



# CITY OF FRANKFORT



[FRANKFORT.KY.GOV](http://FRANKFORT.KY.GOV)

# CITY OF FRANKFORT SPECIAL EVENTS

The City of Frankfort takes pride in the quality and safety of the special events that are hosted each year in the City. The City of Frankfort appreciates the cooperation of event organizers in ensuring the safety and success of all community events.

It is the policy of the City of Frankfort not to discriminate on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, familial status or gender identity.

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way unless these areas are governed by another permit or application process. Special Event Permits are also required for events held on private property that impact the public right-of-way and are open to the public. The ordinances governing Special Events are located in Chapter 71. Sections 71.50 to 71.65 of the City of Frankfort Code of Ordinances.

## **CITY OF FRANKFORT SPECIAL EVENTS CONTACT INFORMATION**

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TRussell@frankfort.ky.gov

City Hall  
315 W Second Street  
502-875-8500

# SPECIAL EVENT PERMIT PROCESS

**Please read all process guidelines prior to submitting a Special Event Permit Application.**

Special events consist of any activity which occurs upon private or public property that will affect the ordinary use of the public property, public streets, rights-of-way, on street parking, or sidewalks. This application is for **any** event utilizing the Ward Oates Amphitheater in Riverfront Park.

Applications for special events will be accepted on a rolling basis, beginning January 1 for events proposed during that calendar year. Event date is not reserved until all fees have been received. Events proposed for January will need to contact the City of Frankfort to make arrangements for application filing deadlines.

A group or individual may not request permits for more than 3 events during the year at one time. If requesting multiple events, applicants must fill out a permit application for each individual event (even those in a series) and each event will require a separate permit fee. One damage deposit may be made and retained for each subsequent event pending damages from any previous event.

Applications for special events must be filed with the City of Frankfort no later than 30 days prior to event date. Applications filed less than 30 days from event date will incur a nonrefundable \$500 late fee (excluding first time events) and will require special permission from the City Manager.

All Special Event Applications must include a **\$150 permit fee** and a **\$250 damage deposit**. Payments may be made by check or cash to the City of Frankfort. Following the event, if no damage or excessive cleaning of the event site is found, the deposit will be returned to the applicant. If damages or circumstances requiring excessive cleaning efforts are found, the damage deposit will be retained to cover costs and any costs in excess will be billed directly to the applicant.

If event is cancelled due to weather or any other unforeseen reason, fees and deposits may be retained and the event may be re-scheduled within the same calendar year.

All Special Event Permits will be approved and issued by the City Manager's office. The City Manager and/or his/her designee will respond to an application within thirty days of receipt.

Event applicants must be at least 18 years old. . If the event is designed to be held by and on behalf of or for a person other than the applicant, applicant must file written communication from person authorizing the applicant to apply on his/ her behalf, and person authorizing must provide picture ID proof that they are 18. The applicant must also provide proof that they are over 18.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict would arise which would involve more than one group seeking an event during the same time and location.

# SPECIAL EVENT GENERAL POLICIES

**Please review the following guidelines prior to submitting a Special Event Permit Application.**

## **NEIGHBORHOOD IMPACT**

Prior to issuing a permit, the City of Frankfort may contact, or may require the applicant to contact, affected neighborhood businesses or residents for input on the impact the event will have. This could necessitate the issuance of variances, or require changes in the event plan to prevent a negative impact on the neighborhood. The applicant may be responsible for notifying affected neighbors of the event type, date and time of the event, and of any partial street closures or parking restrictions in the event area. The applicant may be asked to obtain signatures of approval from affected businesses/property owners prior to application approval. The Special Event shall also not interfere with the movement of emergency response vehicles.

## **PERMITS AND LICENSES**

The applicant and vendors should obtain and maintain during the term of this agreement all necessary permits and licenses for the event. In addition to the City of Frankfort Special Event permit, other types of permits or licenses may be required and are subject to inspection and restriction. These may include but are not limited to: charitable gaming license, business or itinerant merchant licenses. State roads have special requirements. To determine if your project is on a state road, visit [maps.kytc.ky.gov](http://maps.kytc.ky.gov). Applicant must abide by all federal, state and municipal laws, rules and regulations.

## **SUPERVISION**

The applicant must provide sufficient and competent personnel to plan, implement and supervise other personnel and activities in addition to providing personnel to take proper care of the grounds and facilities. The City of Frankfort will not be responsible for any type of event planning, implementation, or supervision.

## **SECURITY PLAN AND REIMBURSEMENT**

The permittee shall cooperate with the Office of Emergency Management in implementing and adhering to the emergency response plan for the parade or special event. The Special Event will not require an amount of emergency response resources that will deplete the city's available resources. The decision to use City police officers, whether on-duty or off-duty, or police cadets, shall be within the sole discretion of the Chief of Police, or his/her designee. The City may require public safety personnel at the event (at the sponsor's expense) as a condition of the permit. The City shall be reimbursed the cost of providing police officers at the percentage set forth below:

- Private (for profit) and Post-Secondary Education Institutions- 100%
- Non-profit organizations and schools located in the City- 50%

## **PERIMETER CONTROL**

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. This area must be clearly defined from non-permitted areas. The applicant is responsible for marking and maintaining the perimeter and must ensure that no alcoholic beverages be removed from the area. Perimeter control must be done in a manner that does not damage the grounds if the event is on city property or public right-of-way.

## **WASTE MANAGEMENT**

The applicant must work with the City's Solid Waste Department to provide waste and recycling receptacles to be in the immediate area of an event. Contact the Solid Waste Division at (502) 875-8527. These receptacles should be delivered on the day of the event. Waste and recycling receptacles must be removed when full or on the next regular business day following the event. The use of aluminum cans and aluminum bottles shall be allowed as a beverage container option. Glass bottles are prohibited.

## **ACCESSIBILITY**

Applicants shall consider accessibility for persons with disabilities during the event and events should be ADA compliant, as they allow. Any permitted event shall be open to the public.

