ADDENDUM A - PARK USE

PARK INFORMATION

Park Name: North Park - Large Shelter
South Park - Open Space
Park Location: N. Del Puerto at Las Palmas Ave. (Downtown)
Amenities: Restrooms.
Utility Services Available: Electricity and Water Services available for a cost.

Park Name: Garza Park
Park Location: Hartley Avenue
Amenities: Playground, Restrooms, Ball Diamond
Utility Services Available: None.

Park Name: Sport Park - Large Picnic Shelter
Park Location: 16651 Ward Avenue
Amenities: Playground, Restrooms, Charcoal BBQ pit, near Ball Diamond, Volleyball Standards, and Picnic Shelter with seating for 40 people.
Utility Services Available: None.

Park Name: Sport Park - Small Shelter
Park Location: 16651 Ward Avenue
Amenities: Playground, Restrooms, near Ball Diamond, Volleyball Standards, Picnic Shelter with seating for 16 people.
Utility Services Available: None.

Park Name: Sport Park - Ball Diamonds
Park Location: 16651 Ward Avenue
Amenities: Field 1 & 2 - Dugouts, Drinking Fountain, Skinned Infield, and Bleachers.
Utility Services Available: None.

Park Name: Sport Park - Soccer Field
Park Location: 16651 Ward Avenue
Amenities: Large Soccer Field / Small Soccer Field (Triangle), and Soccer Goals.
Utility Services Available: None.

PARK RULES (Ordinance No. 74, 598 & 688, 740)

1) No Vehicles on Grass.
2) No Glass Bottles.
3) No Groups over 50 without Park Permit.
4) No Littering
5) No Smoking (Ordinance #740)
6) No Water Slides.
7) No Gambling.
8) No Organized Games without Permit
9) No Special Events without Permit.
10) Park Closes at Dusk.
11) No Dogs without Leash.
12) No Golfing.
13) No Alcohol without Permit.
14) No Loud Noise without Permit.

ADDENDUM B - FEE SCHEDULE

Special Event Application Fees

Application Fee (non-refundable) $50
Processing Fee……...$50
Change Fee……$2 / per change
Late Fee……$5

Cancellation Fee

For each fee based reservation that is cancelled a $10 administrative fee will be assessed. If the cancellation is made later than five (5) days before the activity date the entire fee is non-refundable. No refunds for undesirable weather. During questionable weather, applicant may reschedule the activity three (3) days prior to the planned date. Once an application is assigned a permit number the cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing.

Patterson Police Department Fees

Fees to be determined by contract for Police Officer Services
Alcohol Permit……$69
Amplified Sound Permit……..$38

Fire Prevention Fees

Carnival/Circus/ Special Events Permit.....$297
Fireworks Permit $182
Tent Permit $111
Fire Prevention Inspection..... 1.5 of hourly inspection rate

Public Works Department Fees

Park Reservation Deposit (North Park and South Park)……...$100
Reservation Fee (North Park and South Park)……...$100
Bounce House……...$10
Electrical Fee……..$20/hr.
Encroachment Permit Fee……...$71.32
Labor Staff Costs - Regular Time……...$140.22/hr.
Labor Staff Costs - Regular Call-Out (2 Hour Minimum)……...$219.79/hr.
Labor Staff Costs - Holiday Call-Out (3 Hour Minimum)……...$302.32/hr.
Street Sweeping Services……$95.00/hr.
Water Usage Charges -Metered and Billed at the End of the Event
(Meter Readings Required)
City Administration Fee (If Applicable)……...20%

Finance Department Fees

1-20 Vendors……...$250
21-50 Vendors……...$625
51-100 Vendors……$1,375
101+……...$3,125

All fees effective January 1, 2015. All fees are subject to change.

ADDENDUM C - PPD ONE DAY ALCOHOL PERMIT REQUEST

1. Type of License (Check all that apply)	☐ BEER	☐ WINE	☐ GENERAL (Includes beer, wine & distilled spirits)

2. NAME OF THE ORGANIZATION	3. TAX IDENTIFICATION NUMBER *(If Tax Exempt)*
4. EVENT ADDRESS	5. EVENT FACILITY NAME

6. EVENT TYPE (ex. Dance, Festival, Fundraising Dinner, Second Saturday)	7. EVENT DATE	8. HOURS OF EVENT From: To:
9. EVENT CONTACT PERSON		PHONE

SAMPLE

10. EVENT OPEN TO THE PUBLIC ☐ YES ☐ NO	11. OUTDOOR ☐ YES ☐ NO **if event is outdoors a site map must be attached*	12. WILL PEOPLE UNDER AGE 21 BE ALLOWED INTO THE EVENT? ☐ YES ☐ NO

13. ESTIMATED ATTENDANCE	14. ADMISSION FEE	15. DRINK TICKET FEE	16. PROCEEDS RECIPIENT
17. HOURS OF ALCOHOL SERVICE From: To:	18. STREET CLOSURE ☐ YES ☐ NO	19. LIVE MUSIC ☐ YES ☐ NO	20. AMPLIFIED SOUND/DJ ☐ YES ☐ NO

21. HOW MANY EVENTS HAS APPLICANT HELD IN PREVIOUS PERMITTED EVENT(S)?
IF APPLICABLE, PLEASE LIST LAST TWO EVENTS, DATES AND LOCATIONS:

22. HAS THERE BEEN A POLICE RESPONSE TO PREVIOUS PERMITTED EVENT(S)? ☐ YES ☐ NO

IF YES, PLEASE EXPLAIN:

23. WILL UNIFORMED SECURITY BE PRESENT DURING EVENT? ☐ YES ☐ NO

24. NAME OF SECURITY COMPANY:	25. NUMBER OF UNIFORMED SECURITY OFFICERS:

THIS SECTION FOR PATTERSON POLICE DEPARTMENT USE ONLY

26. APPLICATION RECEIVED BY:	DATE
27. APPLICANT NOTIFIED BY:	DATE

- ☐ The licensee will provide licensed, uniformed security.
- ☐ The licensee will provide security from The Patterson Police Department
- ☐ Alcohol will be served in plastic/paper cups
- ☐ Alcohol cups will be identifiable from soft drink cups
- ☐ Cups will not be larger than 16 oz.
- ☐ Only two (2) cups per sale to a person
- ☐ For outdoor events, no alcoholic beverages beyond designated fenced in area
- ☐ Signs must be posted at all exits: "NO ALCOHOLIC BEYOND THIS AREA"
- ☐ Volunteers are prohibited from consuming alcohol beverages while working
- ☐ Fencing may be required around alcohol service area that meets fencing requirement as set forth by Patterson Fire Department

