



Departmental Review <i>(for city use only)</i>	
City Clerk:	<input type="checkbox"/> Approval      Reason for _____ <input type="checkbox"/> Denial         Denial: _____  Signature: _____
Chief of Police:	<input type="checkbox"/> Approval      Reason for _____ <input type="checkbox"/> Denial         Denial: _____  <input type="checkbox"/> Requires assistance from PD Signature: _____
Public Works Manager:	<input type="checkbox"/> Approval      Reason for _____ <input type="checkbox"/> Denial         Denial: _____  <input type="checkbox"/> Requires assistance from DPW Signature: _____
Fire Chief:	<input type="checkbox"/> Approval      Reason for _____ <input type="checkbox"/> Denial         Denial: _____  <input type="checkbox"/> Requires assistance from FD Signature: _____
Utility Director:	<input type="checkbox"/> Approval      Reason for _____ <input type="checkbox"/> Denial         Denial: _____  <input type="checkbox"/> Requires assistance from Utilities Signature: _____
Recreation Director:	<input type="checkbox"/> Approval      Reason for _____ <input type="checkbox"/> Denial         Denial: _____  <input type="checkbox"/> Requires assistance from P&R Signature: _____

**Special Event Fees**

As a condition for approval of an application, the applicant shall agree to pay, within 20 days of billing, any additional actual costs, such as reimbursement for support services, cleaning, etc.

Application Fee (non-refundable)	<input type="checkbox"/>	\$50 (Acct. 100-4-44305)
Electric Hook-up	<input type="checkbox"/>	\$25 (Acct. 100-4-44305)
Street Closure (application attached)	<input type="checkbox"/>	\$25 (Acct. 100-4-44305)
Temporary Alcohol License (application attached)	<input type="checkbox"/>	\$10 (Acct. 100-4-44120)
Temporary Bartender License (application attached)	<input type="checkbox"/>	\$10 (Acct. 100-4-44120)
Other Fees for: _____	<input type="checkbox"/>	\$_____ (Acct: _____)
Deposit- refundable if route/location is returned to its original state as determined by Staff Review	<input type="checkbox"/>	\$100 (Acct. 100-223165)

Total \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_



## SPECIAL EVENTS

### City of Elkhorn Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Elkhorn is primary coverage and that any insurance maintained by the City of Elkhorn, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event. The Recreation Department in consultation with the City Administration can require greater insurance for an event at their discretion.

#### **Class A events – Large Exposure – over 1,000 people**

The City of Elkhorn requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall: 1) Provide a minimum of \$1,000,000 liability coverage 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; 3) Name the City as an Additional Named Insured.

#### **Class B events – Large Exposure – 100 to 999 people and/or IF ALCOHOL IS SERVED**

Events under this class would include block parties, small concerts and plays. The City of Elkhorn requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall: 1) Provide a minimum of \$1,000,000 liability coverage; and 2) Name the City as an Additional Named Insured.

#### **Class C events – under 99 people**

Small exposure events including, but not limited to, outdoor activity groups, gatherings in parks or similar events that are likely to draw less than 99 people. Event organizers in this class are encouraged to obtain insurance even though it is not required. **Note: If alcohol is being served, with an event of 99 or less people, that event would be Class B.**

#### **Liquor Liability**

If a group is selling alcoholic beverages, must have a temporary liquor license.

**A Certificate of Insurance naming the City of Elkhorn as Additionally Insured is required for all events.  
The application for this event will not be considered until certificate is received.**

## Special Events Coverage

*By: Tom Mann, Claims Manager-Liability*

What do you do if someone wants to use your facilities for an event, but they are unable to obtain insurance? Do you let them use the facility without providing insurance and expose your municipality to potential liability for any negligence as a result of someone using your facility?

A good risk management technique is to transfer risk. If you have a policy or ordinance that requires anyone using municipal facilities to provide proof of insurance and name your municipality as an additional insured prior to using your facility, one method to transfer the risk would be to explore Special Events Coverage. HUB International is a group who provides insurance for special events and this coverage will provide protection to both your municipality and the group that is using your facility.

This coverage provides liability insurance for:

- Arts and Craft Fairs, Automobile Shows, Community Festivals, Not-for-Profit Fund Raising Events, Theatrical and Musical Performances and Rehearsals, School Boosters Clubs or School Non-Profits, Events requiring Street Closure Permits, Other Special Events
- Baby Showers, Baptisms, Bar Mitzvahs, Bat Mitzvahs, Confirmations, Engagements, Ordinations, Weddings, Wedding Showers
- Anniversaries, Birthdays, Dances or Parties, Graduations, Private Receptions, Lectures, Meetings, Retirements, Reunions

Primary limits for coverage are \$1 million per occurrence, with a general aggregate of \$2 million. There is coverage for medical payments of \$5,000 and damage to premises rented for \$500,000. There is no deductible and an option to increase liability limits to \$5 million. Further information regarding coverage and exclusions can be obtained from HUB International.

If you are interested in this coverage for an event being held at one of your facilities and the party using your facility does not have insurance or is unable to obtain insurance, you can contact HUB International for further information. You can contact John Schreiner or Joy Cummings at HUB International, 2300 Clayton Road, Suite 300, Concord, CA 94520. They can be reached at 1(800)877-4560 or by email: [john.schreiner@hubinternational.com](mailto:john.schreiner@hubinternational.com).