## **HEALTH DEPARTMENT**

Food and beverage vendors are subject to inspection and permit by the Franklin County Health Department. Every food and beverage vendor must be licensed by the City and be inspected prior to selling food or beverages. Wastewater disposal must be designated on the site plan and provided for food and beverage vendors. City of Frankfort business license or itinerant merchant applications should be received at least one week prior to the event. Operation without a license is prohibited. For more information regarding Temporary Food Permits please see [fchd.org](http://fchd.org) or contact the Health Department at 502-564-7382.

## **FIRE CODE REQUIREMENTS**

The applicant is responsible for complying with all applicable fire codes. The use of fireworks or pyrotechnics must be approved by the City Board of Commissioners and a separate permit must be issued prior to the event. Contact the Fire Department at 502-875-8511 to complete an application. Any fire safety concerns or questions should be brought to the Fire Department prior to the event. The Fire Department may make site inspections and add additional requirements for safety.

## **TENTS/BANNERS**

All canopies or tents must be properly secured. Canopies or tents with stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Any damage caused by tents will be the responsibility of the applicant. Tents are subject to all Fire Code requirements including, but not limited to, exit lighting, fire extinguishers and egress requirements outlined in Chapter 24 of the International Fire Code. Banners can be hung across city streets for a special event only on closed streets where there is no vehicular traffic. Signs advertising the event, or directional signs, cannot be placed in the public right-of-way. Tents with an occupant load of 100 require state approval, under 100 can be approved by the City.

## PORTABLE TOILETS

The City of Frankfort requires portable toilets for Special Events. Please see the provided chart to determine the number of units required. Upon review of site plans, the City may require additional units or periodic servicing. It is the responsibility of the event organizer and at the organizers' expense to obtain the required portable toilets for the event. Note: If alcohol is being served, add 15% more restrooms. Add one Handicap Accessible Restroom per 20 portable restrooms, or a minimum of one per event. Adequate hand washing should also be provided. A minimum of 1 hand-wash station should be added per 4 restrooms.

		Length of Event (in Hours)									
		1	2	3	4	5	6	7	8	9	10
Number of Attendees	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8
	1000	5	7	8	8	9	9	10	10	12	12
	2000	8	13	15	17	18	19	19	19	20	20
	3000	12	19	23	25	28	28	28	30	30	30
	4000	16	24	30	34	36	38	38	38	38	38
	5000	19	32	38	42	44	46	46	48	48	48
	6000	23	38	46	50	54	57	57	60	60	60
	7000	28	42	54	60	63	66	66	66	66	66
	8000	32	48	60	66	72	72	75	78	78	78
10000	38	60	75	84	88	92	96	96	96	100	

## TRAFFIC/PARKING MANAGEMENT

Traffic and parking should be utilized in an unobstructed and non-disruptive manner. The Special Event will not substantially interrupt the movement of traffic on nearby streets. Street/building construction or planned construction at or near the proposed site during event dates must be noted on the site drawing. Plans for accommodating construction must be incorporated in the event plans. Any stationary event should ensure that there is one continuous straight lane eleven (11) feet in width open to provide EMS and Fire access. A vertical clearance of 11 feet must be maintained and there must be a 3 foot clearance around fire hydrants. If the event requires restriction of parking, the City will install 'No Parking' signs 24 hours prior to the event. If event is mobile, the event must move from point of origin to point of termination without unreasonable delay.



## **PUBLIC NOTICE**

The permittee shall advertise the Special Event on at least two occasions, with one advertisement being published in the local newspaper no less than 14 days prior to the event. The second advertisement may be made by newspaper, radio, television, or the City’s social media no less than 7 days prior to the event. If utilizing City social media, event applicants must submit event advertisement information, including event fliers and description, to the City no less than 14 days prior to the event.

(Ord. 18, 2015, passed 12-21-15)

## **INTENT**

Any special event permitted by the City of Frankfort is not to be held for the sole purpose of advertising any product, goods or event, and is not designated to be held purely for private profit

**The City of Frankfort has established the Special Event Permit Application Process and General Policies for permitted special events. Special events may have a definite impact on the adjacent property owners, businesses, residences and the general community due to the necessary changes in traffic circulation and other circumstances. These types of events also present a potential risk to the City of Frankfort. The City of Frankfort is committed to providing special events that compliment the quality of life and the general function of City government.**

**I have read and understand the Application Process and General Policies for City of Frankfort Special Events.**

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**Event Applicant Signature**

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**Date**

# SPECIAL EVENT PERMIT APPLICATION

**EVENT NAME:**

EVENT APPLICANT:

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ADDRESS:

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CITY, STATE, ZIP:

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PHONE:

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EMAIL:

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EVENT DATE(S):

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EVENT START TIME:

EVENT END TIME:

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SET UP DATE & TIME:

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TAKE DOWN DATE & TIME:

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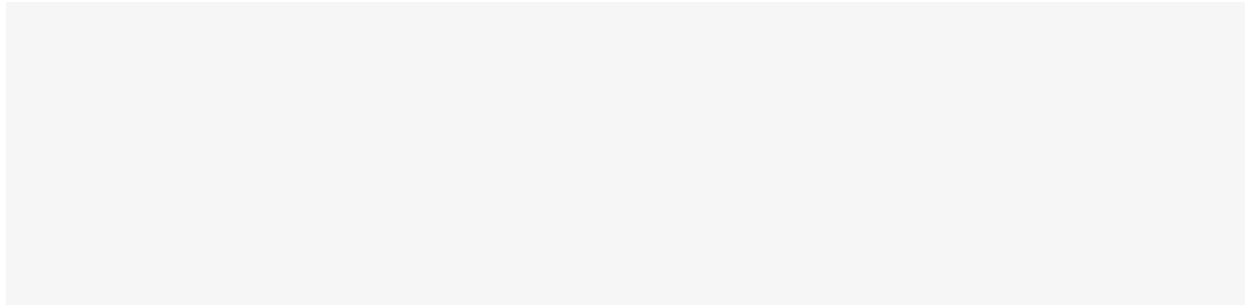
EVENT MAIN CONTACT PERSON & PHONE:

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ON SITE CONTACT PERSON & PHONE:

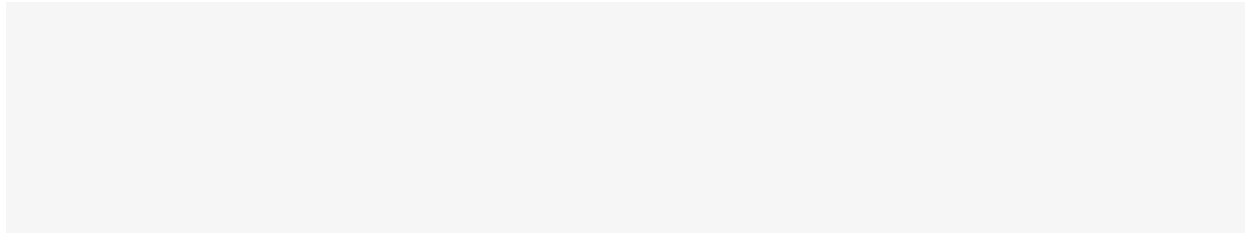
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## **EVENT DESCRIPTION**



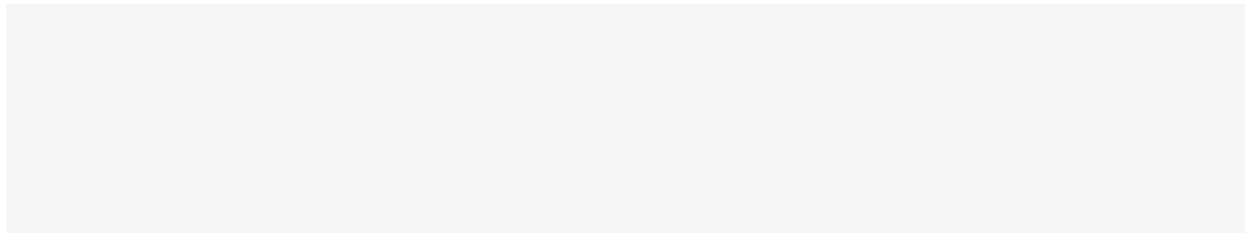
## **SIZE OF EVENT**

ESTIMATE THE NUMBER OF PEOPLE, ANIMALS AND VEHICLES YOU BELIEVE WILL BE PRESENT AT THE EVENT. BASE YOUR ESTIMATE ON FACTORS SUCH AS PAST EXPERIENCE, SIMILAR PAST EVENTS AND THE AMOUNT OF ADVERTISING.



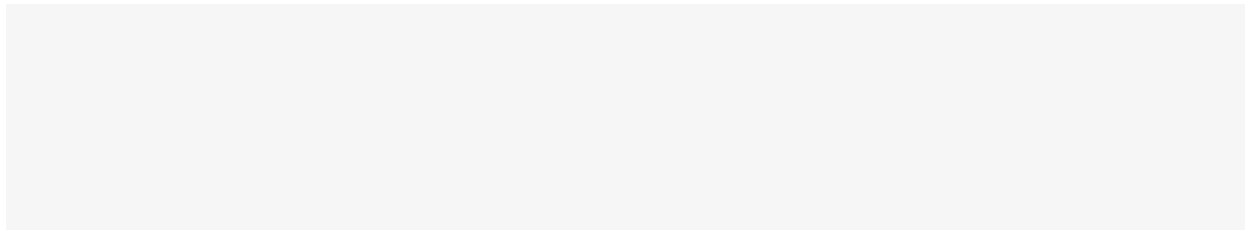
## **TYPES OF ACTIVITIES AT EVENT**

DESCRIBE THE TYPES OF ACTIVITIES AT THE EVENT. CERTAIN ACTIVITIES AND VENUES REQUIRE ADDITIONAL PERMITS OR CITY PERMISSION.



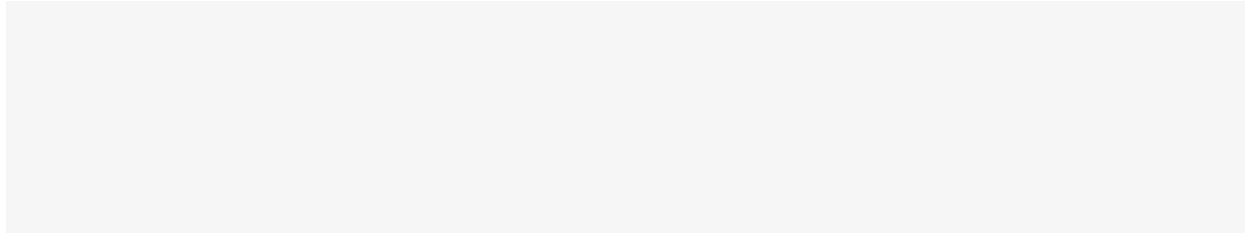
## **EVENT VENDORS**

INCLUDE A LIST OF THE NAMES, ADDRESSES, PHONE NUMBERS AND E-MAIL ADDRESSES OF ALL VENDORS, FOOD VENDORS, CONCESSIONAIRES AND ARCADES/RIDES SO THE CITY CAN DETERMINE THE APPROPRIATE PERMITS AND INSPECTION REQUIREMENTS. YOU MAY ATTACH AS A SEPARATE LIST.