23. WILL UNIFORMED SECURITY BE PRESENT DURING EVENT? ☐ YES ☐ NO

30. APPROVED BY:	DATE

ADDENDUM C - PPD ONE DAY ALCOHOL PERMIT REQUEST - CONTINUED

Box 1 Type of License: Check all that apply.
Box 2 Name of Organization: Provide name of organization.
Box 3 Tax Identification Number: If your organization is non-profit provide the tax identification number. If your organization is for profit, write N/A.
Box 4 Event Address: Provide the address of the location where the event is being held. Do not use the organization's mailing address.
Box 5 Event Facility Name: Provide the name of the building/business where the event is being held.
Box 6 Event Type: Identify the type of event.
Box 7 Event Date: Provide event date.
Box 8 Hours of Event: Indicate the start time and end time of the event. (e.g. 6:00pm - 10:00pm)
Box 9 Contact Person & Phone Number: Name of person responsible for application and a phone number where he/she can be reached for verification of information provided on application.
Box 10 Event open to the Public: If the event is open to the public check the YES box, if the event is private Check the NO box.
Box 11 Outdoor: If the event will be held outdoors, check the appropriate box.
Box 12 Under age 21: Will persons under the age of 21 be admitted into the event and will they be present where alcohol is being served.
Box 13 Attendance: Indicate estimated number of attendees for event.
Box 14 Admission Fee: Indicate the price for admission to the event?
Box 15 Drink Ticket Fee: If drink tickets are sold, indicate the price for drink tickets. If tickets are not sold, write "N/A".
Box 16 Who Receives Proceeds: Provide name of the organization to receive the net funds raised at the event.
Box 17 Hours of Alcohol Service: List the start and finish time that alcohol will be served.
Box 18 Street Closure: If the event requires the closure of City streets, check the YES box. If it does not Require City street closures, check the NO box.
Box 19 Live Music: Will there be live music played at the event?
Box 20 Amplified Sound/DJ: Will there be a public address system, disc jockey or amplified music of any kind played at the event.
Box 21 How many events has applicant held in previous 12 months? State number of events. If applicable, list last two event dates and event locations.
Box 22 Police Response: Has there been police response to previous permitted event(s)? Check the appropriate box. If there has been a police response at prior events, check the YES box and include a brief Summary of the incident(s).
Box 23 Will uniformed security be present during event? Check YES or NO.
Box 24 Name of security company. List the name of the security company that will be working the event.
Box 25 Number of uniformed security officers: List the number of security officers working the event.
Box 26-30 For PPD use only.

Upon approval, the application will be returned to the contact person listed on this form, or his or her authorized representative.

It is the applicant's responsibility to complete and submit ABC-221 to the local ABC office in the time period required by ABC.

ADDENDUM C - PPD ONE DAY ALCOHOL PERMIT REQUEST - CONTINUED

In addition to the Alcoholic Beverage Control (ABC) guidelines for daily licenses, the Patterson Police Department (PPD) requires the following conditions to be met before approving a request for a One Day Alcohol Beverage

Permit:

- Applicants must be at least 21 years of age.
- Permit requests must be submitted at least fourteen (14) calendar days, but no sooner than thirty (30) calendar days prior to the date of the event to allow for proper processing. If application is received less than fourteen

  (14) calendar days in advance, PPD will try to accommodate the applicant, but cannot guarantee the applica- tion's approval.
- For each permit request received, there will only be one (1) event date listed. If requesting multiple permits for a series of events, please use individual forms for each date.
- Each permit request received is subject to approval from the Chief or his/her designee.
- For those applicants who have already arranged security for a permitted event, please be advised that the security firm is also subject to approval from PPD. To obtain a list of approved security providers, please contact the Patterson Police Department.
- For those applicants who have not arranged security for a permitted event, please be advised that PPD may require that security and/or uniformed police officers be present for the duration of the event. This decision is at the discretion of the Chief or his/her designee and can be based on venue, past history, number of attendees, and/or other circumstances. For a list of approved security providers, please contact the Patterson Police Department.
- Permit requests may be faxed or e-mailed to the Patterson Police Department. Please contact the Patterson Police Department for an e-mail address. If you would like to hand deliver your applications, please deliver to 33 S. Del Puerto Ave.

  PH: (209) 892-5071
- Permits will be returned only to the contact listed on the permit request, or his/her authorized representative.

OTHER HELPFUL TIPS & GENERAL INFORMATION:

- An approved PPD One Day Alcohol Permit request is supplementary to the "Law Enforcement" signature portion of the ABC license request (ABC-221).
- Please be advised that an approved PPD One Day Alcohol Permit does not necessarily entitle the applicant to an approved ABC Daily License (ABC-221). To review ABC's instructions and guidelines for obtaining a daily license, please go to www.abc.ca.gov or contact ABC's Sacramento District office at (916) 419-1319. The ABC's Sacramento District office is located near Truxel Blvd at 2400 Del Paso Blvd Ste 155 Sacramento, Ca 95834

Be advised that The Patterson Police Department may deny One Day Alcohol Permits based on; incomplete application, inaccurate application, late application, venue, past history, number of attendees, and/or other circumstances.

ADDENDUM D - PFD TENT PERMIT

Frequently Asked Tent Questions

Note: These are the Fire Department requirements; the Building Department may assess additional fees and requirements

Do tents need permits?

The following tents and canopies are subject to permits:
Tents and canopies that are larger than 400 square feet and canopies larger than 700 square feet.

What qualifies as a tent?

For the purposes of this information, a tent shall be defined using the 2013 California Fire Code, Chapter 31. Tent - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Who needs to apply for a permit?

Any group that uses a tent for any reason.

How do I apply for a tent permit?

