

PROCEDURES FOR SPECIAL USE APPLICATION

All required material must be submitted **60-90 days** prior to event so the City Attorney and staff can review the following material.

When application is turned in, it must be accompanied with the following:

1. A copy of the entire insurance policy with the following:
 - a. Certificate of Insurance showing all additional insured, exact dates of event, exact location(s) and name of all premises that will be used, the name of event and indemnification statement (see below)
 - b. \$1,000,000 liability
 - c. Separate endorsement stating such insurance is primary, and that any other insurance maintained by the additional named insured's is excess and not contributing insurance with respect to the subject insurance policy.
 - d. If the event will be arts and crafts, a vendor's insurance policy will need to be obtained and provided to the City with the certificate of insurance.

THE FOLLOWING MUST BE INCLUDED WITH THE CERTIFICATE OF INSURANCE AS ADDITIONAL INSURED IN ORDER TO BE ACCEPTED:

**The City of Tehachapi, its council members, officers, employees and agents
115 South Robinson Street, Tehachapi, CA 93561**

2. Plot Plan showing location and set-up of event.
3. List of vendors with State Board of Equalization Resale numbers. Please note: There is a \$5 charge per vendor, payable by the event applicant.
4. A \$200.00 refundable cleaning deposit is required for all events held on city property. The cleaning deposit will be refunded after event is held and event site is inspected.
5. If any department within the City feels extra costs will be incurred, the applicant will be responsible for paying these fees.

****NOTE** Special Events may be subject to City Planning Commission approval and/or City Council approval.**

Incomplete applications will not be accepted.

Do you have your.....

- Completed and signed Application
- \$200.00 Deposit
- Insurance Certificate
- Plot Plan
- Vendor list (if needed)