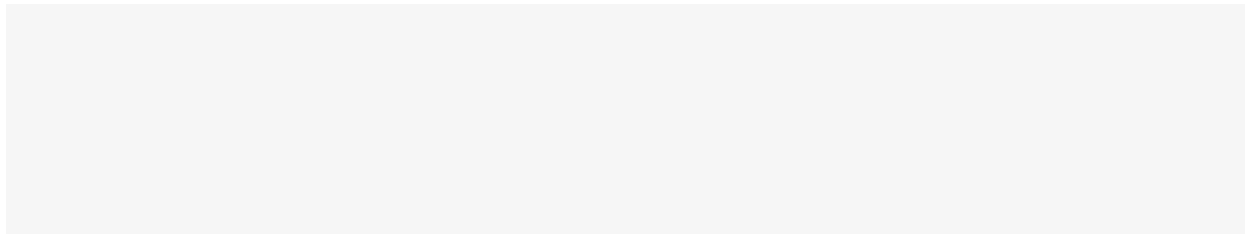
## **TENTS**

LIST ALL TENTS YOU INTEND TO USE. INDICATE THE SIZE, TYPE, AND PURPOSE OF EACH TENT. SPECIFY THEIR LOCATIONS ON THE SITE PLAN AND DESCRIBE IF THEY REQUIRE STAKES OR CAN BE ERECTED BY ANOTHER METHOD. PLEASE REVIEW TENT GUIDELINES ON PG. 5



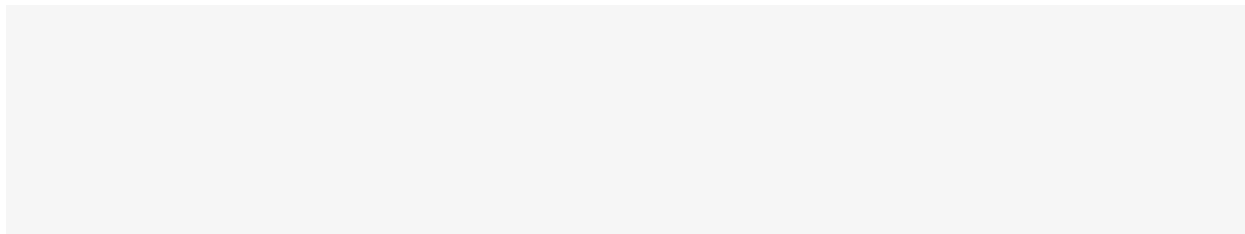
## **EQUIPMENT NEEDING UTILITIES**

PLEASE LIST THE EQUIPMENT TO BE USED AND THE UTILITY EACH PIECE WILL REQUIRE. SPECIFY WHETHER YOU INTEND TO USE CITY OF FRANKFORT POWER AND WATER OR SELF-CONTAINED SOURCES SUCH AS GENERATORS AND BOTTLED WATER.



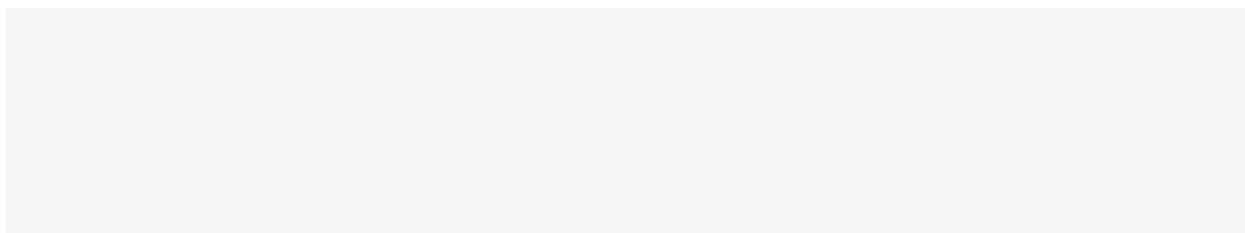
## **ELECTRICAL SOURCE**

INDICATE THE LOCATION OF THE ELECTRICAL SOURCE THAT WILL BE USED AT THE EVENT AREA. A LICENSED ELECTRICIAN IS REQUIRED BY THE CITY FOR ANY ELECTRICAL HOOK UP. IF APPLICABLE, PLEASE INDICATE THE NAME OF THE CERTIFIED ELECTRICAL CONTRACTOR AND THE LICENSE NUMBER (IF KNOWN).



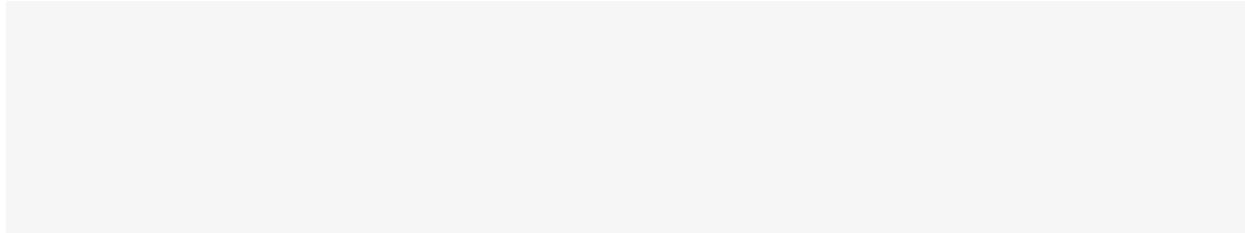
## **WATER SOURCE**

INDICATE THE LOCATION OF THE WATER SOURCE THAT WILL BE USED AT THE EVENT AREA.



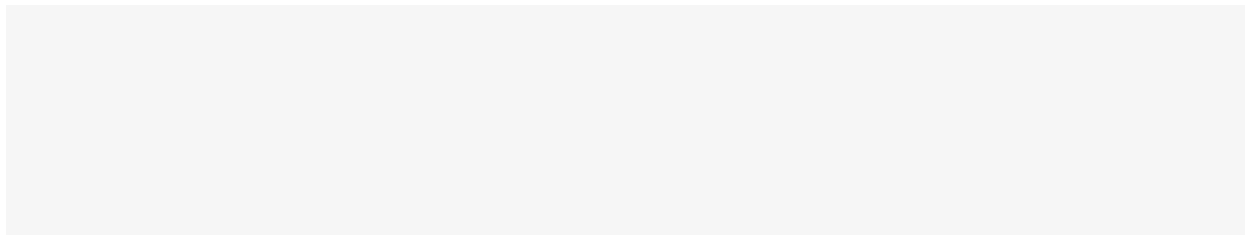
## **PARKING AND TRAFFIC PLAN**

INDICATE WHERE YOU INTEND PATRONS AND VENDORS TO PARK, WHETHER IT IS ON CITY STREETS, PARKING RAMPS, MUNICIPAL LOTS OR PRIVATE LOT PARKING.