Fill the Tent Permit Application form out completely
The following items are needed in addition to the application:

- A site plan for the location of the tent, with measurements showing distances to buildings and property lines. A minimum 20-foot separation and fire access is required.
- A floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables and other objects.
- Certificates showing the tent to be flame retardant and the State Fire Marshal's seal.
- A copy of your Insurance liability for this event. The City of Patterson shall be listed as a co-insured or hold harmless
- Any cooking or open flames.
- Heaters and ventilation
- Electrical Plan
- Any other information that may be required specific to your event.

What fees can I expect?

One (1) of the following fees may apply to your tent permit: $111 - for the permit
Please note that not all fees may apply to your specific event. Fees are payable at the time of application for the permit.

Who is responsible for the fees and permit?

That is something you must cover with the rental company. Some companies will do this for you. Remember the renter is ultimately responsible for the permit.

What happens if I don't get a permit for my tent?

There is a broad range of options. They may range from modification of the tent to meet the code to closure and citation. Please note that a permit shall be required for the continued use of the tent.

Where do I apply for a tent permit?

You may apply for your permit at the Fire Department Headquarters, located 344 W. Las Palmas Ave., during normal business hours. Please have permit applications in a minimum of fifteen days prior to the event.

How long is the permit good for?

Tents, canopies, and temporary membrane structures cannot be used more that 180 days in a 12-month period. The permits are for the specific event they are issued for and the period of use will be specified on the permit.

When will I receive my permit?

A representative from the Fire Prevention division will set a time for an inspection.
The inspection will only occur after the application has been approved and the fees paid.
You will be issued your permit upon the successful completion of the field inspection. The permit shall be posted in the tent for the duration of the event.

Generators

Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing enclosure or other approved methods. The refueling of hot generators or other equipment is not permitted.
Electrical cords and connections shall be protected.

Tent Permit Addendum D continued on next page.

ADDENDUM D - PFD TENT PERMIT - CONTINUED

Flammable and Combustible Liquids

- Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies.
- Flammable and combustible liquids shall be stored outside and in an approved manner no less than 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

Sources of Ignition

Smoking is prohibited in tents, canopies, and temporary membrane structures and in adjacent areas where combustible materials are stored or used. “No Smoking” signs shall be conspicuously posted.

Fireworks, open flames and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures, tents or canopies unless otherwise approved.

Why is the Fire Department so concerned with tents? Due to the tragic history of tent fires and the loss of life, tents are heavily regulated.

Who do I call if I have any questions?

Please contact Fire Prevention Division at (209) 895-8130.

TENT PERMIT APPLICATION		
Location of tent:		
Date of set-up:	Date of take down:	
Event Date(s):	Start Time:	
Event Sponsor:		
Event Address:		
City:	State:	Zip:
Sponsor Contact:	Phone:	
Rental Company:		
Address:		
City:	State:	Zip:
Rental Contact:	Phone:	
Brief Description of Event:		
Estimated Attendance:		
Applicant Signature: _____	Date: _____	
Tent Permit Fees are $111.00. A check made payable to the City of Patterson Fire Department shall be submitted with this application.		
*Permits that require after hours inspection will be billed by invoice for the inspection. Normal inspection hours are Monday - Friday 8:00 am to 5:00 pm.		

ADDENDUM E - PFD HOT FOOD VENDOR REQUIREMENTS

City of Patterson Fire Department

The use of food booths is regulated by the Fire Department and the County Health Department. These requirements apply to single vendor, freestanding booths. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to an event. Failure to comply with the following regulations may result in closure of the location.

Flame Retardant Requirements

The sidewalls, drops and tops of tents and canopies shall be of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.

Open Flame

Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft. of the tent, canopy or membrane structure while open to the public unless approved by the fire code official.

Portable Fire Extinguishers

A portable fire extinguisher shall be provided for each food booth. The minimum size for the extinguisher is 2A10BC. If a Deep Fat Fryer is being used, a K TYPE extinguisher shall also be provided. Extinguishers shall have a current California State Fire Marshals tag. The extinguishers shall be attached in an accessible and visible location, between 3 and 4 feet above the ground.

Location

Cooking booths shall have a clearance of at least 20 feet on two sides. The booth shall not be located within 20 feet of any rides or devices. Cooking that produces sparks or grease-laden vapors shall not be conducted within 20 feet of a structure.

Gas Stoves

All gas stoves, BBQ's and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).

Deep Fat Fryers

Deep Fat Fryers shall be used with great caution in food vendor tents. Deep Fat Fryer are to be placed 10 feet away from the tent exit opening, and away from public contact and any open flame cooking device. Deep Fat Fryers also require the addition of a K TYPE fire extinguisher, NO EXCEPTIONS.

Bar -B -Q's

BBQ's are not permitted within the food booth. Fuel for the BBQ shall be kept at least 10 feet away from the BBQ. BBQ's shall be located at least 20 feet from a structure or combustible materials. BBQ's and any open flame devices, located outside of structures shall be secured from falling and contact by the public.

Fuel

Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall also be located away from public access. Fuel tanks shall be secured from falling. Safety release valves shall be pointed away from the structure.

Smoking

Smoking is not allowed at anytime within the food booth, or within 25 feet of any fuel source.

Generators

Generators shall be located a minimum of 20 feet from tents or canopies. They shall also be isolated from contact with the public by approved means. The refueling of hot generators is not allowed.

A copy of these regulations shall be posted in the structure and signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the Fire Department.

Should you have any questions, contact Fire Prevention at (209) 895-8130.

