

City of Vero Beach Recreation Department
2266 14th Avenue, Vero Beach, FL 32960
Phone (772) 567-2144 Fax (772) 778-6515

**APPLICATION FOR THE USE OF RIVERSIDE PARK UNIMPROVED AREA
(FOR COMMERCIAL AUTOMOBILE AND BOAT SHOWS)**

Name of Organization: _____

Website Address: _____

Contact Person: _____

Name of Event: _____

Type of Event: _____

Expected number of Exhibits: _____

Expected number of people attending the Event: _____

Proposed Ancillary Activities: _____

Proposed Date(s) and Hours: Set-up time: _____

Event time: _____

Clean-up time: _____

Event Hours for Attendees and Spectators: _____

Signature of Applicant: X _____

Printed Name: _____

Date: _____

To be placed on the event calendar, please call the Recreation Department at 567-2144. Once placed on the calendar, the date will be held for two weeks, at which time the original permit application must be turned in no later than 90 days prior to the proposed event with a \$300.00 damage deposit to the Recreation Department located at 2266 14th Avenue, Vero Beach, Florida. The application will be sent to the City Manager's office for review and final approval. If your request is approved, you will be required to submit a certificate of liability insurance covering the event with the City of Vero Beach named as an Additional Insured, along with a copy of the policy endorsement. Approximately 45-60 days before the event, an event committee meeting will be held with event representative(s) and City officials to ensure all requirements are met, and for coordination of your event needs with various city departments. For questions, please call the Recreation Department at 567-2144.

If you encounter any problems during your event please call Supervisor on Duty at 538-1397, Recreation Director Rob Slezak at 538-1298, or the Vero Beach Police Department non-emergency number at 978-4600.

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**REQUEST FOR THE USE OF RIVERSIDE PARK
OPEN, UNIMPROVED AREA**

The undersigned, on his/her own behalf or as authorized agent of _____
hereinafter "Applicant," respectfully requests the use of the Riverside Park grounds from _____, 20 ____ thru
_____, 20 ____ .

1. The use of Riverside Park grounds must be approved by the City Manager in advance of the scheduled event.
2. If preparation time is required for the event, this time should be included with the overall request for the use of this facility to avoid any schedule conflicts.
3. If liability insurance has been obtained or is provided as a part of a national or regional organizational structure, the applicant shall notify the policyholder and the City regarding this area. Additionally, depending upon the nature of the requested use, the City may require the applicant to have insurance. See attached NOTICE showing the City's insurance requirements.
4. There will be no modifications authorized on the Riverside Park grounds unless specifically authorized by the City Council or City Manager. The City Manager may approve temporary installations of additional facilities. The City Council, however, must approve any permanent additions to the area. This specific approval must be obtained in writing. There will be no digging, underground installations, or pruning of foliage without prior specific permissions of the City Manager or his designee. Again, this authorization must be obtained in writing in advance of any action on the part of the applicant. Any work to be accomplished by skilled tradesmen, such as electrical or plumbing, must be reviewed in advance by the City Building Department. If any permits are required, the applicant is to obtain the requisite permits and follow up with appropriate inspections before its event.
5. A solid waste dumpster can be obtained for a fee from the Solid Waste Department (978-5300) by arranging for this service at least one week in advance of the date of the event. The applicant can determine the container size and the appropriate container will be placed at a location that is convenient to both the Solid Waste Department and the applicant.
6. The applicant shall be responsible for the complete cleanup of the area after the event. This cleanup will include all foreign matter that has been transported to the area by the applicant, its guests, or other spectators. The parking area is to be specifically included in the cleanup process. All refuse will be placed in authorized receptacles or completely removed from the Riverside Park grounds. Failure to cleanup within 24 hours after the cessation of the event shall be cause of forfeiture of the bond to pay for the cleanup of the grounds by City crews.
7. Special security is available for a fee from the Vero Beach Police Department (978-4600.) Specific arrangements must be made at least 30 days in advance of the event to have an officer on site to monitor the event.
8. The applicant is fully responsible for the actions of all members and guests associated with this event and for ensuring compliance with all laws and ordinances that are in effect for this area.
9. No alcoholic beverages may be consumed on this property at any time without proper permit, permissions and fees.
10. The applicant must answer the questions in the application form in order to obtain approval to use the grounds. This application should be submitted to the attention of the Recreation office 90 days prior to the event.