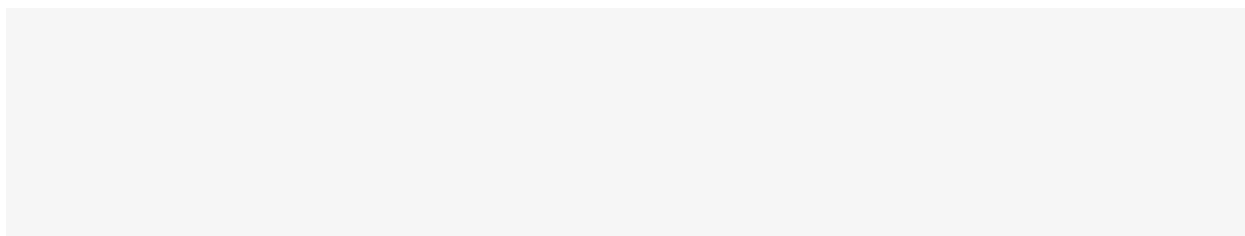
## **STREET CLOSURE**

INDICATE IF THE EVENT REQUIRES ANY STREET CLOSURES. STREET CLOSURES REQUIRE BARRICADES AS PART OF THE SAFETY PLAN.



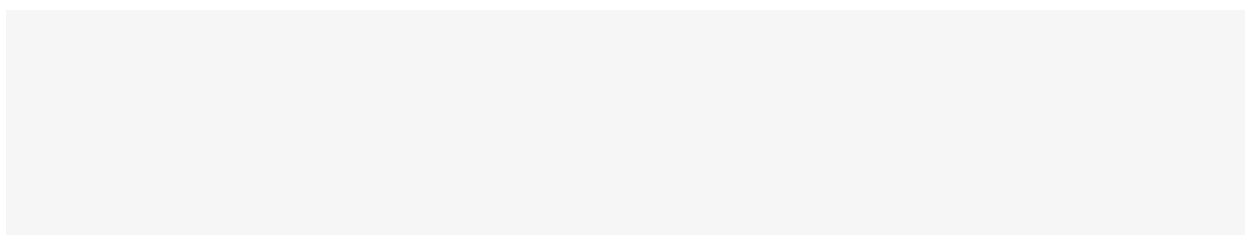
## **PORTABLE TOILETS**

INDICATE IF PORTABLE TOILETS ARE NEEDED AND HOW MANY YOU INTEND TO PROVIDE. REFER TO GUIDELINES ON PG. 6



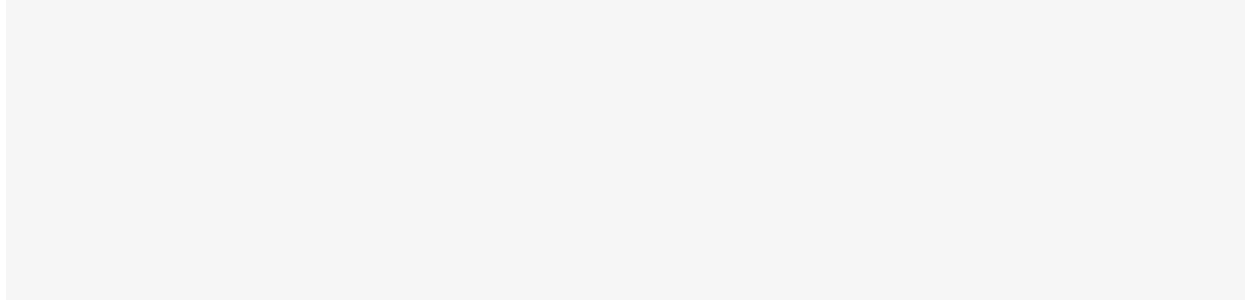
## **ALCOHOLIC BEVERAGES**

IF ALCOHOLIC BEVERAGES WILL BE SERVED, THE EVENT APPLICANT IS RESPONSIBLE FOR OBTAINING ANY APPLICABLE STATE AND LOCAL LICENSES, WHICH MUST BE DISPLAYED AT THE EVENT. PLEASE GIVE THE NAME ABC LICENSES HAVE BEEN OBTAINED UNDER AND PROVIDE A COPY AS AN ATTACHMENT.



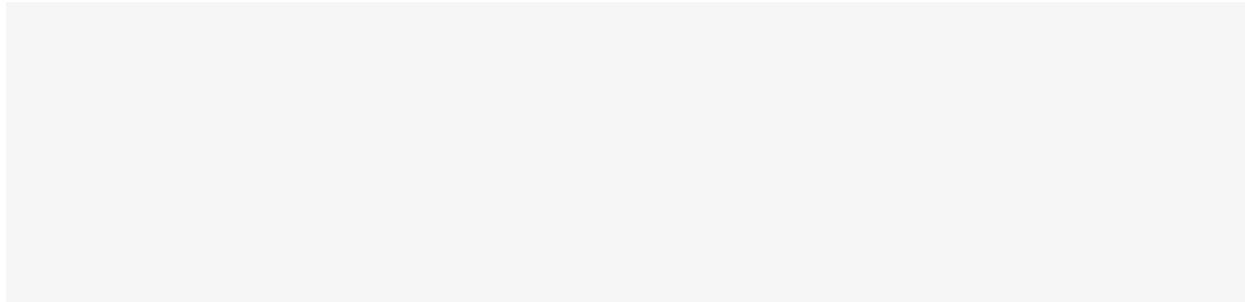
## **SECURITY PLAN**

IDENTIFY ALL PUBLIC SAFETY PERSONNEL (PRIVATE SECURITY, POLICE, EMS), WHICH WILL BE USED, IF ANY. IF A PROFESSIONAL SECURITY COMPANY OR LAW ENFORCEMENT AGENCY IS USED, PLEASE LIST THE COMPANY NAME, CONTACT PERSON AND PHONE NUMBER.