Vendor Signature	Date	Booth Name

ADDENDUM F - NOTIFICATION OF UPCOMING SPECIAL EVENT

Organizer(s) Information

Sponsoring Organization _____

Event Contact _____ Phone Number _____

Event Website _____ Expected Attendance _____

Event Information

Type of Event - (check all that apply)

- ☐ Run/Walk
- ☐ Street Festival/Block Party
- ☐ Parade/Procession
- ☐ Park Festival
- ☐ Concert
- ☐ Private Party
- ☐ Fundraiser
- ☐ Other: _____

Event Name _____

Event Date(s) _____

Event Location _____

EVENT HOURS	Start:		End:	
SET-UP	Date:		Time:	
BREAKDOWN	Date:		Time:	

Name of Street(s) to be Closed:

	Between		And	
	Between		And	
	Between		And	
	Between		And	
	Between		And	

Overall Event Description

ADDENDUM G - NOTIFICATION CERTIFICATION

Sponsoring Organization _____

Event Name _____

Event Date _____

Event Location _____

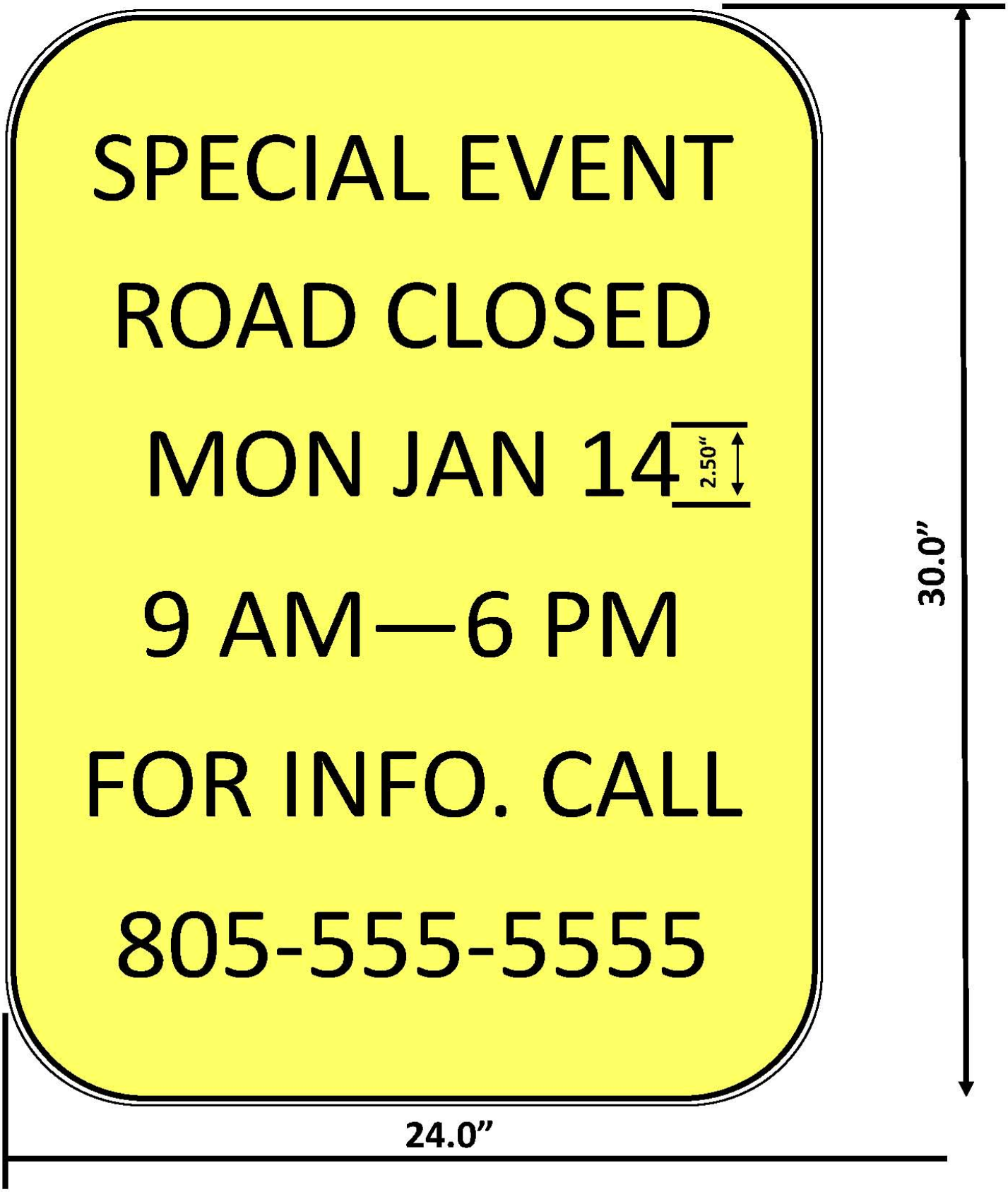
Signature of Sponsor or Authorized Representative

I certify that the entities listed below have been notified about my upcoming event.

Name (printed) _____ Signature _____

Name/Business	Location/Address	Phone #	Method of Notification (check one)
			☐ E-mail
			☐ Mail
			☐ Hand Delivered
			☐ Posted
			☐ E-mail
			☐ Mail
			☐ Hand Delivered
			☐ Posted
			☐ E-mail
			☐ Mail
			☐ Hand Delivered
			☐ Posted
			☐ E-mail
			☐ Mail
			☐ Hand Delivered
			☐ Posted
			☐ E-mail
			☐ Mail
			☐ Hand Delivered
			☐ Posted
			☐ E-mail
			☐ Mail
			☐ Hand Delivered
			☐ Posted

ADDENDUM H - ADVISORY SIGN



COLOR

BORDER & LEGEND —BLACK (NON-REFLECTIVE)

BACKGROUND — ORANGE (REFLECTIVE)

ADDENDUM I - INSURANCE CERTIFICATE SAMPLE

Business' Insurance Broker

Sample Certificate of Insurance

ACORD PRODUCER

CERTIFICATE OF LIABILITY INSURANCE

Date (mm/dd/yy) 08/01/00

Agency Manager, Inc.
2500 Bond Street
University Park, IL 60466

THIS CERTIFICATE IS ISSUED AS A MATTER IF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEN, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Phone No. 800-999-5368

COMPANIES AFFORDING COVERAGE

COMPANY A Blue Sky Insurance

COMPANY B

COMPANY C

COMPANY D

Name of Insured (it should match the name as written on application)

INSURED Valet Business
123 Main Street
San Francisco CA 45678

OVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICTED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE 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.

