

SPECIAL EVENT RESERVATION/RENTAL FEE & REQUIREMENTS EFFECTIVE AUGUST 1, 2021

PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Applicant submits a completed Special Events Permit Application and Deposit to secure the event date. During the initial application screening process you will be allowed time to provide all pending documents (e.g. Liability Insurance Certificate, secondary permits, etc.). You may be contacted individually by City Departments if they have specific questions or concerns about your event. Please be aware that in some cases you may need to contact federal, state, or county agencies in addition to the City of Bakersfield.

Beginning **June 15, 2021**, applications for "mega events" will be required to include additional supplemental documentation including a COVID-19 mitigation plan describing safety procedures the applicant will implement as part of the planning and administration of the event. Mega Events are characterized by large crowds greater than 5,000 (indoors) and 10,000 (outdoors) attendees. Please visit the California Department of Public Health website at https://www.cdph.ca.gov/ for additional details.

These requirements shall be in compliance with federal, state and local COVID-19 guidelines and may change without prior notice. In some cases throughout the Permit Application Process you will be notified if your event requires any additional information, permits, licenses or certificates. Delays in providing the requested items often delay the ability to approve a Special Events Permit in a timely manner and may result in denial of the application.

Keep in mind that acceptance of your Special Events Permit Application should in no way be construed as final approval from the City of Bakersfield.



<u>Park Rental Rates</u> :	* <u>Half Day</u>	<u>Full Day</u>
Park (not TPRW, KPSV, MM)	\$521	\$1,045

The Park at River Walk (excludes Amphitheatre) Kaiser Permanente Sports Village

Mesa Marin \$1,045 \$2,092

Time Slots

*7 a.m. – 2 p.m. or 3 p.m. – 10 p.m.

Permits/Additional Charges:

(In addition to an actual park site rental, additional fees and documentation are required.)

Special EventPermit, non-refundable	\$150
Amplified Sound Permit (if applicable), non-refundable	\$34
Alcohol Consumption Permit (if applicable), non-refundable	\$23
Non-Resident Fee (if applicable), non-refundable	\$26
Late Fee (if applicable)	\$35
Rescheduling Fee	\$23
Cancellation	\$34
Security/Cleaning Deposit, refundable based on clean-up/damages	\$500

*Minimum, based on prior history

Other Requirements:

Proof of Tax Exempt 501(c)3 Status

Insurance (General Liability/Additional Insured Endorsement, Auto Liability, and Workers Compensation) \$1 million minimum – Please see Attachment 4 for more details

Kern County Health Permit, if applicable

Site Map of Event Activities

Walk/Run Course Map, if applicable

Down payment to secure date and start reservation application \$500 → Additional fees maybe added based on the type of activity and/or need for City staff.



CITY OF BAKERSFIELD DEPARTMENT OF RECREATION AND PARKS SPECIAL EVENT RESERVATION & RENTAL APPLICATION

Revised: 05/09/2024

RECREATION & PARKS	APPLICA	TION		
Martin L. King Jr. Community Cente	er	Park Facility		
Silver Creek Community Center		Pool Facility		
Sports Field		KRP Trail- Markings Clean-up is REQUIRED		oved. No Permanent paint.
Business Name:Wo	ork Phone:	Email Addre	ess:	
Address:		;	Zip Code:	
(Number and street - No PO Boxes)			VES / NO	Number of
Applicant:(Please Print Clearly)	Cell Phone:_	Open to Pub	olic:	Participants:
	Otant	. Data. Da	ıys:	Start Time:
Type of Event:(Birthday, Wedding, Meeting, Tournamer		Date:Da		End Time:
IN CONSIDERATION of APPLICANT being permitted to members thereof, hereby waives, releases and discharges claims for damage for personal injury, death or property to discharge in advance the foregoing parties from any a liability may arise out of the negligence or carelessness on	s the CITY, its Mayor, cour damage which may occur nd all liability arising out o	ncil, officers, agents, employed to me as a result of my part of, or in any way connected	ees, or designated v icipation in this ever	rolunteers, from any and all nt. This release is intended
and hold free and harmless the foregoing parties from maintenance or property damage that may be sustained. ALL POLICIES required of the APPLICANT shall be primared that the CITY's insurance shall not contribute to it. The ge CITY, its Mayor, council, officers, agents, employees and vapplicant acknowledges that APPLICANT is authorized that agreement. I HAVE CAREFULLY READ THIS AGREEMENT AND FURSIGN IT OF MY OWN FREE WILL. Applicant, for himself/herself or the	ary insurance as to the CIT neral liability policy of the prolunteers. To sign on behalf of the entitle UNDERSTAND ITS CARDONE organization and a	TY, its Mayor, council, officers APPLICANT must contain an tity and bind the entity fully to	s, agents, employee additional insured of the act and all of the AT THIS IS A RELE	s, or designated volunteers endorsement in favor of the eloblications set forth in this EASE OF LIABILITY AND
Applicant's Signature	octional in the Bakeronek			Date
Recreation and Parks Staff				
Necreation and Faire Stall	FOR OFFICIAL USE REQUIREMENTS AND A			
Special Event Permit: YES / NO To BP (filed no less than 3 weeks before event)	Date	Approved:Date		ks Approval:
Sound Permit: YES / NO To BP (filed no less than 3 weeks before event)	Date Received	Approved:	Rec & Parks Appro	oval: Date
Certificate of Insurance: YES/NO	Date Neceived	Non-Profit (Taxexempt)		YES / NO
Initials	Date	(Documentation required) IDNur	mber:	
Consumption of Alcohol Permit: YES/NO (Must be obtained 48 hours in advance)		Fundraiser (Must be non-profit)		YES / NO
Portable Structure: YES/NO		Sale of Food, etc.	Y	'ES / NO
(Jumps, bounce house, dunk tanks, tents, etc.) Indicate structure		Health Dept. Permit Number		
DISTRIBUTION:	Refund deposit to			D .(.)
SUPERVIOR (S):	_	App	roved: Yes	Date:
OTHER:	<u> </u>	F	No	Ву:



Recreation and Parks Staff

CITY OF BAKERSFIELD DEPARTMENT OF RECREATION AND PARKS SPECIAL EVENT RESERVATION / RENTAL FEE WORK SHEET

APPLICANTPARK / FACILITY:				RENTAL DATE:				
				ROFIT	NON	NONPROFIT:		
RENTAL A	REA(S)		FEE	Х	HRS / UNIT	=		AMOUNT
		\$		Х		=	\$	
		\$		X		=	\$	
		\$		X		=	\$	
		\$		X		=	\$	
		\$		X		=	\$	
		\$		X		=	\$	
PERMITS / DE	POSITS		FEE	Х	UNIT	=	Т	AMOUNT
Alcohol Permit		\$		Х		=	\$	
Amplified Sound Permit		\$		X		=	\$	
Special Event Permit		\$		X		=	\$	
Damage / Cleaning Deposit		\$		X		=	\$	
Other:		\$		X		=	\$	
Other:		\$		X		=	\$	
EQUIPMENT / PARK	STAFF FFFS		FEE	X	HRS / UNIT	=		AMOUNT
* Subject to additional fees		\$		X		=	\$	7
		\$		X		=	\$	
		\$		Х		=	\$	
9		\$		X		=	\$	
Entered into system by:	Balance due date:				SU	IBTOTAL	.: <u>\$</u>	
Date and Time:	Balance paid date:				LESS DOWN P	AYMEN	Γ:_\$	
	Receipt number:				BALAI	NCE DUE	≣: _\$	
I understand that as the renter of a City of actions of all my guests and enforcement immediate cancellation of my activity at to end prematurely, there will be no reful agree to the above fee(s) and understar not paid by the stipulated due date, I un excluding the cancellation fee of \$34.00 cancelled less than five (5) working days days in advance and in person by 1PM ar	t of all facility policies. And all guests may be fund and all fees will be and any balance of fee(sunderstand that my rental, the sound permit of Suprior to the event, all fee	Any action required to forfeit (a) must I (b) will be \$34.00, and a point will be the same and the same action and the same action acti	on that re it to leave ed. be paid in e cancelle the alcoholil	the prer full no d and ar ol permit eited. Any	he Bakersfield Pomises. I also under later than the balany fees that have been \$23.00, and they changes to my res	nce due	artment at in the date inc dered for event p	response may result in e event my activity is for dicated above. If the fees r this rental will be refund permit of \$150.00. If rental
Applicant's Signature					Date	•		

Date

Attachment 1 INDEMNIFICATION AGREEMENT

Special Event/Rental Name:	to be held on,	Event Date(s)
Ву	of	Event
Primary Applicant		Host Organization
damages, claims for damage, liability, lay to any person or damage to any propert (including, but not limited to, attorney fees Applicant's Special Event Application resuch injury, death or damage is caused by APPLICANT acknowledges that APPLICA each and all of the obligations set forth in APPLICANT agree to provide satisfactory event, such insurance policies and cov Risk Manager or City Attorney or their design.	y including all reasonable s, costs and expert fees) a egardless of where the inty the sole negligence or with ANT is authorized to sign of this agreement. Evidence of, and shall there erage in the type, limits,	costs for investigation and defense there rising out of or attributed to the issuance jury, death or damage may occur, unled liful misconduct of the City. On behalf of the entity and bind entity fully after maintain during the specified specified
Print Name	Title	
Applicant Signature	Date	

