

CITY OF HOMER – SPECIAL EVENTS PERMIT APPLICATION



Thank you for your interest in holding a special event in Homer. It is our goal to support event organizers with production plans to implement safe and successful events while minimizing impact on public safety and welfare.

Special Event Applications shall be made **no less than 14 days** prior to the requested event date. The application process begins when a complete application is submitted to the City of Homer. Please keep in mind that submission of this application to this office should not be construed as approval of a request. Larger scale events should allow more time for the approval process.

Please complete the following Special Events Application and attach the following:

- Proof that the sponsoring organization is in good standing and qualified to conduct activity in the state of Alaska, (i.e. business license, sales tax ID).
- Provide a site plan/route map of the event including parking areas, if applicable.
- City Departments affected by the special event will review the application. Once review is complete, you will receive notification of approval or conditional approval until fulfillment of additional requirements. Larger scale events may be required to hold a logistics meeting with City staff. Additional Permits may be required for your event; (i.e., Burn permit, Fireworks, Parking permit or a Right-of-Way permit). A Special Events Permit will be issued upon approval or satisfaction of requirements.

If applicable, please attach the following additional requirements when advised:

- Certificate of current tax exempt status
- Copy of current business license
- Certificate of Liability insurance with City of Homer names as additional insured. See required liability limits on application.
- State DOT Right-of-Way permit

Submit completed Special Events Permit Application to:

CITY OF HOMER

Attention: Economic Development

491 E Pioneer Avenue, Homer, AK 99603

Email: Julie Engebretsen at JEngebretsen@ci.homer.ak.us and Matt Steffy at MSteffy@ci.homer.ak.us

Phone: 907-435-3119

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APPLICANT INFORMATION		
Applicant Name:		Email Address:
Mailing Address:		
Day Phone(s):		Fax Number:
Sponsoring Organization: Sponsoring Entity:	Organization Name:	State Organized:
	<input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other:	Briefly describe business:
Principal Officer:	Name/Title:	Tax Exempt No.:
On-Site Event Contact Person:	Name/Title:	Cell Number:
		Email:
Do you currently carry Commercial Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Insurance coverage may be required at the following liability limits per HCC 5.46.080</small>	If your event is determined to be required to carry liability insurance, your certificate must show the City of Homer as additional named insured: <div style="text-align: center;"> City of Homer 491 E. Pioneer Avenue Homer, AK 99603 </div>	
	Minimum Liability Limits Required: <ul style="list-style-type: none"> Comprehensive Commercial General Liability: \$1,000,000 single occurrence and aggregate; \$1,000,000 Comprehensive Automobile Liability, per occurrence; Worker's Compensation Insurance as required by AS 223.30.045 	
EVENT INFORMATION		
Type of Event (Check all that apply): <input type="checkbox"/> Festival/Fair; <input type="checkbox"/> Tournament; <input type="checkbox"/> Parade/March; <input type="checkbox"/> Demonstration; <input type="checkbox"/> Concert/Performance; <input type="checkbox"/> Carnival; <input type="checkbox"/> Outdoor Market; <input type="checkbox"/> Filming; <input type="checkbox"/> Other (specify):		
Event Title:		
Event Date (s):		
Event Location (s):		
Event Hours:	Start time:	End time:
Set up & Tear Down Days/Times:	Set Up Day:	Time:
	Tear Down Day:	Time:
Anticipated Per Day Attendance:	Participants:	Spectators:
Event Description:	Briefly explain the event and associated activities.	
Event Activities:	Will event involve the sale or consumption of alcoholic beverages?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain set up and control factors:

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<i>*Mobile Food Vendors are required to have a permit when operating on City property.</i>	Will items or services be sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
	Will vendors be cooking or heating food? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Venue/Route Information: <i>*Right-of-Way Permit may be required by Alaska State DOT.</i> <i>*Please use a separate sheets of paper if necessary.</i>	Parade/Walk/Run/Demonstration Route: <i>(Attach Map)</i>	
	Assembly area:	
	Disbanding area:	
	Reviewing stand location:	
	Number of anticipated entries: _____	
	Entry type(s):	
	Does the event require street closure? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	Name of street(s) to be closed:	Start time: End time:
	Will event have amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start time: End time:
	If yes, please describe:	<i>(Each day)</i>
	Will there be any fenced areas? <input type="checkbox"/> Yes <input type="checkbox"/> No	Set up day/time:
	If yes, please describe:	Will there be alcohol served in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type of security?
	Will there be construction of stages, platforms, bleachers, or other temporary structures? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe and include dimensions/diagram on map:
	Will the set up time listed above be enough time for construction and tear down? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, please adjust days/times above and consult with City Manager’s office at 907-435-3102.	
Will tents or canopies be used? <input type="checkbox"/> Yes <input type="checkbox"/> No How will they be secured?	Tent/canopy size(s): Quantities:	
Does the event include fireworks? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe: <i>*Fireworks permit required.</i>	
Does the event include use of open flames (i.e. bonfires)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe: <i>*Burn permit may be required.</i>	

