CITY OF CLOVIS 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: _________________________________________________________

Is this event: (Please Circle All That Apply)

- Parade
- March
- Protest
- Event in City Park
- Fun Run
- Street Closure
- Federal Observation
- Other: __________________________________________

Location(s) of Street Closure(s) (please include dates and times):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Will this event require a noise variance (please circle one) YES NO
If yes, please advise what date(s)/times requested: ____________________________

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.

Are rental of City items requested (please circle one) YES NO
If yes, please check below

- Bleachers ($40.00 per bleacher, per day) (insert number of bleachers)________
- Stage Rental ($150.00)__________________________________________________
- Trash Cans (costs vary by size of trash can)______________________________

Will police or ambulance standby be requested for event (please circle one) YES NO
If yes, please check 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:____________________________________

Proof of Insurance Provided (please circle one) YES NO Date Provided:__________________________

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:_________________________________________

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:____________________________________