Carnival Inflatable & Amusement Application (Private Party)

Type/Name and number of Amusement(s): _____

_____

Name of Park: _____

Date: _____

Times: _____ Lighting needed? _____

Is this a private event or will it be open to the public? _____

Please describe plan to monitor the use of the carnival amusement: _____

_____

Bounce House Company Name: _____

Bounce House Company Phone: _____

Yes	No	
☐	☐	Is this carnival amusement or inflatable company's insurance and/or inspection approved and on file with City of Flagstaff Office of Community Events?
☐	☐	I have read and understood the rules and regulations attached to this application.
☐	☐	Is your event affiliated with a larger organization?

If yes, please name the organization: _____

APPLICANT CONTACT INFORMATION:

Name: _____

Phone: _____

Address: _____

_____

Email: _____

AFFIDAVIT

The Applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event/Carnival Amusement described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event/carnival amusement permit is not transferable to any other individual or group.

Print Name of Applicant: _____

Signature: _____

Date: _____

SITE PLAN:

SPECIAL EVENT CARNIVAL AMUSEMENT GUIDELINES:

1. The Applicant/Event Organizer completes a Carnival Inflatable or Amusement Permit Application including all necessary attachments and returns the completed application to City of Flagstaff, Recreation Services- Office of Community Events in-person, by mail, via fax or email.
2. The deadline for submitting Carnival Inflatable or Amusement application is fourteen (14) calendar days prior to the requested event date(s). Failure to do so will result in a late fee or denial of the permit.
    - Carnival Amusement applications submitted between 10-13 calendar days prior to the event date will be assessed a late fee of $61 for events prior to Sept 1, 2014 or $65.25 for events on or after Sept 1, 2014. Applications submitted less than 10 days prior to the event date will be denied.
3. **Applications that are incomplete or not accompanied by the required information will not be accepted.**
4. All applications should include the following for initial submittal:
    - Completed and signed application
    - Application fee ($33 for events prior to Sept 1, 2014; $35.50 for events on Sept 1, 2014 or later)
    - Complete and detailed site plan

SPECIAL EVENT CARNIVAL AMUSEMENT PERMIT PROCESS

1. Administrative Review
    - Once a carnival amusement application has been submitted, an administrative review by staff will be conducted to assess the completeness of the application.
    - Administrative review time frame:
        - 3 working days
    - The City shall issue a written notice of administrative completeness or deficiency within the defined administrative review time frame. Multiple departments within the City will provide a coordinated notice to the Office of Community Events. A list of deficiencies will be provided to the applicant and when compiled by the event producer are due back to the Office of Community events within the time frame below:
        - 5 working days prior to event date
    - The City of Flagstaff may consider an application withdrawn if the applicant does not supply the documentation or information requested or an explanation of why the information cannot be provided within the established timeframe after administrative review.
    - The time clock is stopped until the missing/corrected information is resubmitted to the City.
    - Acceptance of completeness of a submittal is no guarantee of its approval.
2. Substantive Review
    - Once the administrative review is complete and all requested information and documents have been submitted by the event producer, City staff will review the application on substance. It is after this review that the application will be approved or denied.
    - By mutual agreement the City and the applicant may extend the substantive review time frame, but may not exceed 50% of the overall time frame.
    - Substantive time frame:
        - 4 working days
    - After the substantive review, the City may make one (1) comprehensive written request for additional information.
        - If the applicant fails to resolve an issue identified in a request for corrections, the City of Flagstaff may make supplemental written or electronic requests for corrections that are limited to issues previously identified.
    - The substantive review time frame and overall time frame do not include the time required for an applicant to obtain other nonmunicipal licenses or to participate in meetings as required by law.