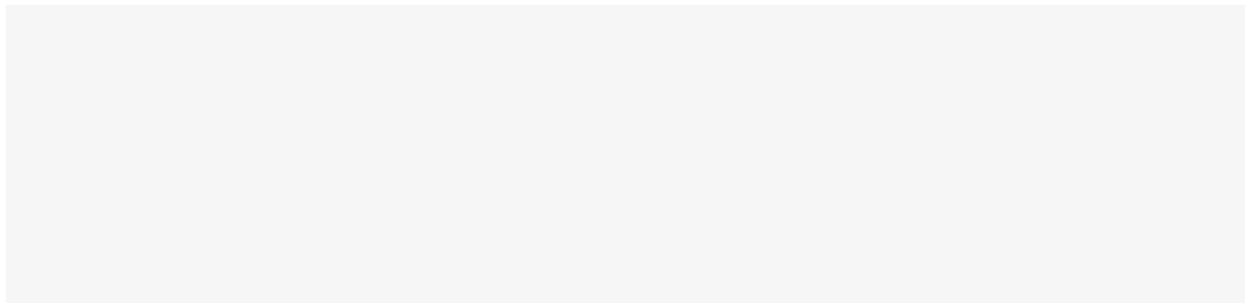
## **ADVERTISING PLAN**

DESCRIBE HOW THE EVENT WILL BE ADVERTISED AND WHICH PUBLIC MEDIA OUTLETS WILL BE UTILIZED. REFER TO GUIDELINES ON PG. 8



## **WASTE MANAGEMENT PLAN**

INDICATE WHAT WASTE WILL BE GENERATED FROM THE EVENT, AND HOW TRASH AND RECYCLING WILL BE HANDLED. AFTER CONTACTING CITY OF FRANKFORT DIVISION OF SOLID WASTE, PLEASE INDICATE THE NUMBER OF TRASH AND RECYCLING CARTS THAT WILL BE USED.



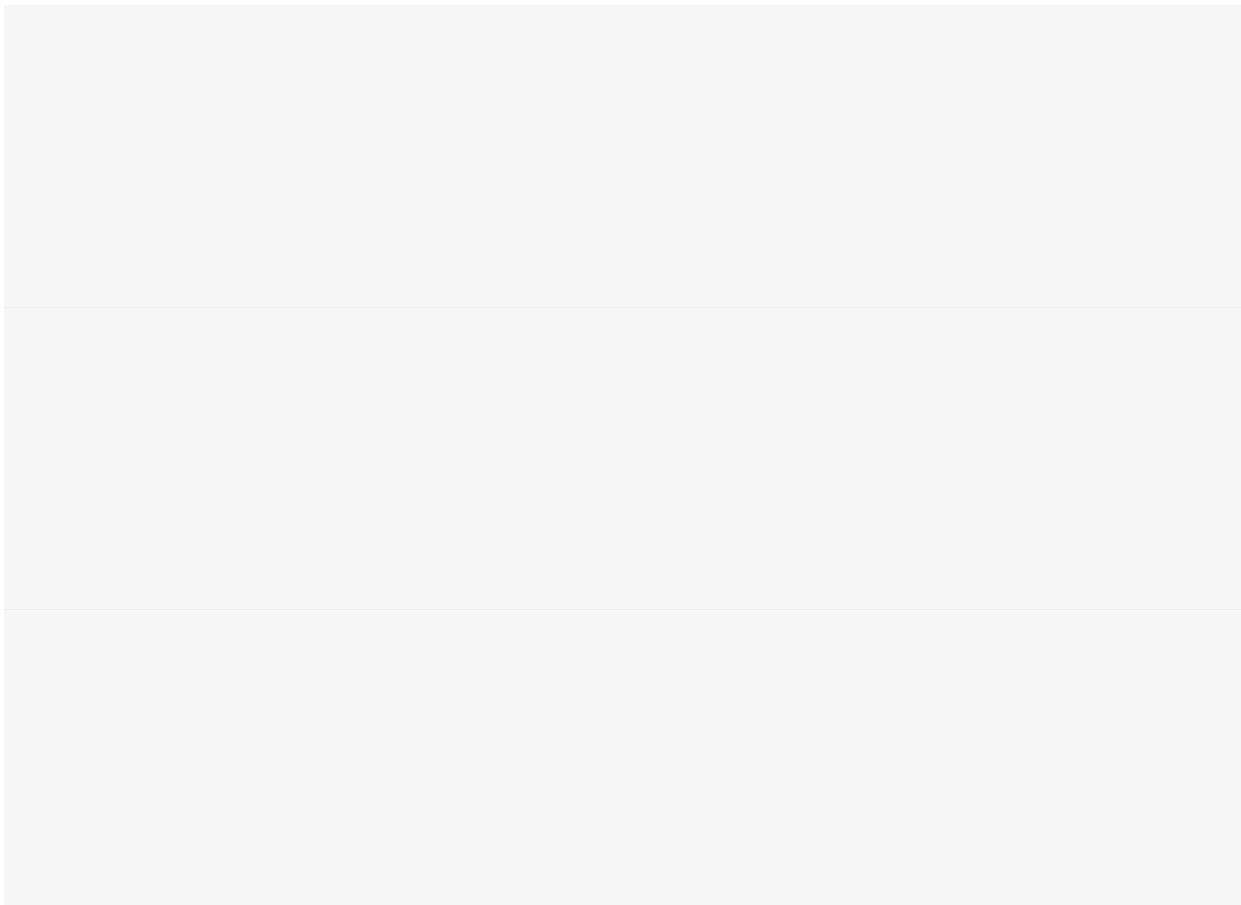
## **SITE PLAN**

THE EVENT APPLICANT MUST PROVIDE THE CITY WITH A DETAILED LAYOUT OF THE EVENT, WHICH SHOWS THE LOCATIONS OF ALL EVENT COMPONENTS. PLEASE CREATE THE SITE PLAN USING THE INSTRUCTIONS BELOW AND INCLUDE WITH THE APPLICATION PAGES.

SITE MAPS ARE RECOMMENDED SUCH AS THOSE OBTAINED FROM GOOGLE MAPS. SOME COMMONLY USED SITE MAPS ARE AVAILABLE AT [WWW.FRANKFORT.KY.GOV](http://WWW.FRANKFORT.KY.GOV).