Attachment 2 APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement. I agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Application. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Bakersfield Municipal Code 10.69, known as the "Special Events", or any conditions or restrictions imposed upon the permit by the Bakersfield Police Department is cause for revocation of the Special Use Permit. Applicant further agrees that the Special Use Permit may be revoked at any time by the City Manager or his designee. I agree, upon request, to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional insured endorsement naming the City of Bakersfield, its officers, employees and agents' as additional insured. This document must be submitted no later than ten (10) days prior to the event start date. I agree to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound. The applicant shall notify all business owners located adjacent to any right-of-way which will be closed for the event. Proof of written notice shall be submitted to the city manager or his designee. (B.M.C. 10.69.030 C.) If the event will affect access to more than one business, the applicant must notify the Greater Bakersfield Chambers of Commerce. Notification also includes the posting of Temporary "No Parking" Signs on streets involved in closures for the event. By signing below, I indicate as the Event Organizer or Host Organization an understanding and agreement to the above statements. Title Print Name

Date

Applicant Signature

Attachment 3 City of Bakersfield Good Neighbor Policy - Notice of Temporary Street / Sidewalk Closure

The Applicant listed below has requested a temporary street/sidewalk closure. The City of Bakersfield requires the applicant to notify all residents and businesses that will be affected by the street/sidewalk closures. This document shall serve as the proof of notice of the proposed street/sidewalk closure.

Closure Start Date:			Closure Start Time:	AM/PM
	(Day of Week)	(Date)		
				OC
Closure End Date:	(Day of Week)	(Date)	Closure End Time:	AM/PM
Street Name(s):				
The purpose of the p	roposed street/sidev	valk closure is (l	Event Description):	
Applicant:				
Contact Name:				
Mailing Address:				
Acknowledgement:				
			eceipt of the above Notice of Tem	norary Stroot/Sidowalk
By signing below, t Closure.	he undersigned ac	knowleages re		porary Street/Sidewalk

Phone Number

Signature

Title



Workers' Compensation Coverage Exemption Declaration

The undersigned (hereinafter referred to as "I" or "Me") hereby declares that the following is true and correct:

I am an individual or a company that has entered, or will be entering, into an agreement with the City of Bakersfield to provide goods or services.

I am familiar with the terms of said agreement which require Me to maintain workers' compensation coverage as required by California Law.

I am familiar with the workers' compensation laws of California (generally contained in section 3700 of the Labor Code), including those provisions which provide for specific exemptions from the requirement that all employers must carry workers' compensation insurance, and I am exempted under the law from the requirement to maintainworkers' compensation insurance coverage.

In addition, during the term of any work for the City of Bakersfield under said agreement, (i) I will not employ any person in any manner so as to become subject to the workers' compensation laws of California, or (ii) should I become subject to the worker's compensation provision of Section 3700 of the Labor Code for any reason, I shall forthwith comply with those provisions and send evidence of compliance to the City of Bakersfield.

Date:				
Name:		Name:		
(Prin	nt or type)		(Signature)	
Company Name (if	any):			
Title:		Telephone:		_

Warning: In California, failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000). In addition to the cost of compensation, damages may be assessed as provided for in Section 3706 of the Labor Code, including, but not necessarily limited to, interest and attorney's fees.



Insurance Requirements As of October 2021

The City of Bakersfield has the following mandatory insurance requirements for vendors and construction projects.

Commercial General Liability

- 1. Current policy with limits of no less than \$1,000,000 per occurrence
- 2. Coverage must be on an occurrence basis (versus claims made)
- 3. An additional insured endorsement is required and must include the following language:

"The City Bakersfield, its mayor, council, officers, agents, employees and volunteers are included as an additional insured" ****

Auto Liability

1. Current policy with limits of no less than \$1,000,000 per occurrence and must include coverage for owned, non-owned and hired autos.

Workers Compensation

- 1. Current policy with limits of no less than \$1,000,000
- 2. Waiver of subrogation endorsement is required in favor of the City.

FAX ALL INSURANCE DOCUMENTATION TO (661) 852-2030

Please Note

A statement on a certificate of insurance naming the City of Bakersfield as an additional insured is not sufficient; copy of the policy endorsement naming the City as such must be included. ****

- The City is to be provided at least 30 day written notice of policy cancellation or if there are any material changes in the policy language or terms.
- All policies provided must be primary insurance and have a Best's insurance rating of A-/VII or better.
- If any work is subcontracted, all insurance requirements as set forth above are required of the subcontractor.

