

DATE SUBMITTED 01/11/23  
SUBMITTED BY PARKS  
DATE ACTION REQUIRED 01/18/23

COUNCIL ACTION (X)  
PUBLIC HEARING REQUIRED ( )  
RESOLUTION ( )  
ORDINANCE 1<sup>ST</sup> READING ( )  
ORDINANCE 2<sup>ND</sup> READING ( )  
CITY CLERK'S INITIALS ab

**IMPERIAL CITY COUNCIL  
AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: 37 <sup>th</sup> ANNUAL CARNE ASADA RUN	
1. APPROVE THE SPECIAL EVENT APPLICATION SUBMITTED BY THE SUNRUNNERS CAR CLUB OF IMPERIAL VALLEY	
DEPARTMENT INVOLVED: PARKS AND RECREATION	
BACKGROUND/SUMMARY: <p>Sunrunners Car Club of Imperial Valley has submitted an application for its 37<sup>th</sup> Annual Carne Asada Run hosted at Eager Park. The event organizer is requesting City Council to approve the partial street closures surrounding Eager Park and for the City to provide them A frame barricades and steel plate for their use during the event.</p> <p>Please see attached event application and map</p>	
FISCAL IMPACT: N/A	FINANCE INITIALS <u>DP</u>
STAFF RECOMMENDATION: It is the department's recommendation for City Council to approve the event application submitted by Sunrunners Car Club. .	DEPT. INITIALS <u>[Signature]</u>
MANAGER'S RECOMMENDATION: <u>Approve</u>	CITY MANAGER'S INITIALS <u>ab</u>
MOTION:	
SECONDED:	APPROVED ( )
AYES:	DISAPPROVED ( )
NAYES:	REJECTED ( )
ABSENT:	DEFERRED ( )
	REFERRED TO:



# City of Imperial SPECIAL EVENT PERMIT INFORMATION

## THE APPLICATION PROCESS CONTINUED

- Depending on the scale of the proposed event, applicants may be scheduled to meet with the Special Event Committee in person.

Applicants should not assume all aspects of event will be approved, as they may be asked to make

- some changes based on the availability of services and the scheduling of other events. Therefore, applicants are encouraged not to make any arrangements or publicize until approval has been given by the City.

## FEES

- The application fee of \$100 per event is due once a Special Event Application has begun the review process. Please do not submit payment with the initial application, applicants will be notified of payment date.
- The fee charged for one-day business license as established by Resolution No. 2020-62 is \$10.00 per business, per day.
- In addition to the payment of the permit application fee, an applicant may be asked to provide a deposit for the estimated cost to the City to support the event. The applicant is required to pay the City for all departmental service expenses incurred in connection with or due to the applicant's activities under the permit. Additionally, if city property is destroyed or damaged by reason of the applicant's use, event or activity, the applicant shall reimburse the city for the actual replacement or repair cost of the destroyed or damaged property.

## CHECKLIST

Please see the checklist below for the basic documents necessary to process an application. Additional items may be requested depending on the scope/size of event.

- Special Event Application**                       **A Legible Site Plan**
- A copy of your **Certificate of Liability Insurance**  
Document **MUST** list the **City of Imperial as additionally insured** with the same coverage as the insured in the minimum amount of one million dollars (\$1,000,000).
- A **Written Lease or Agreement** from the owner of the property granting permission to host a special event.
- A **Food and Vendor List** may be required, depending on type of event. All vendors are required to have a City of Imperial Business License. TBD



City of Imperial

\$ \_\_\_\_\_ Application Fee

# SPECIAL EVENT APPLICATION

**PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION**

Event Location: <u>EAGER PARK</u>		
Event Name: <u>37th ANNUAL CARNE ASADA</u>	Date(s) of Event (Days/Dates): <u>MARCH 18, 2023</u>	
Set-Up Time: <u>6:00 AM to 10:00 AM</u>	Program Time: <u>10:00 AM to 3:00 PM</u>	Clean-Up Time: <u>3:00 PM to 5:00 PM</u>

Group/Organization: <u>SUNRUNNERS CAR CLUB OF IMPERIAL VALLEY</u>			
Contact Person: <u>MICHAEL TAYLOR</u>		Alternate Contact Person: <u>BOB BUNCH</u>	
Address: <u>1770 KING RD.</u>		Address: <u>609 S. 3RD ST 92227</u>	
City & Zip Code: <u>HOLTVILLE CA 92250</u>		City & Zip Code: <u>BRAWLEY CA 92227</u>	
Phone: <u>760 356 0627</u>	Cell Phone:	Phone: <u>760 344 6644</u>	Cell Phone: <u>760 535 4419</u>
Email Address: <u>miket5209@gmail.com</u>	Email address: <u>BUNCH96@SBGLOBAL.NET</u>		

Anticipated Total Event Attendance: 500

Event Description (Please describe purpose of event and activities):  
CAR SHOW

What Assistance is requested from the City?  
STREET CLOSURES, PARK ACCESS, ELECTRICITY ACCESS, RESTROOMS SERVICED, METAL PLATE FOR CURB ACCESS

Is event open to public?  YES  NO  If Yes, please describe accessible toilets & hand wash stations: ON SITE FACILITIES

Will admission fee be charged?  YES  NO  If Yes, please provide fee amount charged: \_\_\_\_\_

Will food/beverages be sold?  YES  NO  If Yes, will a temporary food facility permit be obtained?  YES  NO BY VENDORS

Will alcohol be served?  YES  NO  If Yes, will an ABC permit be obtained?  YES  NO

Will other items be sold?  YES  NO  If Yes, number of vendors: TBD (Please attach list of all vendors)

Will security be provided?  YES  NO  Will there be any sound amplification?  YES  NO

Describe parking/traffic plan: SEE EVENT PLAN

### EVENT AGREEMENT

I/We hereby certify that we shall be personally responsible, on behalf of our group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by our group/organization. I/We agree to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. I/We agree to abide by and enforce the rules and regulations of the City of Imperial.