In addition to the above stipulations, applicant certifies and agrees to collect all fees from the event participants and will comply with the following:

- A. During each calendar year there shall be no more than two new automobile shows and two new boat shows.
- B. Said shows shall be in the large open area on the west side of Riverside Park Drive, north of the Center for the Arts.
- C. The sponsor of the show must be a local dealer or a dealer association of Indian River County, with space priority given to dealers in Indian River County.
- D. Each participant in the show must pay the City through the sponsor, a fee of \$50.00 to participate. Any dealer displaying in excess of five automobiles or five boats (in excess of 14 feet) shall pay an additional fee of \$5.00 per automobile or boat (in excess of 14 feet) for a show lasting 3 days or less, including set up time. Longer shows in excess of 3 days shall be at the rate of \$500.00 for each additional day or fraction thereof. All payments must be in cash or check form only. Sponsor fees and additional unit fees for excess automobiles or boats will be remitted, by the applicant, to the City within 5 days after the event has been completed.

- E. No utility service will be provided by the City.
- F. No structure shall be erected other than tents and portable steps for viewing.
- G. At any show, the automobiles to be shown shall not exceed 250, and the boats (in excess of 14 feet) to be shown shall not exceed 150.
- H. Show dates must be applied for at least 90 days in advance of event and are subject to clearance to determine conflicts.
- I. Portable restroom facilities shall be provided by the sponsor of the show.
- J. Satisfactory solid waste disposal shall be arranged for with the City by the sponsor of the show.

The applicant certifies that he/she has read and understands the foregoing and agrees to abide by these regulations during the requested event. Further, the applicant certifies he/she is authorized to obligate the organization or group he/she represents in making this request and ensuring compliance with these rules.

The applicant hereby agrees to protect, indemnify, defend, save, and hold harmless the City of Vero Beach, Florida, from all claims, demands, liabilities, any suits of any nature whatsoever arising out of, because of, or due to this license, or due to any act or occurrence of omission or commission of the applicant, its agents or employees. A damage deposit of \$300.00 accompanies this request.

Signed: X _____

Print: _____

Position: _____ Email Address: _____

Address: _____

Telephone #: _____

Name of Organization: _____

Address of Organization: _____

Phone number (and contact person) for the public to call for information: _____

Website for event information for the public _____

DATES CHECKED BY THE RECREATION DEPT. APPROVAL BY SPECIAL EVENTS COMM.

X _____ X _____

Date: _____

Date: _____

APPROVAL BY CITY MANAGER: X _____

Date: _____

If you encounter any problems during your event please callour Supervisor on Duty at 538-1397, Recreation Director Rob Slezak at 538-1298, or the Vero Beach Police Department non-emergency number at 978-4600.

NOTICE

REGARDING INSURANCE REQUIREMENTS FOR EVENTS

The City of Vero Beach requires liability insurance for public events and some private events. In order for your event to be approved, proof of insurance must be provided to us *exactly* as outlined below. We ask that these documents be received 30 days before the date of an approved event. If not received the City has the right to cancel your event.

- A Certificate of Insurance **with endorsement** is required from your insurance company. This must show the City of Vero Beach, P.O. Box 1389, Vero Beach, FL 32961-1389, as an additional insured, and must list the event name, location where it is being held, and dates from set up through clean up in the description area.
- Your insurance company must endorse your policy and we must receive a copy of this endorsement. Be aware that your insurance company may charge you a fee for this service.
- Samples of the required forms are attached.
- Please provide these documents to the City of Vero Beach Recreation Department located at 2266 14th Avenue, Vero Beach, FL 32960. For your convenience, it can be faxed to (772) 778-6515 or emailed to llee@covb.org. Once received, the City will review these documents for approval. If information is missing or incorrect, you will be notified.

Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements:

- 1) Commercial General Liability - Minimum limits of \$1,000,000 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability.
- 2) If applicable, Business Auto Policy coverage for vehicles involved in an event must be afforded on a form no more restrictive than the latest edition of the Business Auto Policy filed by the Insurance Services Office and must include: minimum limits of \$1,000,000 per occurrence combined single limit for bodily Injury Liability and Property Damage Liability.
- 3) Unless covered under their own Workers' Compensation policy, the organization responsible for the event shall conform to minimum limits of \$500,000 per occurrence combined single limit for Workers' Compensation for all vendors participating in an event.

