



City of Glendora  
116 E. Foothill Blvd.  
Glendora, CA 91741

## **Special Outdoor Display Event Checklist**

### **For Applicant:**

- ☐ Complete the Application for Special Outdoor Display Event
- ☐ Liability Insurance
  - Certificate of liability insurance
    - Minimum coverage required of \$3,000,000 combined single limit for bodily injury and property damage per occurrence or \$1,000,000 of coverage for each person \$3,000,000 for bodily injury, and \$1,000,000 for property damage. Coverage requirement may increase based on size and type of event and will be at the discretion on the City of Glendora's Risk Management Department. (Admin Policy 1.21)
    - The City of Glendora and its Officials, Agents, Employees and Volunteers must be named as additional insured
  - Endorsement Page
    - The Endorsement page must name the City of Glendora and its Officials, Agents, Employees and Volunteers as additional insured
- ☐ A Plot Plan of your Event
- ☐ List of vendors participating in event
  - All vendors participating in event must have a valid City of Glendora business license.
- ☐ Letter of Permission from the property owner or property management company
- ☐ Submit complete packet with \$50 payment if you are a Glendora based non-profit. \$100 for all other paying applicants.
- ☐ If an Alcohol Beverage Control (ABC) Permit is required, please contact Christina Verduzco at 626-914-8273
- ☐ If an Encroachment Permit is required, please contact the PW Main Line 626-914-8246

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### **For Staff:**

- ☐ Receipt toward account number: 10140200.36518





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## Application for Special Outdoor Display Event

- A. Name of Event: \_\_\_\_\_
- B. Exact Location of Event: \_\_\_\_\_
- C. Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Operator of Event (If operator is group, list name of group and name of applicant)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
- E. Date(s) of Event \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_
- F. List communities in California where operators have previously conducted event:  
\_\_\_\_\_
- G. List the number and types of rides, games, shows, displays and individual concessions including food stands and food vehicles. List the names and addresses of carnival operators, live entertainment, profit and non-profit groups operating concessions or displays, tent and pyrotechnic companies and other services or independent contractors.
1. Number and types of rides, games, displays and food concessions. (Attach copy of Health Department Permit for food concessions.)
  2. Name & address of persons providing:  
Live Entertainment: \_\_\_\_\_  
Pyrotechnics: \_\_\_\_\_





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Tents & Structures: \_\_\_\_\_

Carnival Companies: \_\_\_\_\_

(Attach copy of State Division of Industrial Safety Permit for Erection &  
Operation of Rides)

Profit & Non-Profit Concessionaires: \_\_\_\_\_

Food Concessionaires: \_\_\_\_\_

Other independent contractors or services: \_\_\_\_\_

Amusement devices and concessions shall be inspected and approved by the  
Building Superintendent and all games shall be inspected and approved by the  
Chief of Police.

H. Number of persons who will be engaged in conducting the event: \_\_\_\_\_

I. Attach Plot Plan per 5.32.030 of Chapter 5.32; page 3 #H of the Special Outdoor  
Display Ordinance.

J. Encroachment Permit needed? Yes \_\_\_\_\_ No \_\_\_\_\_

K. Number of trailers, tents, or temporary living quarters: \_\_\_\_\_

(Fire Department Permit needed for tents with sides)

If you will have a tent does it have sides? Yes \_\_\_\_\_ No \_\_\_\_\_

L. Cash deposit to ensure premises left in clean, orderly conditions? \_\_\_\_\_

M. Complied with Business License Ordinance? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

N. Complied – Liability & Property Damage Insurance for erection of any structure,  
naming the city as additional insured per 5.32.060, Chapter 5.32.

O. Number of people expected to attend: \_\_\_\_\_

P. Special trash collection bins or services required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, have arrangements been made? Yes \_\_\_\_\_ No \_\_\_\_\_





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Q. The days the event is to be conducted shall be limited to three events per calendar year per property with a maximum of three days in duration per event. The maximum number of days permitted for Christmas tree and pumpkin sales shall be limited to thirty days. (Glendora Municipal Code 5.32.030 Sec. 4)

R. Will alcohol be served as part of this event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach a copy of the following:

- ABC License
- Insurance coverage for Liquor Liability, as applicable.

Health Department Permit Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Sellers Permit Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach a copy of current Sellers Permit.

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**Please Note: All persons making retail sales who do not have a State of California Board of Equalization Sellers permit, must make application for a Temporary Permit from any office of the State Board of Equalization for the length of the event and provide a copy of the Temporary Permit to this office.**

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I have received a copy of this application and Chapter 5.32 of the Glendora Municipal Code Relating to Special Outdoor Display Events and all other information that is required by the Finance Director of the City of Glendora.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_





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### Special Outdoor Display Event

Name of Sponsor: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Timeline: Please give a detailed timeline of your event with dates and times (list street closure times, setup times, event start time, event end time, break down and cleanup).

