

Temporary Use Permit



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135 | Fax 626.355.2251
www.cityofsierramadre.com

APPLICANT INFORMATION

NAME				PHONE
ADDRESS	CITY	STATE	ZIP CODE	EMAIL

MAIN POINT OF CONTACT

NAME	PHONE	EMAIL
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SUMMARY

DATE OF EVENT(S)	EVENT HOURS (Including set up and tear down)
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EVENT DESCRIPTION

LOCATION OF EVENT (Specify address and building/area for large sites)

ESTIMATED ATTENDANCE	IS THERE SEATING?	IF NO, TYPE (FESTIVAL, CARNIVAL, ETC.)
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CHECK THOSE THAT APPLY		
<input type="checkbox"/> Recorded Music	<input type="checkbox"/> Live Music	<input type="checkbox"/> Vendors/Merchandise
<input type="checkbox"/> Other (Booths, dunk tanks, moon bounce, fences, catering trucks, ponies, etc.)	<input type="checkbox"/> Selling/Serving Food	<input type="checkbox"/> Parking Plan (please attach)

WILL ALCOHOL BEVERAGES BE SERVED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.
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INSURANCE

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED	RELATIONSHIP TO INSURED

PRESENT OF PREVIOUS INSURANCE CARRIER	LIMITS OF COVERAGE
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HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? IF SO, EXPLAIN

PREVIOUS LOSSES

SECURITY PLAN (Events with 50+ attendees, involving commercial activity, and located outside the central core area must have security)

COMPANY NAME	CONTACT
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enclose a copy of security agreement as separate attachment.

EMERGENCY EVACUATION PLAN

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

SPECIAL REQUESTS

(Portable restrooms, trash cans, barricades, sprinklers off in the park, etc.)

ATTACHMENTS

- Payment (or fee waiver request for eligible events)
- Security Plan, if required
- Emergency Evacuation Plan
- Parking Plan, if indicated
- Site/Event Map
- Insurance Certificate with endorsements for the following:

(REQUIRED FOR PARKING NOT ON PRIVATE PROPERTY)

General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate

Auto Liability: \$1,000,000 combined single limit

Additional Insured Endorsement: See Attachment A

Primary & Non-Contributory Endorsement: CG 20 01

General Liability Declarations: Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s)

Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.

Waiver of Subrogation

Providing a parking plan may not waive this requirement.

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, or the negligent acts or omission of the City of Sierra Madre, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

Print Name _____

Date _____

Signature _____