The following pages are a sample of an approved certificate and endorsement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 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	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
YOUR INSURANCE PROVIDER	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (If a occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

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

3

CERTIFICATE HOLDER	4	CANCELLATION
		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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- 1) This column must be marked with an 'X' showing the CITY OF VERO BEACH as an additional insured.
- 2) Policy effective/expiration dates need to show times for event dates from set-up to clean-up.
- 3) Description must specify event name, location, and date(s) from set-up to clean-up.
- 4) City of Vero Beach, P.O. Box 1389, Vero Beach, FL 32961-1389 must be listed as "certificate holder"

In addition to the requirements outlined above, an Insurance Policy Endorsement for Additional Insured (see samples following) must be submitted to the City of Vero Beach.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<p>EXAMPLE</p>	
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

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", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

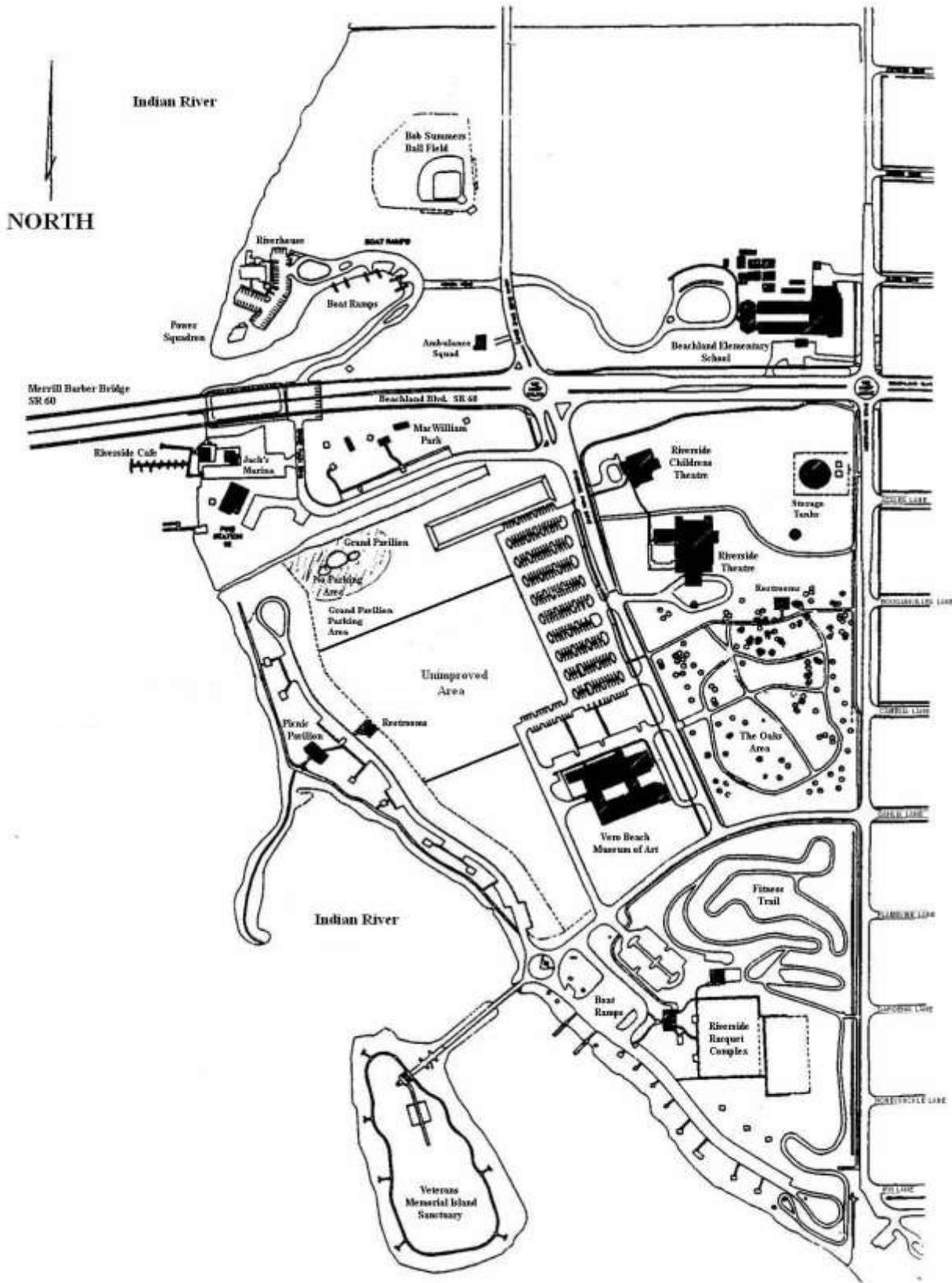
This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
<p style="font-size: 48px; opacity: 0.5; transform: rotate(-45deg);">SAMPLE</p>	
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

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".



Overhead of the Riverside Park area showing the Unimproved and Oaks Areas, and the Grand and Picnic Pavilion locations.