Current dates are required

	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS		
	GENERAL LIABILITY				GENERAL AGGREGATE	$	2,000,000
	X COMMERCIAL GENERAL				PRODUCTS-COMP/OP AGG	$	1,000,000
	CLAIMS MADE [ ] [X] OCCUR	123456789	01/01/12	01/01/13	PERSONAL & ADV INJURY	$	1,000,000
					EACH OCCURRENCE	$	2,000,000
					FIRE DAMANGE (Any one fire)	$	50,000
					MED EXP (Any One Person)	$	5,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	$	
	ANY AUTO				BODILY INJURY (Per Person)	$	
	ALL OWNED AUTOS						
	SCHEDULED AUTOS						
	HIRED AUTO				BODILY INJURY (Per Accident)	$	
	NON-OWNED AUTOS						
	GARAGE LIABILITY	SAMPLE	ONLY		AUTO ONLY – EA ACCIDENT	$	
					OTHER THAN AUTO ONLY	$	
					EACH ACCIDENT	$	
					AGGREGATE	$	
	EXCESS LIABILITY				EACH OCCURRENCE	$	
	UMBRELLA FORM				AGGREGATE	$	
	OTHER THAN UMBRELLA FORM						
	WORKERS' COMPENATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS [ ] OTHER		
C					EACH OCCURENCE	$	
					EL DISEASE-POLICY LIMIT	$	
					EL DISEASE – EA EMPLOYEE	$	

Claims Made or Modified

Occurrence is not acceptable

Total CGL amount should be $2mill

This section should reference the event and date of event

DESCRIPTION OF OPERATIONS /LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

RE: <Event Name>, <Event Date> Certificate holder is an Additional Insured as listed on the attached Form

CERTIFICATE HOLDER

City of Patterson
Special Event
Services 1033 W. Las
Palmas Patterson,
CA 95363

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED PLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (1/95)

ACCORD CORPORATION 1998

Signed by the Broker or Insurance Company only

POLICY NUMBER: *(GL Policy Number must be referenced here)*

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

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)
The City of Patterson, its officials, agents, employees, and volunteers.
Information required to complete this schedule, if not shown above, will be shown in the Declarations.

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 out of ongoing operations performed for that insured.

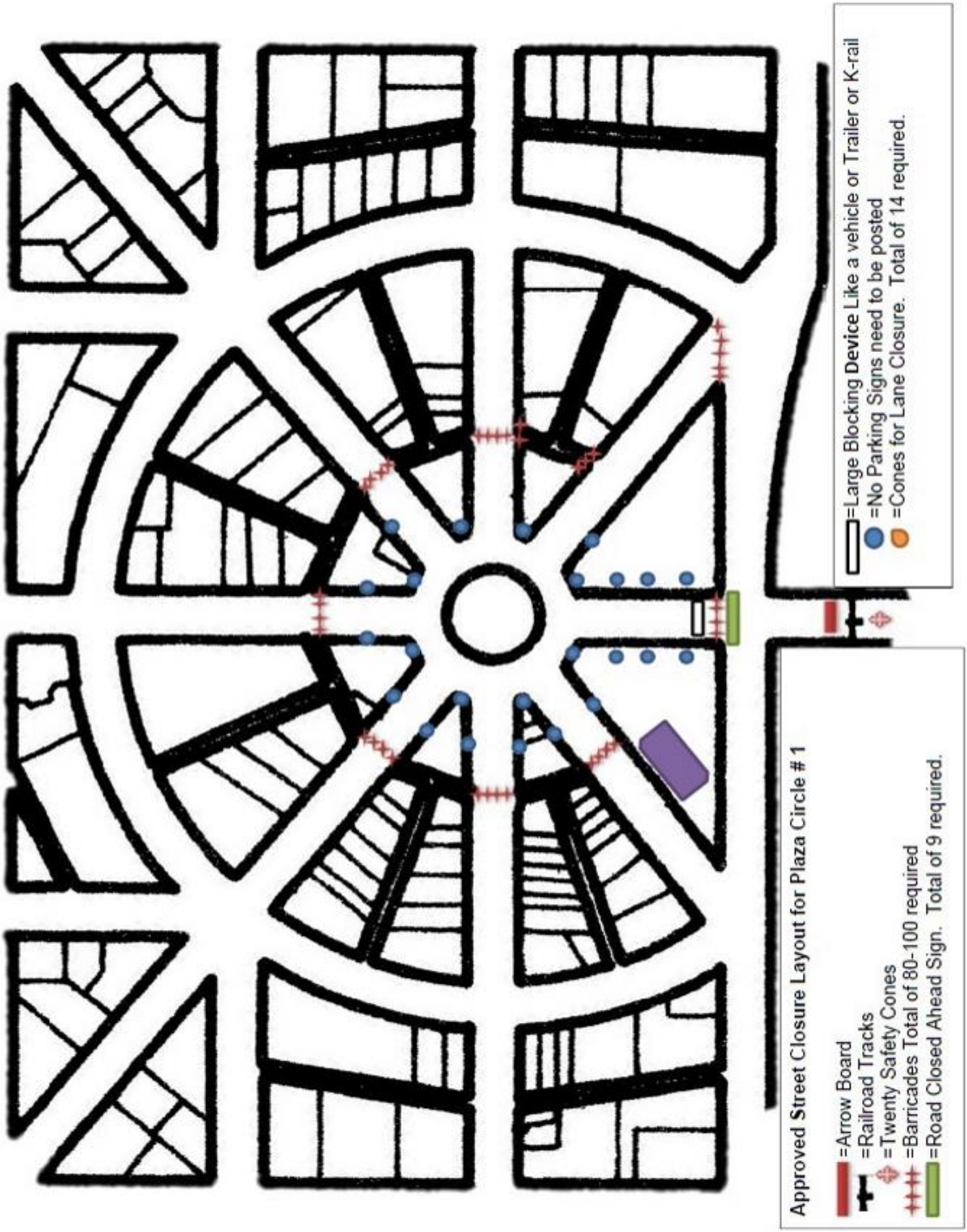
B. With respect to the insurance afforded these additional insureds, the following exclusion is added:

