



EVENT: _____

PERMIT TO CLOSE STREET FOR SOCIAL EVENT(S)

Permission to close a street for an event is subject to the following requirements:

	MUST PROVIDE INSURANCE COVERAGE AS DESCRIBED. SEE REVERSE
1.	MUST attach street closure diagram. (Failure to submit diagram will result in non-issuance of permit).
2.	MUST attach event flyer or event description. (Failure to submit flyer or event description will result in non-issuance of permit).
3.	Signs and barricades shall be supplied and installed by the applicant as required by the Municipal Utilities & Engineering Department Director.
4.	No tables or other objects shall be placed on the street surface.
5.	Permission in writing shall be granted by all residents of the effected portion of the street.
6.	The hours of street closure shall be within the hours of 9 a.m. to 9 p.m. Street must be fully opened by 9 p.m.
7.	The street shall remain open for emergency vehicles and local traffic at all times.
8.	No alcohol shall be consumed on the street right-of-way.
9.	This permit relates only to the closing of the street. It does not relate to the type of activity, noise or any other aspect of the event. All other applicable and appropriate ordinances and laws apply.

Permission is hereby granted to _____

To close _____

Between _____

On _____ from _____ am/pm to _____ am/pm

Address of applicant _____

Signature of applicant _____ Phone No. _____

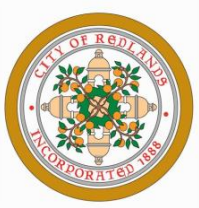
Condition(s) _____

Event Name/Description _____

FOR OFFICE USE ONLY

This permit must be signed by the Chief of Police in order to be valid.

1.	_____	_____
	Risk Management	Date
2.	_____	_____
	Quality of Life	Date
3.	_____	_____
	Chief of Police	Date
4.	_____	_____
	Municipal Utilities & Engineering Department	Date



INSURANCE SCHEDULE

- A. The vendor/contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.
- *Worker's Compensation and Employer's Liability* insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.
 - *Comprehensive Commercial General Liability* insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **name the City as additional insured**. {Three million dollars (\$3,000,000) aggregate for projects with greater exposure.}
 - *Commercial Automobile Liability* insurance with minimum limits of one million dollars (\$1,000,000) per occurrence combined single limit for bodily injury liability and property damage liability shall be in force and **name the City as additional insured**. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- B. The vendor/contractor shall instruct their insurance agent/broker to furnish properly executed certificates of insurance to the City.
- Certificates of insurance shall clearly evidence coverage required above.
 - Certificates of insurance shall be **submitted by the agent/broker directly** either via email to rmathew@cityofredlands.org or U.S. Mail to:

City of Redlands
Risk Management Division
P.O. Box 3005
Redlands, CA 92373
PHONE: 909-798-7679
FAX: 909-335-4762