- The time clock is stopped until the missing/corrected information is resubmitted to the City.
- A list of deficiencies will be provided to the applicant and when compiled by the event producer are due back to the Office of Community events within the time frame below:
    - 2 working days prior to event date
- The City of Flagstaff may consider an application withdrawn if the applicant does not supply the documentation or information requested or an explanation of why the information cannot be provided within the established timeframe after substantive review. If an applicant requests significant changes, alterations, additions or amendments to an application that are consistent with the purposes of the original application and that are not in response to the request for corrections, the City of Flagstaff may make one additional comprehensive written or electronic request for corrections and may have no more than an additional 50% of the substantive review time frame as established by the municipality for that license to grant or deny the license.
    - If the change, alteration, addition or amendment is so large as to require an additional administrative review by the Special Event Review Committee, then the application may be denied and the application may be resubmitted.
- If the City of Flagstaff identifies legal requirements that were not included in the comprehensive request for corrections, the City of Flagstaff may amend the comprehensive request for corrections once to include the legal requirements and the legal authority for the requirements.
- The time clock is stopped until the missing/corrected information is resubmitted to the City.

3. Pre-event:
    - Upon meeting all requirements and payment of fees, an approved permit is issued to the Applicant/Event Organizer.
    - The permit holder must have the issued Carnival Amusement Permit in their possession at all times. The permit holder has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire. If the violator(s) fail to exit the premises, the Flagstaff Police Department may be called for assistance.

PERMIT HOLDERS AGREEMENT:

The carnival amusement applicant will be required to sign the Permit Holders Agreement prior to issuance of the carnival amusement permit. By signing the Permit Holders Agreement, the permit holder(s) acknowledge and agree that they:

- Are aware of the non-refundable application fee
- Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment
- Will operate the event and use of any related equipment in a safe manner
- Will maintain in force, throughout the duration of the event, liability insurance coverage
- Will operate only from the areas specifically designated
- Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area
- Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule
- Will provide the City of Flagstaff, Recreation Services – Office of Community Events all necessary deposits (i.e. key and/or cleaning)
- Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity
- Will be responsible for any privately owned equipment left at the facility
- Will abide by all conditions of use
- Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received
- Will provide access to event in accordance and compliance with American Disabilities Act standards
- Will defend, indemnify and hold harmless the City of Flagstaff.

- Pursuant to City of Flagstaff Ordinance No. 2010-27, it is unlawful for any person in charge of, or responsible for the conduct of, a duly permitted special event to knowingly fail to comply with any term or condition of a special event/carnival amusement permit.
- Please adhere to any fire restrictions that may be in place at time of event.

FAILURE TO COMPLY:

Failure to comply with rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract
- Eviction from the premises
- Loss of future rental privileges
- Impact the Status Category of the event (Good Standing, Probationary Standing, Poor Standing)

APPLICATION DENIAL OR WITHDRAWAL

If the City of Flagstaff denies or withdraws (no communication by applicant) an application for a permit:

- The City of Flagstaff will provide a justification for the denial or withdrawal with references to the statutes, ordinances, codes or substantive policy statements on which the denial or withdrawal is based.
- Applicant may resubmit the application with corrections or amendments.
    - If the applicant is denied and resubmits the application for the same purposes with only revisions or corrections to the original application, the City of Flagstaff shall not assess any additional application fees that exceed the cost of processing the resubmitted revisions or corrections.

FEES AND DEPOSITS:

1. User fees and deposits must be determined per current Special Event Fees and Charges and required as stated in the policies. Carnival Amusement permits are issued a $100 refundable deposit.
2. All fees and deposits for events will be due seven (7) business days prior to event date, and may be paid by cash, check, money order, or credit card. The application fee is due at the time that the application is submitted to the Office of Community Events and must be a check or money order.
3. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.
4. Upon the conclusion of the event, Recreation staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.
5. Deposit refund balances will be issued to Event Organizer within 30 days after all contract terms are met post-event.

CANCELLATIONS AND REFUNDS:

1. Written cancellation notice must be delivered to the Office of Community Events at least three (3) business days in advance of date for a full credit of deposits and fees. Cancellations after that time may result in forfeiture of deposits and fees.
2. Application fees are non-refundable and are applicable regardless of event cancellation.
3. Event Organizer may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Flagstaff-Recreation Services is not obligated to provide an acceptable date to the Event Organizer postponing their event.
4. If the notice granting or denying the permit is not issued within the overall time frame, the City shall refund all fees charged for reviewing and acting on the application, and shall excuse the payment of as yet unpaid fees. The refund shall be made within 30 working days after expiration of the overall time frame of the agreed time frame extension without the applicant having to ask for a refund. City shall continue to process the application, and there is no longer any time frame within which it must be completed.

