

LOTTERY PROCEDURES FOR FESTIVAL VENDORS

1. Vendors are selected by a lottery drawing (if needed) on **Tuesday, May 11**. Due to ongoing COVID-19 concerns, vendors are not allowed to attend the lottery.
 - a. Lottery Process
 - i. Vendors are required to submit a completed vendor application to the Parks and Community Services Department (PCSD) **Thursday, April 22** through **Thursday, May 6** between the hours of 7:30 a.m. and 4:30 p.m. by appointment only or by emailing a scanned copy to **recreation@moval.org**
 - ii. City of Moreno Valley administers vendor lottery on **Tuesday, May 11**
 - iii. Vendors receive lottery results via phone call on **Wednesday, May 12**.
 - iv. Each approved vendor is given an appointment time between 10 a.m. and 1 p.m. for **Tuesday, May 18**, to review and complete vendor paperwork with a PCSD Representative (Health Permit, Insurance and Business License).
2. On Form 1 of the Vendor Application, please ensure to list requested food/item choices. In the event the food/item selection is not available to be sold, PCSD staff will choose from the other options listed. Vendors may request to be placed on a waitlist should one of the items become available. Item selections may become available due to a vendor cancellation or the need to fill a booth space.
3. On **Tuesday, May 18**, at given appointment time, please bring the required forms listed at the bottom of the Festival Vendor Application. Vendors are required to make payment for booth space on appointment day. In the event a vendor is not prepared, their booth space will be cancelled and offered to the next booth applicant on the waiting list. In addition, PCSD staff informs vendors of approved items to be sold and information distributed at the vendor booth.

Please note: Business Licenses may be obtained in advance through the City of Moreno Valley Finance Department. This helps expedite the process on the assigned appointment day. Please refer to section 3 of the PROCEDURES FOR FESTIVAL VENDORS for Business License information.

PROCEDURES FOR FESTIVAL VENDORS

1. Once booth space has been approved by PCSD, an appointment will be scheduled on **Tuesday, May 18** with Parks and Community Services staff to complete the booth registration process. The Moreno Valley Parks and Community Services Department is located at the Moreno Valley Conference and Recreation Center, 14075 Frederick St., Moreno Valley, (951) 413-3280.

Please bring the following information with you at the time of your appointment:

- Copy of 2021 Business License with a signature from the Finance Dept. (*if applicable*)
 - Attached forms 1, 2, 3, and 4 with vendor signature.
2. PCSD staff secures the health permit for all food vendors. Food vendors must submit all paperwork to the PCSD. You do not need to go to the Health Department directly.
 3. All vendors and non-profit organizations must apply for a business license with the Finance Department located on the 2nd floor of City Hall, 14177 Frederick St., Moreno Valley. If you already have a business license, you are still required to obtain sign off approval on your business license. Please note that City Hall is closed until June 1. New licenses may be obtained online at <http://www.moval.org/departments/financial-mgmt-svcs/svc-biz-license.html> **Please be sure to indicate that your application is for the 4th of July event when applying.**

Business License Fee:

A. Non-Profit Vendor

The fee for a business license may be waived with proof of non-profit status (IRS Exemption Letter).

B. For-Profit Vendor

The fee for a business license may be waived if you have sold no more than three times this year in the City of Moreno Valley (Ord. 446 chapter 5.02.675, adopted 02/14/95).

4. **IMPORTANT!** All vendors must supply the required insurance as noted in this attachment for approval by Risk Management **no later than June 5.**
5. All vendors must comply with the attached fire requirements. For clarification on the attached fire requirements, contact Fire Prevention located at 14177 Frederick St., Moreno Valley, (951) 413-3370.
6. A mandatory vendor meeting will be held on **Wednesday, June 9, 2021**, at 5:30 p.m. at the Moreno Valley Conference and Recreation Center located at 14075 Frederick St., Moreno Valley for all approved vendors. Vendor information, rules and regulations are discussed and parking permit and wristbands for the event are distributed.