Listed above are the minimum requirements currently in effect and are subject to change. The City of Bakersfield reserves the right to change, alter or modify the requirements based on the elements of a particular project.

For additional information please call (661) 326-3738, or visit our webpage at bakersfieldcity.us

Sample - Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Clifford & Bradford Insurance Ag	encv	CONTACT NAME:				
1800 19th Street	ency	PHONE (A/C, No, Ext):	FAX (A/C, No):			
Bakersfield CA 93301-4315		E-MAIL ADDRESS:				
		INSURER(S) AFFORDING COVER	RAGE	NAIC#		
		INSURER A: United Financial Casualty Co.		11770		
INSURED		INSURER B: West American Ins Co.		44393		
ABC Company		INSURER c: Oak River Insurance Company		34630		
12345 USA Street		INSURER D:				
Bakersfield, CA 93300		INSURER E :				
, 		INSURER F:				
COVERAGES	OFFICIOATE NUMBER: 4007045044	DEVICION	L NUMBED:			

COVERAGES CERTIFICATE NUMBER: 1907915241 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

	·OLC	DSIONS AND CONDITIONS OF SUCH		SUBR					
INSR LTR		TYPE OF INSURANCE		MAD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s
В	Х	COMMERCIAL GENERAL LIABILITY	Υ		GL-123456	12/12/2019	12/12/2020	EACH OCCURRENCE	\$ 1,000,000
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
								MED EXP (Any one person)	\$ 5,000
								PERSONAL & ADV INJURY	\$ 1,000,000
	GEN	N'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
		POLICY PRO- JECT LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
		OTHER:							\$
Α	AUT	TOMOBILE LIABILITY			AUTO7891011	10/12/2019	10/12/2020	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
		ANY AUTO						BODILY INJURY (Per person)	\$
		OWNED X SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	Х	HIRED X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
									\$
		UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$
		EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$
		DED RETENTION\$							\$
С		RKERS COMPENSATION DEMPLOYERS' LIABILITY		Υ	WC12131415	8/1/2020	8/1/2021	PER OTH- STATUTE ER	
	ANY	PROPRIETOR/PARTNER/EXECUTIVE T N	N/A					E.L. EACH ACCIDENT	\$ 1,000,000
	(Mar	ICER/MEMBER EXCLUDED?	,					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	If yes	s, describe under CRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF BAKERSFIELD, ITS MAYOR, COUNCIL, OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS ARE ADDITIONAL INSURED UNDER GENERAL LIABILITY PER ATTACHED FORM #CG2010 0413 AND CG2037 0413, WITH PRIMARY WORDING PER ATTACHED FORM #CG2001 0413. WAIVER OF SUBROGATION FOR GENERAL LIABILITY APPLIES PER ATTACHED FORM #CG2404 0509. WAIVER OF SUBROGATION FOR WORKERS COMPENSATION PER APPLIES PER ATTACHED FORM #WC99 0410 C.

ANY ENDORSEMENTS ATTACHED AND/OR DESCRIBED HEREIN APPLY WITH RESPECTS TO THE OPERATIONS OF THE NAMED INSURED AS REQUIRED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS; SUBJECT TO STATUTE AND POLICY PROVISIONS.

CERTIFICATE HOLDER	CANCELLATION
CITY OF BAKERSFIELD OFFICE OF RISK MANAGEMENT	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
1600 TRUXTUN AVE BAKERSFIELD, CA 93301	AUTHORIZED REPRESENTATIVE

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Sample - Additional Insured Endorsement

POLICY NUMBER:

GL123456

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

CITY OF BAKERSFIELD OFFICE OF RISK MANAGEMENT 1600 TRUXTUN AVE BAKERSFIELD, CA 93301

Location And Description Of Completed Operations

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

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III Limits Of Insurance:

 If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
 - Required by the contract or agreement; or
 - 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Sample - Workers' Compensation Waiver of Subrogation

WC 99 04 10 C (Ed. 01-19)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA **BLANKET BASIS**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

The additional premium for this endorsement shall be calculated by applying a factor of 2% to the total manual premium, with a minimum initial charge of \$350, then applying all other pricing factors for the policy to this calculated charge to derive the final cost of this endorsement.

3							
This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.							
	Schedule						
Blanket Waiver							
Person/Organization	Blanket Waiver – Any person o agreed by written contract to fu	r organization for whom the Named Insured has rnish this waiver.					
Job Description	Waiver Pren	nium (prior to adjustments)					
All CA Operations							
		effective on the date issued unless otherwise stated. is issued subsequent to preparation of the policy.)					
Endorsement Effective: 08/01/2020	Policy No.: WC12131415	Endorsement No.:					
Insured:		Premium \$					
Insurance Company: Oak River Insura	ance Company						
	Countersi	gned by					