PLEASE INCLUDE A DETAILED LAYOUT OF THE EVENT AREA AND INDICATE THE LOCATION OF ALL OF THE FOLLOWING (IF APPLICABLE):

- STAGES
- TENTS
- POWER AND WATER SOURCES
- RIDES
- FOOD VENDORS
- RETAIL VENDORS
- ALCOHOL SALES
- PORTABLE TOILETS
- TEMPORARY TRAFFIC CONTROL DEVICES (BARRICADES, CONES, ETC.)
- PROPOSED PARKING
- FIRE VEHICLE AND RESIDENTIAL TRAFFIC ACCESS



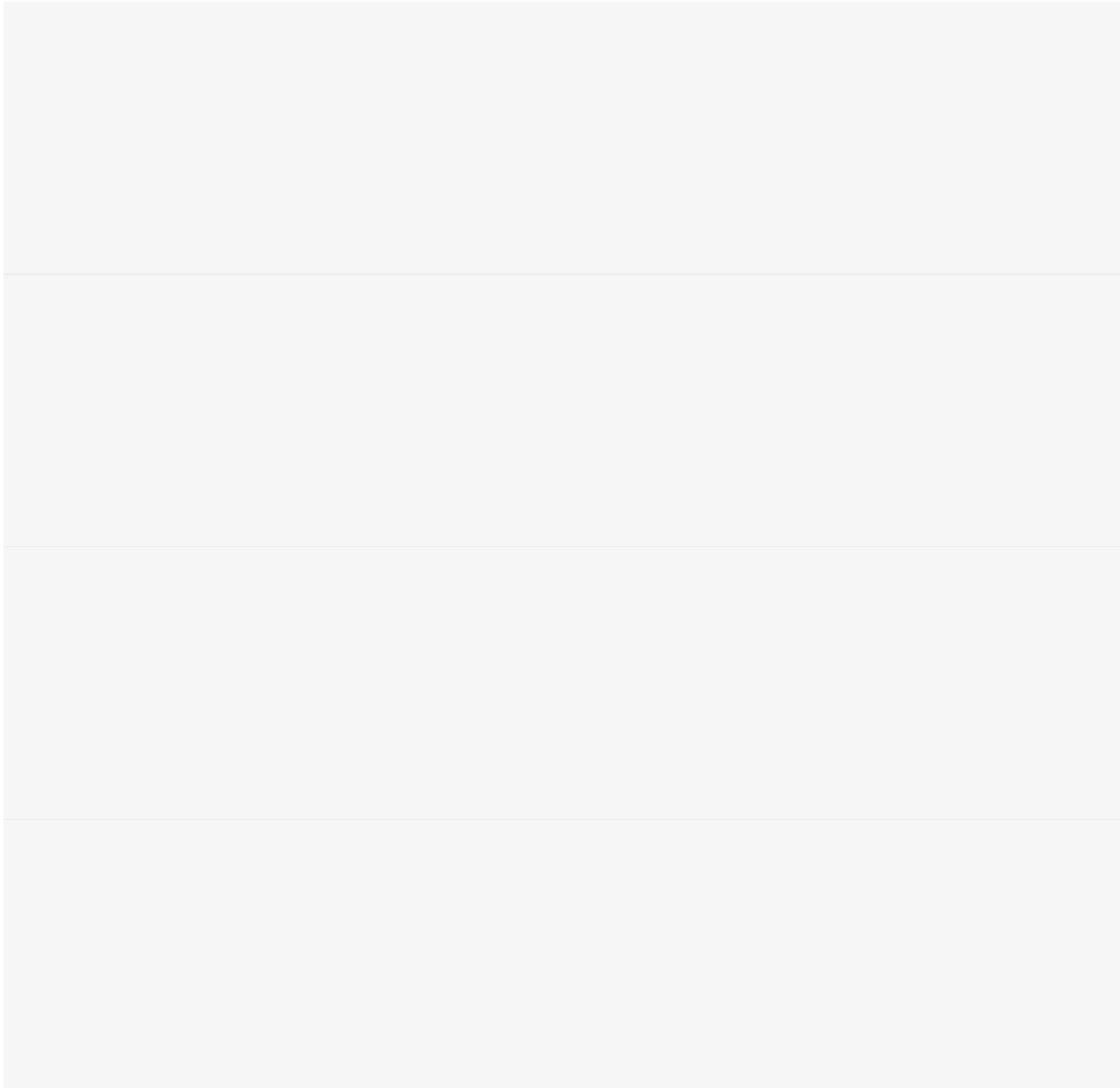
## **COVID-19 SAFETY PLAN**

THE EVENT APPLICANT MUST PROVIDE DETAILED PLANS FOR HOW THE PROPOSED EVENT WILL ADHERE TO CDC AND KENTUCKY HEALTHY AT WORK GUIDELINES FOR COVID-19 PRECAUTIONS.

THESE PLANS MUST INCLUDE, AT MINIMUM, PROVISIONS FOR:

- SOCIAL DISTANCING BETWEEN EVENT PARTICIPANTS
- LIMITING DIRECT CONTACT (EXAMPLE, PAYMENTS, GIVEWAYS, SHARED EQUIPMENT)
- MASK USAGE
- LIMITING PARTICIPANT NUMBERS

CURRENT KENTUCKY GUIDELINES FOR SAFE EVENTS AND GATHERINGS MAY BE FOUND AT [GOVSTATUS.EGOV.COM/KY-HEALTHY-AT-WORK](https://govstatus.egov.com/ky-healthy-at-work)





**INDEMNITY AGREEMENT**

IN CONSIDERATION FOR THE GRANTING OF PERMISSION BY THE CITY OF FRANKFORT, KENTUCKY TO THE UNDERSIGNED FOR THE USE OF THE FOLLOWING DESCRIBED PROPERTY:

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FOR THE FOLLOWING PURPOSE ONLY:

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ON THE FOLLOWING DATE(S):

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THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF FRANKFORT, ITS AGENTS, OFFICERS AND EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS FOR INJURY OR DAMAGES TO PERSONS OR PROPERTY ARISING OUT OF OR CAUSED BY THE USE OF SUCH PROPERTY.

