



Micro-Event Funding Request

Purpose: The Kingman 66 Fest Festival Committee is seeking local non-profit organizations interested in applying for seed money to coordinate micro-event activities at the 2021 Festival. Our goal is to enhance the overall environment of the Festival, encourage Festival participation, and attract more tourists to Kingman.

Funding: The Kingman Office of Tourism is allocating \$4,000 for this program. Each applicant may apply one time for \$500 to \$1,500 in seed funds. Funds will be awarded based on the information provided in the application and must not exceed expected expenditures. Funding will be provided at least three weeks before the start of Festival.

Eligibility: Any non-profit or governmental entity located within the Kingman area is eligible to apply by completing this application form. Proposed micro-events must be entertaining, family-friendly, apolitical, a good match to the Festival theme, properly insured (*see the Special Event Insurance Reference Document*), and may not include vendors. All applicants must submit a completed W-9 form with their application.

Approval: All applications are subject to approval at the sole discretion of the Festival Coordinator. Approved applications must provide a completed Special Event Vendor Permit, a City of Kingman Vendor Application, and an Additional Insured Policy Endorsement and Certificate of Insurance prior to the provision of funds and operations. Approved applications are not transferable to any other individual or group.

Timeline: All proposed micro-events must be scheduled to take place during, and at the Festival on Nov 5th and/or Nov 6th, 2021. **Funding requests must be received by the Kingman Office of Tourism by 4 pm on Friday, Sept 3rd.**

Applicant Contact Information

Organization: _____

Coordinator: _____

Mailing Address: _____
Street City State Zip

Mobile Phone: _____ **Email:** _____

Signature: by signing below, I have read the terms in the Micro-Event Guidelines and agree to be bound by them.

Signature Print Date

Micro-Event Details

Micro-event name: _____

Micro-event time on Friday _____ **on Saturday** _____

Requested funds: (between \$500 & \$1,500) _____ **Number of dedicated volunteers:** _____

Description of Micro-event: (*provide diagrams, pictures, or additional information separately as needed*)

Have you coordinated an activity like this before? Where, when, what was it called?

Micro-event space needs: (*What's the minimum and maximum space required? Is grass, asphalt or dirt preferred?*)

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Micro-Event Guidelines:

Location: The Festival will take place at Lewis Kingman Park, 2201 E Andy Devine Ave. Public parking will be provided at the vacant dirt lot at the North-East corner of Fairgrounds Blvd and Andy Devine Ave.

Hours: Festival hours are 2pm to 9pm on Friday and 10am to 9pm on Saturday. Participants may coordinate their micro-event anytime within these time frames. Participants must remain on site for the duration of their micro-event.

Set up for your micro-event may begin no earlier than 8 am on either day. Each approved micro-event space will be pre-assigned by the Festival Coordinator and map with the designated location and arrival time will be provided prior to the Festival. Micro-events will not be permitted to exceed their designated space. Micro-events requiring use of a trailer will be required to set up prior to the start of the Festival each day.

Tear Down: Participants may begin tear-down immediately following the conclusion of their micro-event, however access to vehicles on Festival grounds will not be permitted prior to 9pm on Friday or 9pm on Saturday. Each micro-event coordinator must completely clear their space of trash, supplies, tables, canopies, etc. prior to 8pm on Saturday, November 6.

Parking: No parking will be provided on Festival grounds during Festival hours. Each micro-event will be permitted to use one (1) vehicle in the Festival area for set-up prior to the start of the Festival each day. All vehicles must be located off site no later than 2pm on Friday or 10am on Saturday. Volunteers may use the public parking area.

Power & Water: There is ABSOLUTELY NO ACCESS TO WATER OR POWER. Quiet generators operating at no more than 60 decibels are permitted.

Trash Disposal: Trash receptacles will be provided in the event area for everyone's use. Each participant is responsible for collecting and bagging trash from within their space and keeping their area neat and trash-free.

Security: General overnight security is provided by the Festival between 9pm on Friday and 9am on Saturday. However, leaving supplies onsite overnight is not recommended. Neither the Festival Committee nor the City of Kingman are responsible for loss or damage to personal property.

Hold Harmless: By submitting this funding request, the micro-event participant agrees and understands that the micro-event participant has the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the participant's micro-event including but not limited to the provisions of the City of Kingman Municipal Code and other city documents, permits, requirements and/or correspondence. Micro-event participant assumes all responsibility and liability for losses, damages, and claims resulting from any injury to persons, including, but not limited to, injuries to participants or damages to Micro-event's display, equipment, or other property brought onto the premises. Participant shall indemnify, defend and hold harmless the City of Kingman, its respective agents, servants and employees from any and all such losses, damages, cause of actions, suits or claims arising out of the participant's negligence.

Cancellations: If a participant already provided with funds elects to cancel their micro-event, all receipts and 100% of unspent funds must be reimbursed to the City of Kingman within 10 business days of the decision to cancel.

The Festival Coordinator reserves the right to have removed from the Festival anyone who is violating any law or festival regulation. Anyone who is conducting themselves in a manner which would be detrimental to the spirit of the festival, will be asked to leave.

Contacts: Josh Noble (Festival Chairman) jnoble@cityofkingman.gov, 928.718.2581
Katie Barthlow (Tourism Admin) kbarthlow@cityofkingman.gov, 928.718-2583

Submit complete applications to: City of Kingman Office of Tourism
120 Andy Devine Ave.
Kingman, AZ 86401

Kingman 66 Fest • November 5-6, 2021 • www.66Fest.com
Special Event Insurance Reference Document

The City of Kingman requires liability insurance for all special events on City-owned, controlled, or maintained property.

