

## CITY OF YUMA Special Event/Street Closure Checklist and Form

Attached is the form required for special events, events where alcohol will be sold or consumed, and special event-related street closures in the City of Yuma. Review the checklist thoroughly, and ensure that all questions are answered before returning it; this will help to ensure that your request is processed promptly. *Please note that traffic control and traffic control devices are to be supplied by the applicant. If alcohol is to be sold, a special event liquor license (available from the City Clerk's Office) must be applied for.*

### Checklist

- The 'Street Closure Notification Form' is complete and signed by the residents, businesses, and organizations affected.
- The 'Street Closure Addendum' is complete and signed.
- The 'Standard Hold Harmless Clause for Special Event Permits' is complete and signed.
- A map of the streets closed for the event is complete and enclosed with the application.
- A traffic control plan has been submitted with this application. **A traffic control plan consists of a plan showing the streets and intersections to be closed (including adjacent and nearby streets and intersections) and showing the location of proposed traffic barricades, signs, cones, or flagmen, in order to provide necessary detours and adequate warning to motorists.** The plan shall be at an approximate scale of at least one inch per 100 feet or larger.
- Evidence of a one million dollar (\$1,000,000.00) insurance policy (**Commercial General Liability**) for the event, as evidenced by a certificate of insurance naming the City of Yuma as additional insured.

**Submit application with the above attachments to the following address at least six (6) weeks or forty-five (45 days) prior to the event.**

**Submit application with the above attachments to the following address at least twelve (12) weeks or ninety (90 days) prior to any major event.**

Major events are defined by any of the following items:

1. Major thoroughfare is being used: (4<sup>th</sup> Avenue, 8<sup>th</sup> St, 16<sup>th</sup> St, 24<sup>th</sup> St, 32<sup>nd</sup> St, Avenue B or C).
2. Event is anticipated to have more than 5,000 people in attendance.
3. Event is expected to be more than two (2) days in duration.
4. Outdoor alcohol consumption.

**Completed forms can be dropped off at the City Clerk's Office, Yuma City Hall, downtown Yuma, or mailed/faxed to:**

**Public Affairs Office, Yuma City Hall, One City Plaza, PO Box 13014, Yuma, AZ 85366-3014  
Fax (928) 373-5022. Attn: "Special Events"**

Additional questions can be directed to:

**Greg Hyland, CPM, Director of Communications and Public Affairs: (928) 373-5015 or  
Julie Pilkington, Special Events Coordinator: (928) 373-5021**

# Street Closure Notification Form

I, \_\_\_\_\_, am requesting permission from the City of Yuma to close the following streets:

**Please list all streets affected including cross streets.**

---

---

---

---

---

---

---

---

**Street Closure:** From: \_\_\_\_\_ Date: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_  
Hour M/D/Y Hour M/D/Y

**Actual Event:** From: \_\_\_\_\_ Date: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_  
Hour M/D/Y Hour M/D/Y

**For:** \_\_\_\_\_  
*(Event Name or Description)*

## **PURPOSE AND CHARACTER OF THE EVENT:**

This event is to \_\_\_\_\_

---

---

---

---

The event is expected to attract approximately \_\_\_\_\_ people (please estimate number).

The target age of the intended participants is (check as appropriate):

- Children & Parents     Teenagers     18 to 30     31 to 50     51+



# Street Closure Addendum to Special Event Form

1. **STREETS TO BE CLOSED:** Please list all streets to be closed and provide a map that clearly shows which street or streets are to be closed and the proposed closure points.

---

---

---

2. Date and time that street(s) will be **closed**:      Date \_\_\_\_      Time \_\_\_\_  
Date and time that street(s) will be **re-opened**:      Date \_\_\_\_      Time \_\_\_\_

3. I understand that evidence of \$1,000,000.00 liability insurance coverage indemnifying the City of Yuma as the recipient and a complete Street Closure Notification Form must be provided to the city prior to the event. The one million dollar (\$1,000,000.00) insurance policy for the event shall be evidenced by a certificate of insurance naming the City of Yuma as additional insured.

4. **I understand that a traffic control plan is required to be submitted with this application for review by the City traffic engineer. Unless otherwise authorized, the traffic control plan and traffic control devices are to be supplied by the applicant.** This traffic control plan must be developed by a Certified Traffic Control Technician. Note: Companies renting traffic control devices can develop your traffic control plan for you and be found in the Yellow Pages under "Barricades."

---

Print Name

Signature

Date

## Standard Hold Harmless Clause For Special Events Permits

The permittee agrees to indemnify, defend, and save harmless the City of Yuma from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind of description, including attorney's fees and/or litigation expenses, brought by or incurred by the City of Yuma on account of loss or damage to any property or for injuries or death of any person, caused by, arising out of, or contributed to, in whole or part, by reasons of any act, omission, professional error, fault, mistake, or negligence of employees, agents, or representatives of same in connection with or incident to the performance of this agreement, or arising out of Workers' Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees or volunteers of City of Yuma, permittee and/or its subcontractor's volunteers or employees. Claims under this section shall not extend to any liability caused by the sole negligence of the City of Yuma or City of Yuma employees.

---

Signature

---

Applicant Name (please print)

---

Name of Organization Represented

---

Title of Event

---

Date & Time of Event

---

Location of Event