THE UNDERSIGNED FURTHER AGREES UPON RECEIPT OF NOTICE FROM THE CITY OF FRANKFORT TO DEFEND AT ITS OWN EXPENSE THE CITY OF FRANKFORT, ITS AGENTS, OFFICERS AND EMPLOYEES FROM ANY ACTION OR PROCEEDING AGAINST THE CITY OF FRANKFORT, ITS AGENTS, OFFICERS OR EMPLOYEES ARISING OUT OF OR CAUSED BY THE USE OF SUCH PROPERTY. THE UNDERSIGNED AGREES THAT A JUDGMENT OBTAINED IN ANY SUCH ACTION OR PROCEEDING SHALL BE CONCLUSIVE IN ANY ACTION BY THE CITY, ITS AGENTS, OFFICERS OR EMPLOYEES AGAINST THE UNDERSIGNED, WHEN SO NOTIFIED AS TO THE UNDERSIGNED'S CAUSE OF THE INJURY OR DAMAGE, AS TO THE LIABILITY OF THE CITY, ITS AGENTS, OFFICERS AND EMPLOYEES TO THE PLAINTIFF IN THE FIRST NAMED ACTION, AND AS TO THE AMOUNT OF THE DAMAGE OR INJURY. THE CITY OF FRANKFORT, ITS AGENTS, OFFICERS AND EMPLOYEES MAY MAINTAIN AN ACTION AGAINST THE UNDERSIGNED TO RECOVER THE AMOUNT OF THE JUDGMENT TOGETHER WITH ALL THE EXPENSES INCURRED BY THE CITY, ITS AGENTS, OFFICERS AND EMPLOYEES IN THE ACTION.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

**DATED THIS** \_\_\_\_ **DAY OF** \_\_\_\_\_, **20**\_\_\_\_\_.

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

## INSURANCE SCHEDULE D

1. \_\_\_\_\_ SHALL FURNISH A SIGNED CERTIFICATE OF INSURANCE TO THE CITY OF FRANKFORT, KENTUCKY FOR THE COVERAGE REQUIRED IN EXHIBIT I PRIOR TO EFFECTIVE DATE OF PERMIT. EACH CERTIFICATE SHALL BE PREPARED ON THE MOST CURRENT ACORD FORM APPROVED BY THE KENTUCKY DEPARTMENT OF INSURANCE OR AN EQUIVALENT. EACH CERTIFICATE SHALL INCLUDE A STATEMENT UNDER DESCRIPTION OF OPERATIONS AS TO WHY ISSUED. EG: PROJECT # \_\_\_\_\_.
2. ALL POLICIES OF INSURANCE REQUIRED HEREUNDER SHALL BE WITH A CARRIER AUTHORIZED TO DO BUSINESS IN KENTUCKY AND ALL CARRIERS SHALL HAVE A RATING OF A OR BETTER IN THE CURRENT A.M. BEST'S RATING GUIDE.
3. EACH CERTIFICATE SHALL BE FURNISHED WITH YOUR APPLICATION TO OF THE CITY OF FRANKFORT.
4. FAILURE TO PROVIDE MINIMUM COVERAGE SHALL NOT BE DEEMED A WAIVER OF THESE REQUIREMENTS BY THE CITY OF FRANKFORT. FAILURE TO OBTAIN OR MAINTAIN THE REQUIRED INSURANCE SHALL BE CONSIDERED A MATERIAL BREACH OF THIS AGREEMENT.
5. ALL REQUIRED ENDORSEMENTS TO VARIOUS POLICIES SHALL BE ATTACHED TO CERTIFICATE OF INSURANCE.
6. WHENEVER A SPECIFIC ISO FORM IS LISTED, AN EQUIVALENT FORM MAY BE SUBSTITUTED SUBJECT TO THE PROVIDER IDENTIFYING AND LISTING IN WRITING ALL DEVIATIONS AND EXCLUSIONS THAT DIFFER FROM THE ISO FORM.
7. PROVIDER SHALL BE REQUIRED TO CARRY THE MINIMUM COVERAGE/LIMITS, OR GREATER IF REQUIRED BY LAW OR OTHER LEGAL AGREEMENT, IN EXHIBIT I. IF PROVIDER'S LIMITS OF LIABILITY ARE HIGHER THAN THE REQUIRED MINIMUM LIMITS, THEN THE PROVIDER'S LIMITS SHALL BE THIS AGREEMENT'S REQUIRED LIMITS.
8. WHENEVER AN ISO FORM IS REFERENCED, THE CURRENT EDITION OF THE FORM MUST BE USED.

**INSURANCE SCHEDULE D,  
EXHIBIT 1**

**A) COMMERCIAL GENERAL LIABILITY**

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

a) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owners form BO0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.

b) Include endorsement indicating that coverage is primary and non-contributory.

c) Include additional insured endorsement for:

The City of Frankfort, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 2026.

**B) AUTOMOBILE LIABILITY** \$1,000,000 (Combined Single Limit)

**C) LIQUOR LIABILITY** \$1,000,000  
(only if alcoholic beverages served)

# SPECIAL EVENT APPLICATION CHECKLIST

- Signed review of Application Policies & General Policies (pg. 7)
- Completed Special Event Application in full
- \$150 Special Event Application Fee, payable to City of Frankfort
- \$250 Damage Deposit, payable to City of Frankfort
- Signed Indemnity Agreement
- Signed Certificate of Liability Insurance
- Copy of Alcoholic Beverage License (if applicable)
- Completed Site Plan, including Parking and Traffic Plan
- Copy of Temporary Food Establishment Permit (if applicable)
- Completed COVID-19 Safety Plan
- City of Frankfort Police have been contacted about safety plan
- City of Frankfort Division of Solid Waste has been contacted regarding waste receptacles at event
- Event has been made ADA compliant
- Event flier attached (if utilizing City of Frankfort social media)