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	Will generators or other electrical equipment be utilized at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	Do you require access to electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	Does the event include rides, inflatables, live animals, climbing walls, or similar devices? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
<p>Traffic Control:</p> <p><i>*Please provide a traffic safety plan with number of barricades, traffic cones, directional signage, volunteers and coordinators' information in Traffic Plan.</i></p> <p><i>*Pre-event logistics meeting may be required depending on the scope of the event.</i></p>	Please describe your plans for traffic control and parking for this event:	<i>*Attach Traffic Plan or consult with City Manager's office for existing Traffic Plans, depending on event size.</i>
	Is on-street parking needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	Is a temporary parking lot needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	Will you provide traffic safety equipment at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you require the City's equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Sanitation:</p> <p><i>*Please indicate on event map the locations of trash receptacles and portable restrooms being brought in for your event.</i></p>	Will you provide trash receptacles at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: Number of trash cans _____ Number of dumpsters _____ If no, please explain:	
	Will you provide portable restroom facilities at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please describe: Number of portables: _____ ADA portables: _____ Vendor Name: _____ Phone number: _____	
	Drop off date/time: _____ Pick up date/time: _____	
	If no, please explain:	
Public Health:	Please describe your first aid/medical plan for this event:	
Safety/Security:	Please describe your security plan for crowd control and safety:	
	Have you hired a security firm to handle the event? <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, please describe:	
	Vendor Name: _____ Phone number: _____ Start time: _____ End time: _____ Number of guards: _____	

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	If no, please explain:
	Contact Name/Phone number day of event:
Event Promotion:	Please describe marketing and promotion efforts for the event: <p style="text-align: right; margin-top: 20px;"><i>*City of Homer may not be mentioned as an event sponsor or logos used without permission.</i></p>

INDEMNITY

The undersigned Applicant/Sponsor of this special event agrees to indemnify, defend and hold harmless the City of Homer, and it's officers, employees and agents from any and all actions, claims, damages, losses and liability arising out of or alleged to arise out of the special event which was proximately caused by the Applicant/Sponsor, it's officers, employees, agents, or any other person attending or joining in the special event who was, or reasonably should have been under the Applicant/Sponsor's control.

Signature of Applicant/Sponsor Date

Signature of Witness Date

RULES AND REGULATIONS

- Special Event Permit Applications shall be made no less than 14 days prior to the requested event date.
- Depending on the scope of the event, please allow more time for approval and/or logistic meeting with officials.
- The permit is not transferable. Only areas specifically designated in the permit are to be used.
- The onsite contact person must be available onsite for the entire duration of the event.
- You must receive approval for your event before you promote, market or advertise your event. Submission of a Special Events Application does not constitute event approval or guarantee availability of the event date, location or construe an automatic approval of the event.
- A site plan/route map of your event must be included with your application and should be in an 8.5"x11" or 8.5"x14" page format. The site plan/route map should identify all streets and areas that are part of the venue and surrounding area as well as the location/dimensions of stages, platforms, canopies, bleachers, platforms, beer gardens, cooking area, vendor booths, portable toilets, trash containers, dumpsters, generators, exit locations, registration areas, fencing, barriers, first aid facilities, etc. If the event involves a moving route of any kind, indicate the direction of travel and any street closures or crossings.
- In accordance with Homer City Code 5.46 Special Events, the City Manager may approve a permit application subject to certain conditions or stipulations regarding the time, place or manner of the special event and/or insurance requirements. In accordance with HCC 7.10.020 and 7.10.030 Parking Permits may be enforced based on size and scope of street parking or overflow parking lots needed to accommodate the event.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to utilize City services. All expenses will be the responsibility of the event applicant.
- Granting of a Special Event Permit by the City of Homer does not exempt the special event of its sponsor(s) from obtaining any business licenses or other permits which may be required by any federal, state, or local statutes, ordinances, rules or regulations or from complying with any federal, state, or local statutes, ordinances, rules or regulations.
- In some cases, the hiring of officers from the City of Homer Police Department, a professional security company or a combinations of both may be required by the City of Homer in order to obtain a Special Events Permit. The Homer Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- The Fire Department must review and approve the following: Your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.
- If the City Manager determines additional city services may be required for your event, you will be notified with an estimate of the cost of such additional support services as well as deposit or bond requirements to meet such costs. The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought, including, but not limited to:
 - The cost of providing, erecting, and moving barricades and/or signs;
 - The cost of providing and moving garbage or waste receptacles;
 - The cost of City personnel required by the City to work overtime hours for event.