

EVENT ON CITY PROPERTY REQUEST



PLEASE COMPLETE ALL SECTIONS THAT ARE APPLICABLE TO YOUR EVENT

NAME OF EVENT: _____

LOCATION(S) OF EVENT: _____

DATE(S)/TIME(S) OF EVENT: _____

ORGANIZING AGENCY: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

CONTACT E-MAIL: _____

Type of Event (Please Circle All That Apply)

Parade March Protest Event in City Park Fun Run Street Closure

Federal Observation Other: _____

If Street Closure, please advise of location(s) of Street Closure(s) together with dates and times:

Will this event require a noise variance (for events using loud speakers after 9:00 pm) (please circle one) YES NO

If yes, please advise what date(s)/times requested:

If event is in a City of Clovis park, will vendor(s) be selling food/merchandise? (please circle one) YES NO

If yes, vendor(s) are required to provide proof of a City of Clovis business license, pay a \$100 fee payable to the City of Clovis no later than one week prior to the event. Vendor(s) shall contact City Administration at (575) 763-9654.

Will this event require a picnic license for alcohol? (please circle one) YES NO

If yes, please attach proposed map of area where alcohol is to be served, together with a letter stating how you intend to secure the area, and a copy of the completed picnic license application. Please Note - Alcohol cannot be located within 300 feet of a school or church without a waiver from the Clovis City Commission.

Will this event have a bounce house on City of Clovis property? (please circle one) YES NO

If yes, please provide a copy of the event insurance from the bounce house rental company.

Are rental of City items requested? (please circle one) YES NO

If yes, please check items requested below:

- Bleachers (\$75.00 per bleacher, per day) (insert number of bleachers) _____
- Stage Rental (\$250.00 during normal working hours. Additional \$15/hr per employee per hour outside of working hours) _____
- Trash Cans (\$3 each) _____

Will police or ambulance standby be requested for event? (please circle one) YES NO

If yes, please check standby requirements below:

- Police standby/escort times needed From: _____ To: _____
(\$50.00 per hour per officer)
- Ambulance standby needed From: _____ To: _____
(fee set by state)

Certificate of Liability Insurance for community events is required, naming the City of Clovis as an additional insured in the amount of \$1,000,000.00 per occurrence, with a copy provided to the City of Clovis prior to the event.

SIGNED: _____ Title: _____

PRINT NAME: _____ Date: _____

This Section for Completion by City of Clovis Staff



Fire Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Parks Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Police Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Public Works Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

Additional Department Comments: _____
Cost of event per hour/number of personnel: _____ Total cost: _____

Approved/disapproved (please circle one)
Signature: _____ Print Name: _____
Title: _____ Date: _____

For Completion by City Administration

Total cost of event: _____

Date fees paid: _____ Cash/Check (please circle one)

Date proof of insurance provided: _____

Administration recommendation: _____

Reviewed By City of Clovis (please circle one) Approved Disapproved

City Manager Signature: _____ Date: _____