Family FunFest 2021

Rules of Operation

1. **HOURS OF OPERATION:** 2:00pm to 9:30 p.m. All vendors must be set up no later than 10:30 a.m. and no earlier than 7 a.m. All sales terminate at 9:30 p.m. Vendors must remain on site and not remove any items until the conclusion of the fireworks show.
2. **SPACE AVAILABILITY:** The City reserves the right to select and place booths as deemed necessary.
3. **CRAFT/TOY/HOBBY VENDORS:**
 - a. All craft vendors must sell items that are handcrafted.
 - b. No used or garage sale type items may be sold.
 - c. Photographs **MUST** be provided of all items sold.
 - d. All face painters are required to use face paint products that comply with EU & FDA regulations. (No acrylic paint will be permitted)
 - e. Distribution of flyers or business advertisement by arts and crafts booth vendors is not permitted.
4. **FOOD VENDORS:**
 - a. At least one main food item or a maximum of two main food items per booth space are permitted (i.e., the sale of one hot dog item and one hamburger item = the limit of two main food items.)
 - b. Only three booths of the same main food items are permitted. After June 1 this rule is subject to change without notice depending on the number of registered vendors.
 - c. Food vendors must only sell the approved items at the Funfest. Any vendor not abiding by the PCSD regulation will be asked to break down and leave the festival site without refund.
 - d. Distribution of flyers or business advertisement by food booth vendors is not permitted.
5. **ELECTRICITY:**
 - a. Electricity is not available at the festival.
 - b. Vendors are responsible for providing their own electrical power source including electrical outlets and commercial power cords through the use of generators.
 - c. Generators may not be shared between vendors.
6. **CANCELLATIONS AND REFUNDS:**
 - a. No refunds are given for canceled reservations.
 - b. If you find that you are unable to participate, please call to cancel your reservation at (951) 413-3280.
 - c. In case of natural disaster (rain, earthquake, etc.), the City of Moreno Valley is not responsible for any inconvenience or loss you, your group, or your organization may encounter due to cancellation of this event. In such case, **NO** refunds are given (no exceptions).
7. **PROHIBITED ITEMS:** The City reserves the right to inspect items to be sold on site and may deem items not appropriate for sale. No merchandise shall be sold, used or given away that is obscene, dangerous, or unlawful. Expressly prohibited items include, **but are not limited to**, the following: Alcoholic beverages (sales through Beer Garden only) drug paraphernalia, butterfly knives, switch blades, throwing stars, water guns, explosive devices; fireworks or related products which simulate firecrackers, fireworks, or guns; silly string; poppers; cap guns; disappearing ink; stink bombs; or toy weapons of any kind.
8. **GENERAL VENDOR RULES:**
 - a. Agencies/Organizations may obtain up to two booth spaces of any type.

- b. **Vending by strolling during the festival is not permitted. If vendors are found circulating among the crowd selling their goods, they are subject to removal from the event.**
- c. Each vendor is responsible for his/her own cash. Bring enough to make change at your booth - change service is not provided.

9. **SOUND RESTRICTIONS:** No music or amplification of sound is permitted.

10. **BOOTH LIGHTING:** Vendors must provide their own booth lighting. Lights **must** be turned off at 9 p.m. for the Fireworks show.

11. **SPACE LOCATION:** Space location is at the discretion of the City. Booth space dimensions are 15' X 15'. Vendors requiring larger spaces must pay for an additional booth space (up to two).

12. **PARKING:** Vendors must park in the vendor parking lot. Permits and event maps are provided at the mandatory vendor meeting on **June 9** at 5:30 p.m.

13. **CLEAN UP:** Vendors must leave their booth area clean or be assessed a cleaning fee of \$50 and participation in any PCSD event in the future is revoked.

14. **SIGNAGE:**

- a. All signs must be compatible with the general aesthetics of the event, i.e., neat in appearance.
- b. The use of "fighting words," obscenities, grisly or gruesome displays, or highly inflammatory slogans likely to provoke disturbance are prohibited.