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

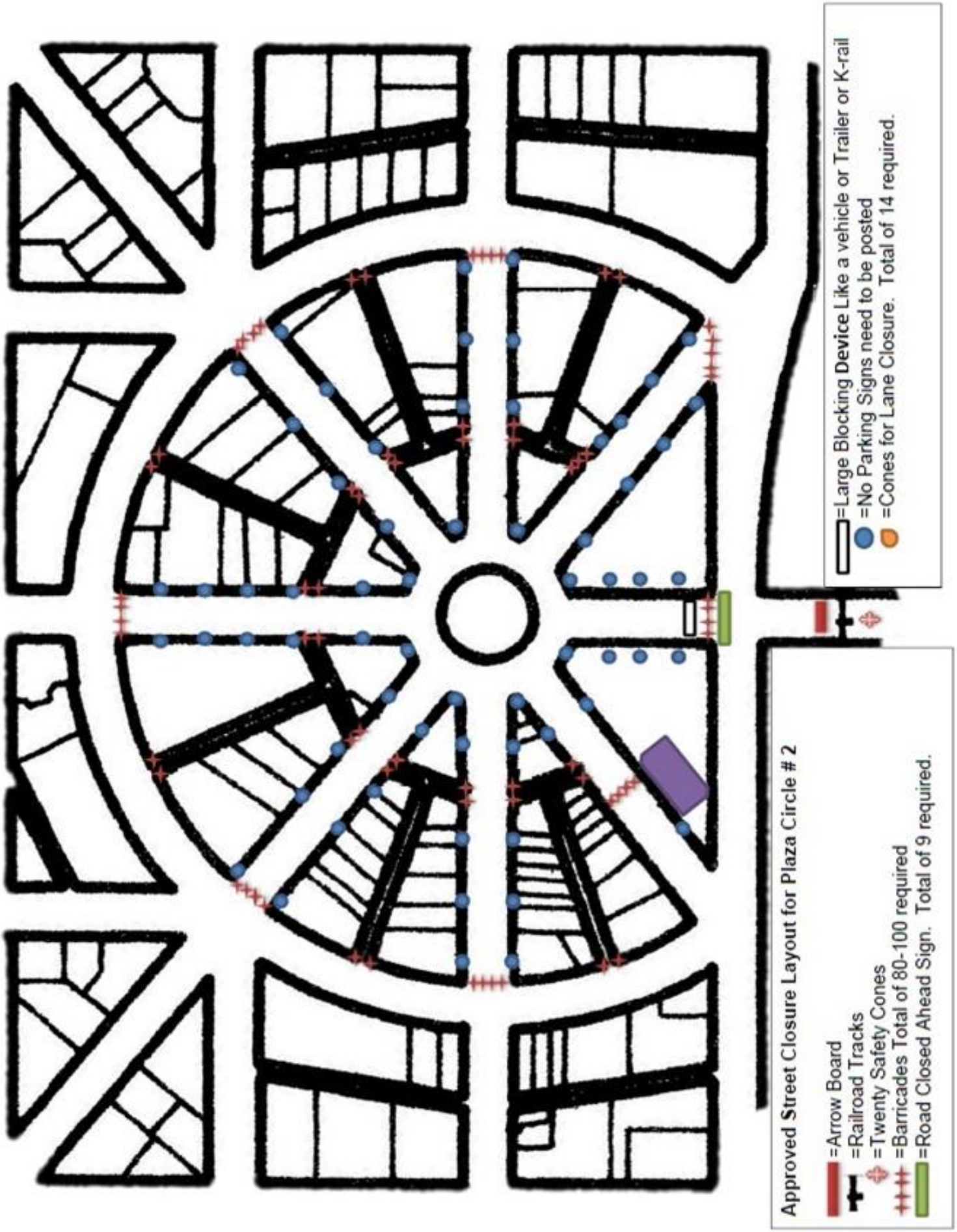
   (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations as been completed;
   or

   (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.