INSURANCE:

1. Contracted amusement vendor needs to have an approved permit and **must** have insurance certificate naming the City of Flagstaff and Flagstaff Recreation Services as additional insured with the endorsement on file with the Office of Community Events. These documents must be submitted with the Carnival Amusement Permit Application.
2. Minimum limits are as follows:
    - $ 1,000,000 per occurrence
    - $ 2,000,000 aggregate
    - $ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
    - $ 1,000,000 liquor liability insurance (if applicable)
3. Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
    - $100,000 per occurrence for bodily injury
    - $100,000 per employee for bodily injury by disease
4. $500,000 aggregate for bodily injury by disease.
5. Additional limits may be required after review.
6. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event/Carnival Amusement Permit Application as Affidavit of Applicant/Event Organizer.
7. The following applies to Amusement Rides:
    - The State of Arizona through statute – ARS 44-1799.61 - 1799.64 requires an amusement ride operator have $2 million per occurance/2 million aggregate
    - This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property were the amusement ride is operated.
10. For more information, contact City of Flagstaff Risk Management at (928) 213-2082.

MUNICIPAL PARK/FACILITY AVAILABILITY:

1. Carnival Amusement Permit Applications are accepted a maximum of one (1) year in advance of the event.
2. The Recreation Services Director and/or Public Works Director have the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events.
3. The use of park property may not be granted when, as determined by the Recreation Services Director and/or Public Works Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.
4. The exclusive use of playground areas, skate parks, and BMX parks cannot be reserved by one group, and access to the area by the general public must be available at all times. The City of Flagstaff, Recreation Services-Office of Community Events does not permit special events in any City-owned skate park or BMX park.

EVENT SITE PLAN:

Applicant/Event Organizer must submit, with the carnival amusement application, a site plan that includes the event area, indicating the location of equipment and specific activity areas. Applications will not be accepted without the event site plan. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Event Site Plan must immediately be communicated to the Community Events Coordinator and a new illustrated Event Site Plan is required.

- Your event site plan should be submitted on an 8 ½" x 11" or 8 ½" x 14" format.
- The location of carnival/amusement rides.
- Generator locations and/or source of electricity.
- Identification of all event components that meet accessibility standards (i.e. parking for the disabled, access areas, etc.)
- The Recreation Services Director and/or Community Enrichment Services Director or designee has the right to adjust event site plans in order to protect the well being of the public.

ELECTRICAL INFORMATION:

1. Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with Truck Tracks to prevent any tripping hazards.
2. Small generators must be located a minimum of 5' from all combustible materials with exhaust pointed away from any structures.
3. Secure ext. cords to mitigate tripping hazards.
4. Generators larger than 25 Kva or 25,000 Watts require an over-the-counter electrical permit from Development Services Division (contact 928-213-2618.) The following rules apply:
    - A licensed electrical contractor is to be used for installation and set up and must be on site during inspection with City Electrical Inspector.
    - Inspection of generator set-up is required. Additional fees apply when an inspection must occur during non-City Hall business hours. If an event requires multiple generators, a fee per generator is charged and added to the basic permit fee.
    - If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and the after hour inspection if applicable.
    - Larger generators may require a grounding stake. The location of each generator must be on the submitted site plan and approved by the Parks Department. Blue Stake (1-800-782-5348) may be called if a generator requires staking.
5. A fire extinguisher must be kept near generators. Minimum size: 2A-10BC.

Park Conditions:

1. Stakes <u>may not</u> be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Parks Department. If approved, the Applicant/Event Organizer must call Blue Stake (1-800-782-5348) at least five (5) days before the event to locate utilities. The Blue Stake notice number must be provided to Office of Community Event prior to any staking.
2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved inflatable carnival amusements must be securely weighted down to ensure public safety. In cases of high wind or adverse weather, the applicant is expected to stop and/or deflate all carnival amusements.
4. The Parks Department or Recreation Services-Office of Community Events will indicate areas approved for inflatable carnival amusements. All locations and sizes must be marked on the submitted site plan.
5. Bounce houses shall be monitored to ensure that children using the bounce house are like-sized and aged.