15. **NON-PROFIT SERVICE INFORMATION/FIRST AMENDMENT ACTIVITIES BOOTH:**

Non-profit organizations and groups or individuals wishing to exercise their freedom of expression may do so as long as they abide by the following provisions and regulations:

- a. The solicitation of funds or acquiring of signatures may take place on a person-to-person basis only within an assigned booth space, so not to cause an unsafe obstruction to the flow of pedestrian traffic, and to discourage contact with patrons who indicate that they do not wish to have contact.
- b. All individuals engaging in expressive conduct are prohibited from harassing patrons, causing an unsafe obstruction to the flow of pedestrian or vehicular traffic, or pursuing contact with patrons who indicate that they do not wish to have contact with the leaf letters.
- c. Leafleting rules apply only to non-commercial expressive activity, and individuals may not leaflet in connection with a commercial enterprise.
- d. Violations of the leafleting provisions would lead to immediate revocation of the right to distribute leaflets.
- e. The planned manner in which individuals engage in expressive conduct must not be confrontational in nature and likely to embroil other groups or the general public in open conflict.
- f. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of FunFest activities.
- g. Sales, of any item, are prohibited in this booth type.

16. **BOOTH TYPES NOT AVAILABLE:**

NO AIR BOUNCER OR KID ZONE BOOTH SPACES ARE AVAILABLE.

17. **RULES ON DISTRIBUTION OF COMMERCIAL ADVERTISEMENT:**

Distribution of commercial advertisement is not permitted. Only event sponsors are permitted to distribute commercial advertising material.

18. **MANDATORY FESTIVAL VENDOR MEETING:**

A mandatory vendor meeting will be held on **Wednesday, June 9, 2021**, at 5:30 p.m. at the Moreno Valley Conference and Recreation Center located at 14075 Frederick St., Moreno Valley for all approved vendors. Vendor information, rules and regulations are discussed and parking permits and wristbands for the event are distributed.

4TH OF JULY PARADE & FESTIVAL VENDOR FIRE REQUIREMENTS

The following are the fire requirements pertaining to vendors:

1. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of twenty (20) feet in all directions (CFC 2404.15.5).
2. A 40 B:C Fire Extinguisher shall be provided where cooking is done with current State Fire Marshal tag affixed (CFC 2404.12).
3. Each booth and/or vendor is responsible to provide a 2-A10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher (CFC 2404.12).
4. Generators and other similar equipment shall be isolated from contact with the public and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture specifications, grounding rods may be required (CFC 2404.19).
5. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures (CFC 2404.17.2).
6. Any tents or canopies used shall be in conjunction with Chapter 24 of the 2010 California Fire Code.
7. Tents over 200 square feet and canopies over 400 square feet and any tent or canopy to which cooking is being conducted shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Fire Prevention Bureau for approval (CFC 2404.3).
8. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.
9. Combustible decorations or effects used within tents, canopies, or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701 (CFC 2404.5).
10. Gas, liquid, and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy, or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh (CFC 2404.15.2).
11. Cooking equipment located outside the tent or canopy shall be located a minimum of 20 feet away from such structures (CFC 2404.15.5).
12. LP-Gas shall be located a minimum of 10 feet from any such structure (CFC 2404.16.2.1).
13. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed (CFC Section 605).
14. No smoking signs shall be posted conspicuously (CFC 2404.6 & CFC 310).

Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions will result in closure of stand during event hours.

For questions, please contact the Fire Prevention Bureau at (951) 413-3370.

Vendor Copy

2021 FUNFEST FESTIVAL VENDOR APPLICATION

The 2021 FunFest will be held on July 4, at the **Civic Center Amphitheater, 14075 Frederick St., Moreno Valley from 2:00pm - 9:30 p.m.** Due to the limited number of spaces available, spaces are assigned by a lottery system (if needed). Vendors are required to bring their own tables, chairs, coverings, and awning that fit within the space provided. **No electrical power or lighting is provided.**
Return this application to the Parks and Community Services Department at 14075 Frederick St., Moreno Valley or email to recreation@moval.org. Contact (951) 413-3280 for questions.