SPECIAL EVENT PERMIT MINIMUM INSURANCE REQUIREMENTS:

GENERAL LIABILITY LIMITS \$1,000,000 CSL (per occurrence)/\$2,000,000 aggregate. General liability coverage shall include bodily injury and property liability and \$1,000,000 Products/Completed Operations coverage limit.

“CITY OF KINGMAN” named as “ADDITIONAL INSURED” under a FORM #CG 20 12, CG 20 26 or EQUIVALENT, FOR PRIMARY AND NON-CONTRIBUTORY LIMITS.

INCLUDE A COPY OF THE ACTUAL “ADDITIONAL INSURED” POLICY ENDORSEMENT that meets above requirements – must include policy number and “City of Kingman” under schedule.

CERTIFICATE HOLDER: DO NOT MAIL Certification. Please fax to 928-753-3544 or email to: hr@cityofkingman.gov

Name and Address for Additional Insured Policy Endorsement and Certificate of Insurance:

City of Kingman
310 N. Fourth Street
Kingman, AZ 86401

DESCRIPTION OF OPERATIONS: The name of the event and date(s) to be held are to be shown in the description section of the Certificate of Insurance.

Permittee must disclose any deductible or self-insured retention greater than \$25,000 and such deductible/retention must be approved by City. Permittee is responsible for deductibles and retentions.

Policy(ies) must be underwritten by company licensed to business in Arizona, currently rated A.M. Best rated A-VIII or higher. Policy(ies) must be in place for dates of your event including set up, take down and clean up. All liability policies must be on an occurrence basis form. If a policy is on claims made basis, the applicant must maintain a twelve-month tail policy. Failure to do so will result in a breach of the special event requirements. The City of Kingman shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.

IMPORTANT NOTICE: Permittees should check their policy to ensure coverage for all activities proposed and evidence of this coverage may be required when an event is determined by the City to be a high-risk event.

ADDITIONAL INSURANCE REQUIREMENTS: More than one additional requirement may apply and may be provided through excess or umbrella liability policies:

Auto Liability: \$300,000 CSL per occurrence. Coverage shall include owned and/or hired and non-owned autos (for vehicles not owned by permittee used in the event). Required if vehicles are used for other than nominal and standard commute.

Liquor Liability: Minimum Liquor Liability limits \$1,000,000 CSL per occurrence/\$1,000,000 aggregate. Evidence of coverage may be submitted by a licensee. Required if alcohol will be sold, served or otherwise available.

Armed Security Guards: \$5,000,000 CSL per occurrence. Required if an event will be utilizing the services of an armed security guard.

Professional Liability: \$1,000,000 per medical incident/\$1,000,000 aggregate. Required from any entity, or its medical support suppliers, if medical or ambulance services are available to participants or spectators.

Athletic Events: All participants must sign a sponsor’s indemnification releasing the City from all liability. Otherwise, minimum \$5,000 medical payments limits per person for participants.

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Inflatables: Minimum CGL limits \$1,000,000 CSL per occurrence/\$2,000,000 Aggregate

Pony Rides, Petting Zoos, and other animal related activities with non- standard household pets: Minimum CGL limits \$5,000,000 CSL per occurrence.

Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival: Minimum CGL limits \$5,000,000 CSL per occurrence.

Pyrotechnics: Display Permit must be obtained From Fire Marshal with minimum Pyrotechnic Liability limits of \$5,000,000 CSL per occurrence and \$5,000 medical payment limits per person. Evidence of coverage may be submitted by display fireworks contractor.

Motorized air shows and racing events such as drag racing and non-standard personal car activities: Minimum CGL limits \$5,000,000 CSL per occurrence.

NOTE: SPECIAL EVENT PERMITS CANNOT BE ISSUED WITHOUT:

APPROVED INSURANCE. The City of Kingman reserves the right to modify its insurance requirements based on the level of risk and according to insurance and risk management industry standards. Approval of insurance by the City of Kingman does not in any way relieve or decrease the insurance liability of permittee. The City of Kingman does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the permittee. For insurance questions or issues, contact the City of Kingman’s Risk Manager at 928-753-8107 or hr@cityofkingman.gov

VENDOR INSURANCE: A vendor is any individual or organization who is participating in your event to provide products or information. As an example, a vendor can be food, beverage, retail, informational or a provider of amusements. ALL vendors are required to provide the City of Kingman a certificate of insurance and policy endorsement that names the City of Kingman as additional insured at the same level of insurance as required by you the permittee.

You may choose to take responsibility for all vendors and include them as additional insured on your event insurance policy. This would eliminate the need for individual insurance policies from each vendor / participating organization. Be sure your policy does include vendors as “Who is insured?” under your policy.

TULIP: If the Event organizer is unable to meet the above requirements, special event liability insurance may be purchased through the City’s TULIP policy, depending on the type and scope of the event. The applicant must apply for the City’s TULIP policy a minimum of five (5) business days prior to the event. The TULIP policy rates vary by the type of event, number of days, and estimated crowd attendance. Please contact City of Kingman Risk Management at 928-753-5561 or email your interest to hr@cityofkingman.gov for more information.

Additional limits may be required by the City of Kingman Risk Management office pending review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement. For more information regarding insurance, please call Risk Management at (928)753-8715.

INDEMNIFICATION:

Applicant agrees to defend, indemnify, and hold harmless the City of Kingman, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including, but not limited to, attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests, participants or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided, such claims, damages, losses and expenses are attributable to bodily injury, up to and including death, or to injury to or destruction of property.