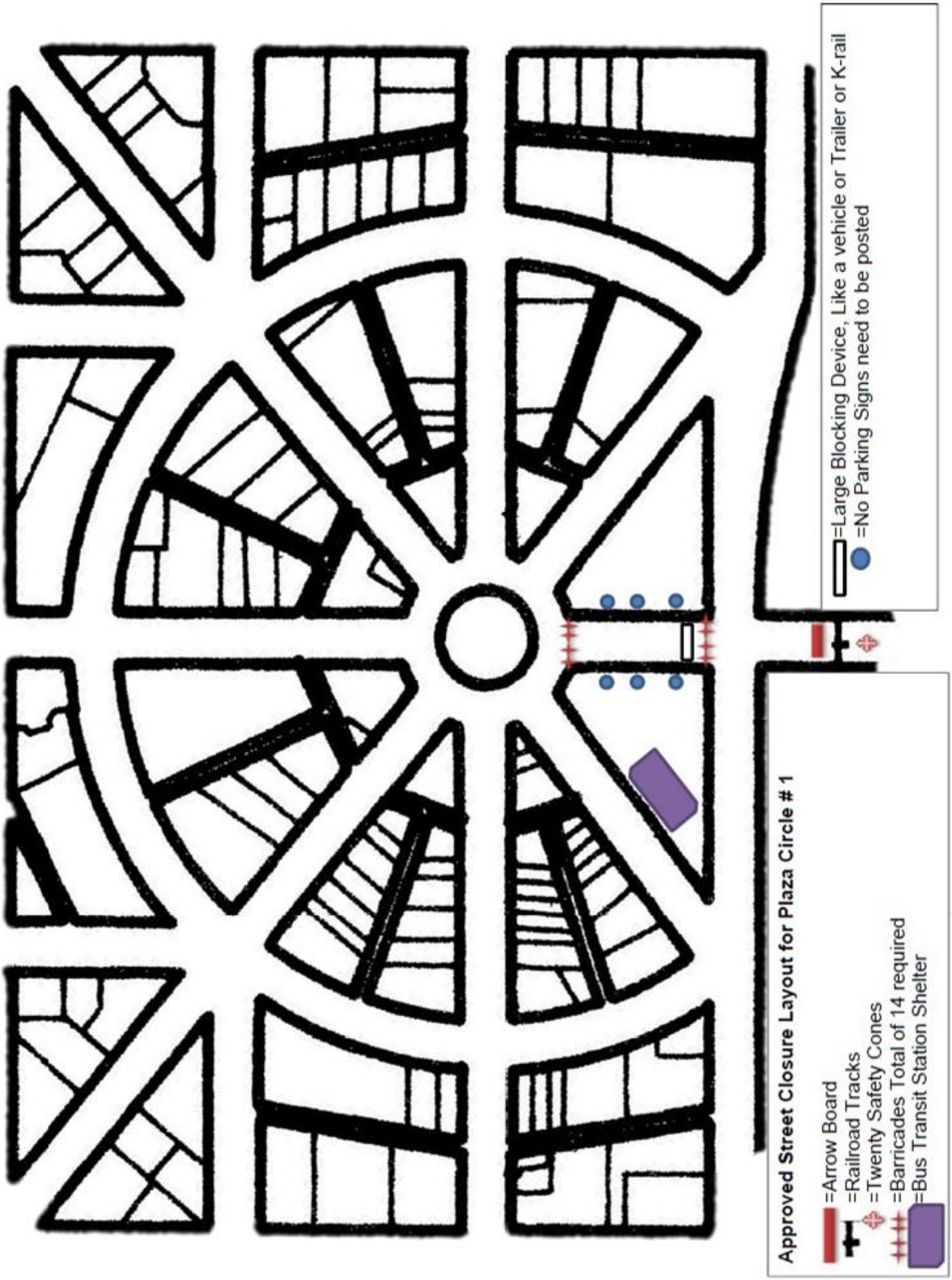
ADDENDUM J - APPROVED STREET CLOSURE LAYOUT FOR PLAZA CIRCLE #1



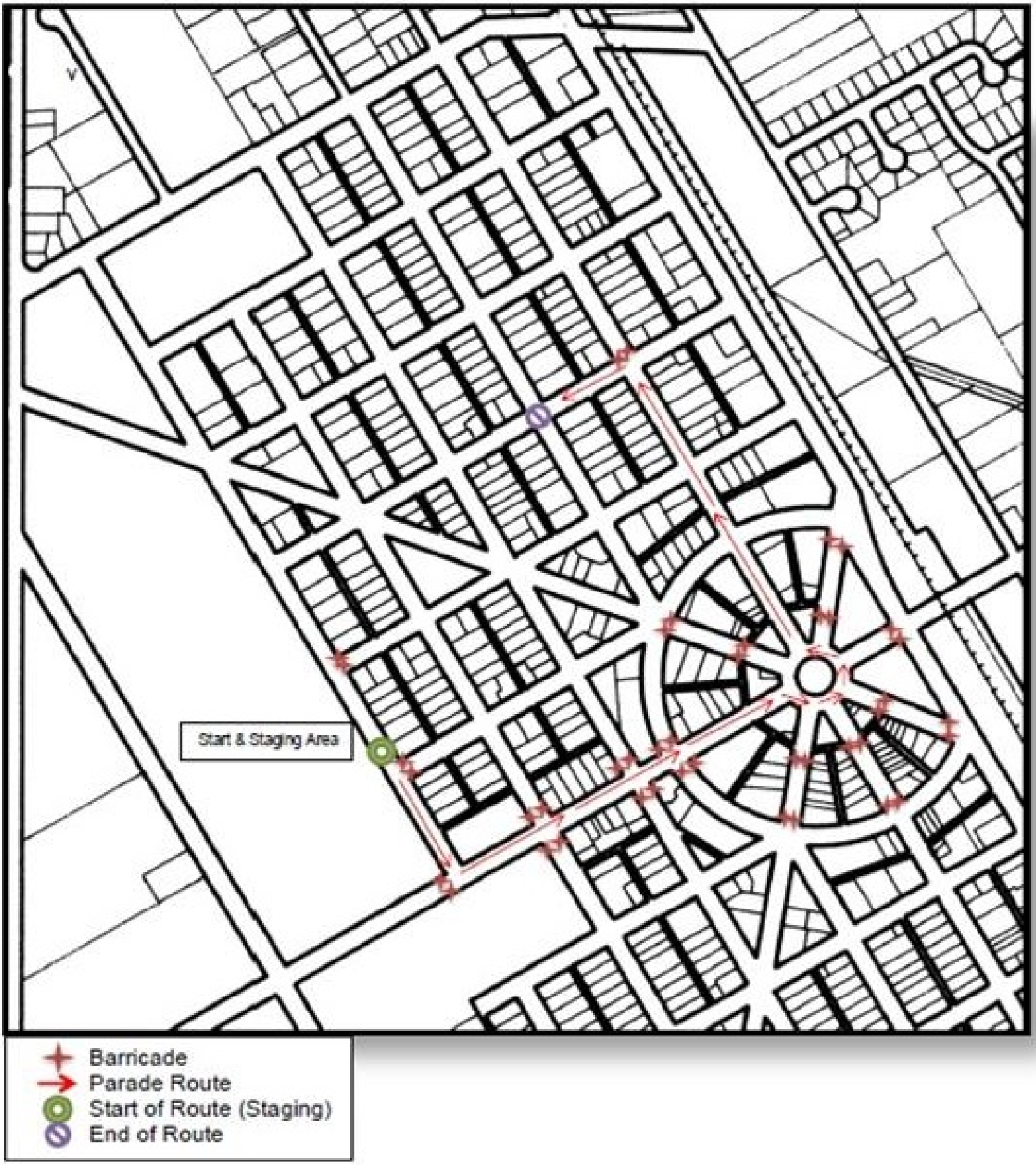
ADDENDUM K - APPROVED STREET CLOSURE LAYOUT FOR PLAZA CIRCLE #2



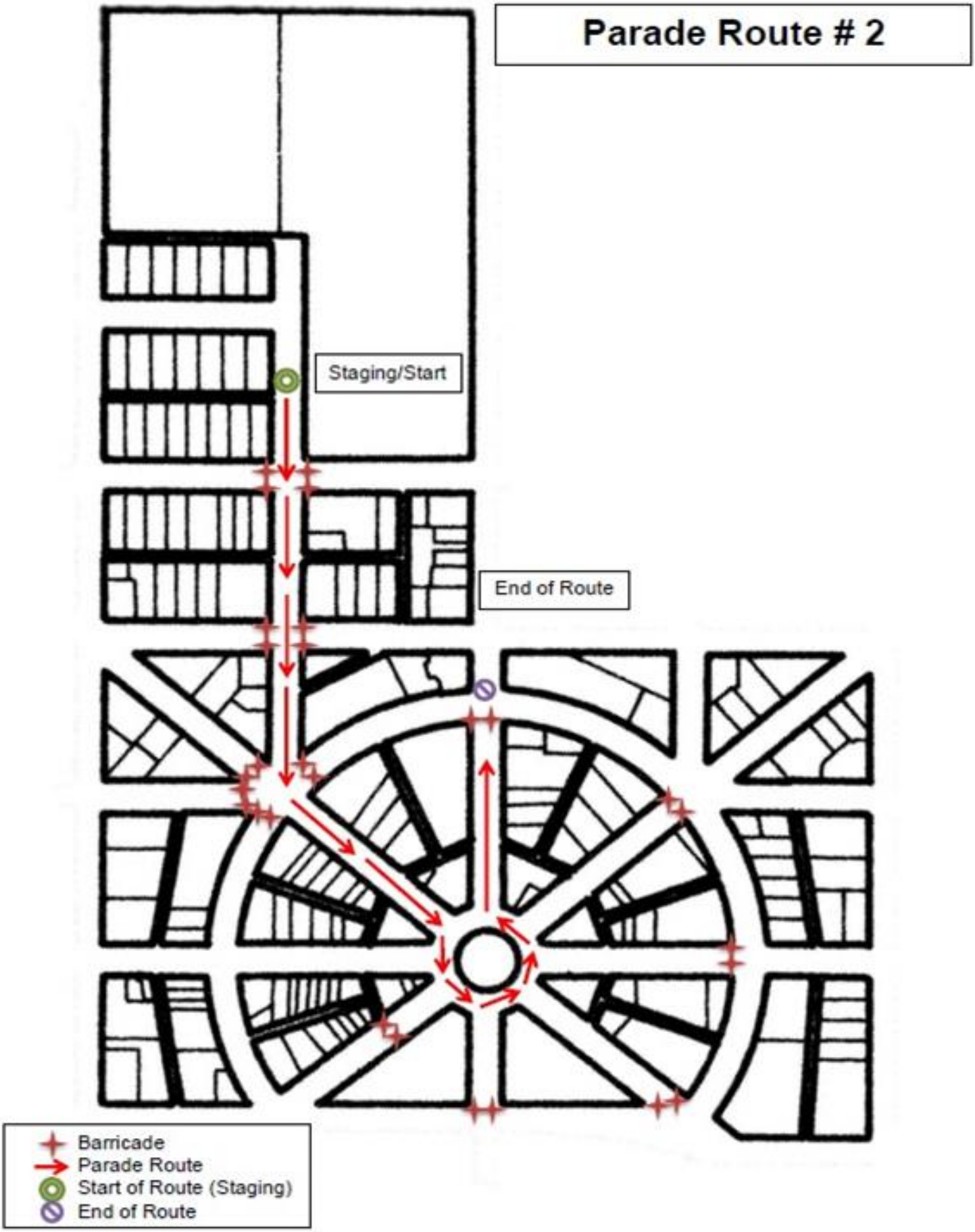
ADDENDUM L - APPROVED STREET CLOSURE LAYOUT FOR PLAZA CIRCLE #3



ADDENDUM M - PARADE ROUTE #1



ADDENDUM N - PARADE ROUTE #2



ADDENDUM O - BEST MANAGEMENT PRACTICES

ACTIVITY	BMPs
Contract & Leases	· If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management. · Put this language in any contract into which you enter.
Waste Management & Disposal	· Be sure adequate receptacles are provided for use by vendors and guests to prevent litter. · All waste receptacles (dumpsters) must be sturdy, leak - tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes. · Do not wash out any receptacles outdoors unless wastewater is collected or discharged to sanitary sewer. · Be sure containers are emptied as needed to prevent overflow. It is also important they are emptied at the end of each day. · Never place liquids in an outdoor waste receptacle.
Portable Toilets	· Be sure they are serviced frequently to prevent any overflows or leaks. · Require your vendors to stake down the portable toilets to prevent them from blowing over in high winds or from being tipped over. · Do not place portable toilets next to or over a storm drain.
Grease Management (F.O.G.)	· Ensure that each vendor has a spill cleanup kit (i.e., absorbent material, broom, dustpan, trash bags, etc.) on hand at all times. Clean up spills immediately . · Protect the ground under and around your deep fryer using cardboard or a tarp. · Properly dispose of all grease into an approved collection bin.