NAME: _____

DAY PHONE: _____ EVENING PHONE: _____

EMAIL: _____

ADDRESS: _____

DESCRIPTION OF REQUESTED ITEMS FOR SALE (One item per line, subject to approval):

1st choice: _____

2nd choice: _____

3rd choice: _____

4th choice: _____

NUMBER OF BOOTHS _____ *(Each booth space will measure 15' x 15'. If more space is needed, an additional booth space will need to be purchased (up to 2 spaces).*

WILL YOU BE UTILIZING A GENERATOR? _____
(see Fire requirements)

DO YOU REQUIRE ANY SPECIAL CONDITIONS OR HAVE ANY SPECIAL REQUIREMENTS FOR YOUR BOOTH? _____

	<u>Resident</u>	<u>Non-Resident</u>
Hobby Handcrafted Booth, Arts & Crafts and Toy Booth (Must provide photographs of items to be sold)	\$27.25	\$35.40
Commercial Food Booth	\$82.75	\$107.50
Non-Profit Food Booth	\$82.75	\$107.50
Non-Profit/First Amendment	\$27.25	\$35.40
Commercial Booth spaces – sponsorship of \$1,000+ (contact Mike Calderon at 951.413.3289 for details)		

TOTAL FEE ENCLOSED: \$ _____

1. Accepted forms of payment – Credit card, money order, check (make checks payable to City of Moreno Valley)
2. Business License fees (if applicable) are not included. Pay directly to the Finance Dept.

Form Check off List:

Form 1 - Vendor Application Form _____
 Form 2 - Rules of Operation _____
 Form 3 - Fire Requirements _____
 Form 4 - Waiver and Hold Harmless Agreement _____
 Business License Sign Off _____
 Operators Agreement Form _____

Insurance Check off List

Certificate of Liability Insurance _____
 Addl. Insured Endorsement _____
 Primary, Non-Contributory Endorsement _____
 Professional Liability Auto Insurance _____
 Auto Insurance Endorsement _____
 Workers Compensation Insurance _____

FunFest 2021 Rules of Operation

1. **HOURS OF OPERATION:** The festival is from 2 to 9:30 p.m. All vendors must be set up no later than 10:30 a.m. and no earlier than 7 a.m. All sales terminate at 9:30 p.m. Vendors must remain on site and not remove any items until the conclusion of the fireworks show.
2. **SPACE AVAILABILITY:** The City reserves the right to select and place booths as deemed necessary.
3. **CRAFT/TOY/HOBBY VENDORS:**
 - a. All craft vendors must sell items that are handcrafted.
 - b. No used or garage sale type items may be sold.
 - d. All face painters are required to use face paint products that comply with EU & FDA regulations. (No acrylic paint will be permitted)
 - e. Distribution of flyers or business advertisement by arts and crafts booth vendors is not permitted.
4. **FOOD VENDORS:**
 - a. At least one main food item or a maximum of two main food items per booth space are permitted (i.e., the sale of one hot dog item and one hamburger item = the limit of two main food items.)
 - b. Only three booths of the same main food items are permitted. After June 1 this rule is subject to change without notice depending on the number of registered vendors.
 - c. Food vendors must only sell the approved items at the Funfest. Any vendor not abiding by the PCSD regulation will be asked to break down and leave the festival site without refund.
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 - c. Leafleting rules apply only to non-commercial expressive activity, and individuals may not leaflet in connection with a commercial enterprise.
 - d. Violations of the leafleting provisions would lead to immediate revocation of the right to distribute leaflets.
 - e. The planned manner in which individuals engage in expressive conduct must not be confrontational in nature and likely to embroil other groups or the general public in open conflict.
 - f. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of FunFest activities.
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I have carefully read, understand, and will abide by the above rules and regulations governing this event. I am aware that if my organization does not comply with these regulations, our booth may be closed down during festival hours.

Printed Name _____ Signature _____ Date _____
Title _____ Organization _____
Day Telephone _____ Evening Telephone _____
Email address _____