Signature of Applicant: Michael Taylor Date: 12-7-2022

FOR OFFICE USE ONLY		
Date Received/Initials:	Applicant Contacted:	<b>SPECIAL EVENTS COMMITTEE</b>
<b>DOCUMENT CHECKLIST</b>		<i>Emailed to Committee</i>
Site Map <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A	<b>ADDITIONAL REQUIREMENTS</b>	<b>COMMITTEE REVIEW DATE:</b>
Insurance <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A	Business License <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	Police
Property Approval <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A	Vendor List <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	Fire
Fees Due <input type="checkbox"/> Rec'd _____	Health Permit <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	Public Works
Receipt # _____	ABC License <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	Parks
Notes:	Security <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	Community Development
		Administrative Services:
		Event Approved:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/05/2022

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).**

<b>PRODUCER</b> <b>HARDING INSURANCE AGENCY, INC.</b> <b>PO BOX 131360</b> <b>Carlsbad, CA 92013-1360</b> <b>License #: 0F09658</b>	<b>CONTACT NAME:</b> Carmelita Mata <b>PHONE (A/C, No, Ext):</b> (760)603-1100 <b>E-MAIL ADDRESS:</b> csr@hardinginsuranceonline.com <b>FAX (A/C, No):</b> (760)603-1102
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> United States Liability Insurance Co.      25895 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> <b>SAN DIEGO ASSOCIATION OF CAR CLUBS</b> <b>PO BOX 601384</b> <b>San Diego, CA 92160</b>	

**COVERAGES**      **CERTIFICATE NUMBER: 00006488-477483**      **REVISION NUMBER: 3**

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	NBP1563718	04/20/2022	04/20/2023	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	XL1626501	04/20/2022	04/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ <b>2,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	Y	XL1626501	04/20/2022	04/20/2023	EACH OCCURRENCE \$ <b>2,000,000</b> AGGREGATE \$ <b>2,000,000</b> \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**Sunrunners Car Club of Imperial Valley**  
**Type of Event: Car Show**  
**Event Dates: 03/18/2023**

**Location of Event: Eager Park, 9th and G St., Imperial, CA 92251 USA**

(continued on ACORD 101 Additional Remarks Schedule)

<b>CERTIFICATE HOLDER</b>  <b>Sunrunners Car Club of Imperial Valley</b> <b>420 S. Imperial Ave</b> <b>Imperial, CA 92251</b>	<b>CANCELLATION</b>  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,  (CMM)

AGENCY CUSTOMER ID: 00006488

LOC #: \_\_\_\_\_



### ADDITIONAL REMARKS SCHEDULE

Page 2 of \_\_\_\_\_

AGENCY <b>HARDING INSURANCE AGENCY, INC.</b>		NAMED INSURED <b>SAN DIEGO ASSOCIATION OF CAR CLUBS</b>	
POLICY NUMBER <b>NBP1563718</b>			
CARRIER <b>United States Liability Insurance Co.</b>	NAIC CODE <b>25895</b>	EFFECTIVE DATE: <b>04/20/2022</b>	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance**

(continued from Description of Operations)  
City of Imperial. 420 S. Imperial Ave. Imperial CA 92251 is included as additional insured(s) as it pertains to general liability and excess liability insurance.



**Sunrunners Car Club 37th Annual Carne Asada Run**

**Event Map**

Event Date: 3/18/2023

Location: Eager Park, Imperial CA

**Emergency Operational Plan**  
**for the**  
**Sunrunners Car Club of Imperial Valley**  
**37<sup>th</sup> Annual Carne Asada Run Car Show**  
**Event Date: 3/18/2023**

**Event Point of Contact**

The point of contact for this event shall be:

**Michael Taylor**  
**Cell Phone: 760-356-0627**

The alternate point of contact for this event shall be:

**Bob Bunch**  
**Cell Phone: 760-535-4419**

**Emergency Communication Plan**

In the event of an emergency, the event point of contact (or alternate) shall call 9-1-1 by using his cell phone to notify emergency personnel of the emergency. The event point of contact can be located at the club raffle table located at the south west gazebo of the park or by calling his cell phone. The on-site music disk jockey can also page the event point of contact using the public address system at his disposal.

**Emergency Evacuation Plan**

In the event of an emergency requiring evacuation of the area, the public will be directed to exit the park to the south and gather across 9<sup>th</sup> street in front of the Imperial Public Library. The on-site music disk jockey will use the public address system to announce the evacuation and route as needed.



Shelter Location

**On-site Police and Fire/Emergency Services**

It is not anticipated that on-site Police or Fire/Emergency services will be needed for this event.