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**State Or Governmental Agency Or Subdivision Or Political Subdivision:**

City of Glendora and its Officials, Agents, Employees and Volunteers.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
2. This insurance does not apply to:
  - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".





# CITY OF GLENDORA

*Administrative Policy No.: 1.21*

**Title: Insurance Coverage for Community Activities**

**Effective: 4/23/2013**

## **Policy Objective:**

The purpose of this policy is to define insurance liability requirements for community sponsored activities and to establish proper procedure in meeting said requirement. Activities sponsored by the City do not fall within the guidelines of this policy.

## **Authority:**

City Council (memo dated September 2, 1985; Insurance Coverage for Community Activities). This policy was amended and approved by City Council action on April 23, 2013.


## **Assigned Responsibility:**

It shall be the responsibility of the respective department head to ensure that all general liability and insurance coverage requirements for all community activities/events have been met ten (10) days prior to the initial date of the event. In the event of film activities, insurance coverage requirements must be met at time of application, a minimum of five (5) days prior to the start of film activities.

## **Procedures:**

- I. For all activities not wholly within City operated buildings, regardless of whether alcoholic beverages are served:
  1. Activity sponsor must provide certification of liability insurance in which the City of Glendora is named as an additional insured.
  2. Ten (10) day's prior notification of cancellation must be submitted with an "endeavor to" wording clause deleted.
  3. Liquor liability coverage obtained when applicable.
  4. Coverage shall be included to the minimum requirements of:  
Three million dollars (\$3,000,000) combined single limit for bodily injury and property damage per occurrence; or

\$1 million each person  
\$3 million bodily injury  
\$1 million property damage

|  |              |
|--|--------------|
| City Manager Approval:  | Revision No. |
| Reference:   | Page 1 of 2  |
| Prepared by: Valerie Escalante   |              |



Exceptions:

1. Upon approval of the responsible department head, exceptions may be made for activities such as art exhibits which, in the judgment of the department head, represent insignificant additional liability.
2. Upon approval of the Risk Manager (Finance Director), exceptions may also be made for activities such as car shows, foot races, etc., which, in the judgment of the Risk Manager, represent a minimal liability. Normally, such activities would require coverage in amounts of at least:

\$500,000 each person  
\$500,000 bodily injury  
\$100,000 property damage

3. At the approval of the Risk Manager, an exception shall apply for activities related to film activities. A certificate of insurance is required before a filming permit is issued in an amount not less than \$1,000,000, naming the City as an additional insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage.

II. For activities where alcoholic beverages are served and the activity is conducted wholly within City operated buildings:

1. Activity sponsor must provide certification of liability insurance in which the City of Glendora is named as an additional insured.
2. Ten (10) day's prior notification of cancellation must be submitted with an "endeavor to" wording clause deleted.
3. Coverage shall be included to the minimum requirements of:

\$500,000 each person  
\$500,000 bodily injury  
\$100,000 property damage

III. For activities where alcoholic beverages are not served and the activity is conducted wholly within City operated buildings:

1. Special insurance is not required.



# City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416  
(626) 914-8250 | (626) 914-8211 Fax | CityofGlendora.org

## Request for Special Police Services

Date: \_\_\_\_\_

Person or organization requesting service (include mailing address for billing statement):

Name: \_\_\_\_\_

(if non-profit, tax exempt number, required) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_ Number of Officers Requested \_\_\_\_\_

Location where the service will be performed: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Number in attendance \_\_\_\_\_ Occasion requiring service \_\_\_\_\_

Signed \_\_\_\_\_ Approved \_\_\_\_\_  
Applicant Chief Mike Randazzo

.....  
***For Glendora Police Department Use Only. Please Do Not Write below this line.***

The cost of special police services for non-profit organizations is:

|  |                      |
|--|----------------------|
| <b>Supervisor (Minimum 3 Hours)</b>        | <b>\$233.99/hour</b> |
| <b>Officer (Minimum 3 Hours)</b>           | <b>\$175.90/hour</b> |
| <b>Non-Peace Officer (Minimum 3 Hours)</b> | <b>\$68.83/hour</b>  |

P.D. USE\*\* NUMBER OF  
PERSONNEL ASSIGNED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*\*Please note any event requiring 4 or more personnel will require a Supervisor\*\****

**You will be billed for these services and checks should be made payable to the  
City of Glendora.**

\*Special arrangements can be made for unusually large gatherings by calling Police Administration at (626) 914-8273.

Officer(s) assigned: \_\_\_\_\_

\_\_\_\_\_

Hours worked: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_

Signed: **Officer in Charge** \_\_\_\_\_