Wastewater Management	· Provide disposal containers for your vendors to prevent having this wastewater discharged to the environment. · Keep disposal containers out of sight of the guests to prevent them from using containers as trashcans.
Pressure Washing	· Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. “Oil-Dri,” kitty litter, rags, sand, etc.), sweeping, and scraping off dried debris. · If you are not using any detergents or chemicals and are only cleaning surfaces of ambient dirt or dust, then this wash water can be washed, this method is NOT acceptable. · Prior to pressure washing, identify where all storm drains are located. Storm drains may be located in the gutter at the end of a block or in landscaping hidden from view. Wash water must not be discharged onto paved surfaces or allowed to enter storm drains. · Determine where water will pool for collection. · Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms/berms, portable containment areas, weighted storm drain covers, inflatable plumber’s plugs, oil, water separators, holding tanks , portable sump pumps, hoses, and absorbents. Using wet vacs in areas near storm drains, and ditches is the recommended BMP. · Once water is collected, dispose of it properly. Collected wash water may be disposed of into a sanitary sewer drain at the event site or at the vendor’s place of business. (FIRST ask for permission from property owner. DO NOT dispose of wastewater to a septic system.)
Illicit Discharge Reporting	· Stay alert for any signs of illegal discharges. Only rainwater is allowed to flow into any storm drain inlet or drainage ditch. · Report any suspicious discharges to the City of Patterson, Public Works Department at (209) 895-8060 immediately. To report a fuel or chemical spill, call 911. Please remember, outdoor waste receptacles are intended for dry materials only.