? _____

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Special Event Access

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.

main steps to and from the upper park. Normal parking is expected for any crowd, with direction towards 300 level lot and town shuttle -

Food and Beverage

Will Alcohol be Sold? YES NO

If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold? YES NO (Food truck already approved)

If yes, please submit approval documents from the Yavapai County Health Services Department.

Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.

Provisions for Noise, Trash, and Signs

Will there be outdoor, amplified sound at the event? YES NO

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Please describe outdoor/amplified sound to be used: Minimal amplification and no use of staging this time around.

Will there be outdoor lighting, or other electrical needs? YES NO

Please describe: Only use of central electrical box in the park.

Will trash be created during the Special Event? YES NO

Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Will the Special Event require signage? YES NO

All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.

Please describe all needed signage: Use of a couple banners to be hung along the fence of the park with zip ties.

Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.

DS (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.

Checklist of Requirements

- 1. Completed Special Event Permit Application.
- 2. Completed Application for Facility Use (if applicable).
- 3. Completed Hold Harmless Agreement of Indemnification.
- 4. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- 5. List of all businesses (dba), contact information and proof of Transaction Privilege Tax License (TPT) or exemption status for every vendor that will be attending the Special Event for the purpose of selling food, drink, or retail sales of any kind, or promotion of their own business or another.
- 6. Liquor License (if applicable).
- 7. Health Department Approval (if applicable).
- 8. All other permits required by County or State Agencies.
- 9. Permit filing fee.
- 10. Written approval from Police Chief/Fire Inspector (if applicable).

*St-11 need
as of 9/4/2023*

*St-11 need
as of 9/4/2023*

SPECIAL EVENT HOLD HARMLESS AGREEMENT

I, Dylan Jung (representing Jerome (Cabel)), shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during the Special Event named (from page 2 of the Special Event Permit Application) Act in the Park in the Town of Jerome during the period Sept. 30th thru Sept. 30th.

Signed this 28th day of August, 2023.

Signature: 

Name (print): Dylan Jung

Witness: _____



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Application for Facility Use

Please complete and return this application and Hold Harmless Agreement (attached) to the office of the Town Clerk, P.O. Box 335, Jerome, AZ 86331, together with a CERTIFICATE OF INSURANCE, if required by the Town, naming the Town of Jerome as an Additional Insured with respect to this event.

YOUR APPLICATION MUST BE APPROVED BY THE TOWN BEFORE A PERMIT CAN BE ISSUED and must be submitted at least 30 days prior to the event.

Name of Applicant: Dylan Jung (Jerome Chamber of Commerce)

Address: 1579 E. Sierra Dr. Cottonwood, AZ 86326

Telephone: 928-202-8144

If applicant is an organization, list officers:

Name	Address	Telephone
Dylan Jung	"same"	" "
Ginger Nuckezic		928-284-8053

Requesting the use of:

- UPPER PARK (Parcel 401-06-156) 300 LEVEL PARKING LOT (Parcel 401-03-015L)
- LOWER PARK/SLIDING JAIL (Parcel 401-06-075) MIDDLE PARK (Parcel 401-06-015)
- UPPER PARK HORSESHOE AREA (Parcel 401-06-147A)

Date of Use: Sept 30th Rain Date: _____

Hours of Use: 9am - 6pm Approximate # of people: 300

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome and the laws of the State of Arizona which govern such usage.

[Signature]
Signature

Dylan Jung
Print Name

8/28/23
Date of application

1579 E. Sierra Dr. Cottonwood, AZ
Address

928-202-8144
Telephone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/29/2023

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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).

PRODUCER Butler-Leavitt Insurance Agency 405 South Main Street Cottonwood AZ 86326		CONTACT NAME: CLC PHONE (A/C, No, Ext): (928) 634-5521 FAX (A/C, No): (866) 298-7798 E-MAIL ADDRESS: Broker																						
INSURED Jerome Chamber of Commerce Drawer K Jerome AZ 86331		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Hartford Casualty Insurance Company</td> <td>29424</td> </tr> <tr> <td>INSURER B:</td> <td>Security National Insurance Company</td> <td>19879</td> </tr> <tr> <td>INSURER C:</td> <td>Twin City Fire Insurance Company</td> <td>29459</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hartford Casualty Insurance Company	29424	INSURER B:	Security National Insurance Company	19879	INSURER C:	Twin City Fire Insurance Company	29459	INSURER D:			INSURER E:			INSURER F:		
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COVERAGES

CERTIFICATE NUMBER: 23/24 GL 22/23 WC DO

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.


INSR LTR	TYPE OF INSURANCE	ADL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		59SBABV5100	08/10/2023	08/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employment Practices \$ 5,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	SWC1406115	10/08/2022	10/08/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers			59KM0342325-22	10/15/2022	10/15/2023	Each Occurrence \$1,000,000 General Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Art in the Park, Sept. 30, 2023

Certificate holder is listed as an additional insured in regards to the general liability policy, form to follow.

CERTIFICATE HOLDER**CANCELLATION**

Town of Jerome 600 Clark Street PO Box 335 Jerome AZ 86331	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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