4TH OF JULY PARADE & FESTIVAL VENDOR FIRE REQUIREMENTS

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2. A 40 B:C Fire Extinguisher shall be provided where cooking is done with current State Fire Marshal tag affixed (CFC 2404.12).
3. Each booth and/or vendor is responsible to provide a 2-A10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher (CFC 2404.12).
4. Generators and other similar equipment shall be isolated from contact with the public and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture specifications, grounding rods may be required (CFC 2404.19).
5. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures (CFC 2404.17.2).
6. Any tents or canopies used shall be in conjunction with Chapter 24 of the 2010 California Fire Code.
7. Tents over 200 square feet and canopies over 400 square feet and any tent or canopy to which cooking is being conducted shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Fire Prevention Bureau for approval (CFC 2404.3).
8. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.
9. Combustible decorations or effects used within tents, canopies or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701 (CFC 2404.5).
10. Gas, liquid, and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy, or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh (CFC 2404.15.2).
11. Cooking equipment located outside the tent or canopy shall be located a minimum of 20 feet away from such structures (CFC 2404.15.5).
12. LP-Gas shall be located a minimum of 10 feet from any such structure (CFC 2404.16.2.1).
13. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed (CFC Section 605).
14. No smoking signs shall be posted conspicuously (CFC 2404.6 & CFC 310).

Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions will result in closure of stand. If there are any questions concerning these fire requirements, please contact the Fire Prevention Bureau at (951) 413-3370.

I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR THE EVENT. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THESE FIRE REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE AND IS SUBJECT TO CLOSURE OF STAND DURING EVENT HOURS.

Dated _____

Signature _____

Title _____

Printed Name _____

Day Telephone _____

Organization _____

STATEMENT OF APPLICANT WAIVER AND HOLD HARMLESS AGREEMENT

The undersigned, acting on behalf of the sponsoring organization identified below, agrees to indemnify, defend and hold the City of Moreno Valley ("City"), the Moreno Valley Housing Authority (HA), the Moreno Valley Community Services District ("District") their officers, officials, agents, and employees, jointly and severally, free and harmless from any and all liability, claims, damages, or injuries to any property or person, arising out of or in connection with any action or other proceeding sought by or proposed for in connection with the special event or the use of the City and/or District property and/or grounds, excepting liability actions arising out of the sole negligence of the City, the HA, the District, or their authorized agents.

I hereby certify that I will be personally responsible for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of myself and/or my organization. I will be responsible for payment of all charges assessed for use of the specified premises and for any damages sustained by the area used, its equipment, building, or grounds occurring through the occupancy or use of said building and/or grounds by the applicant organization.

I hereby release, discharge and agree not to sue the City of Moreno Valley ("City"), Moreno Valley Housing Authority (HA), the Moreno Valley Community Services District ("District"), their officers, officials, agents, and employees, for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of myself and/or my organization, the event organizers or any other participants in the event.

I HAVE CAREFULLY READ THIS RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT NOT TO SUE, AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Printed Name: _____ Date: _____

Signature: _____ Title: _____

Parent/Guardian Signature (if under age 18) _____

Organization: _____

Address: _____

Day Phone: _____ Evening Phone: _____

EXHIBIT A

STANDARD INSURANCE REQUIREMENTS

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, which shall include insurance for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations, products and completed operations, and contractual liability.
2. The most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01, which shall include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto).
3. Workers' Compensation insurance as required by the California Labor Code and Employer's Liability Insurance.
4. Professional Liability (Errors and Omissions) insurance appropriate to Consultant's profession.

Minimum Limits of Insurance

Consultant shall maintain limits of liability of not less than:

1. General Liability:
\$1,000,000 per occurrence for bodily injury and property damage
\$1,000,000 per occurrence for personal and advertising injury
\$2,000,000 aggregate for products and completed operations
\$2,000,000 general aggregate
2. Automobile Liability:
\$1,000,000 per accident for bodily injury and property damage
3. Employer's Liability:
\$1,000,000 each accident for bodily injury
\$1,000,000 disease each employee
\$1,000,000 disease policy limit

4. Professional Liability (Errors and Omissions):

\$1,000,000 per claim/occurrence

\$2,000,000 policy aggregate

Umbrella or Excess Insurance

In the event Consultant purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies).

Deductibles and Self-Insured Retentions

Consultant shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder and Consultant shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the City Manager or his/her designee. At the option of the City Manager or his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, CSD, Housing Authority and each of their officers, officials, employees, agents and volunteers; or (ii) Consultant shall provide a financial guarantee, satisfactory to the City Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall City be responsible for the payment of any deductibles or self-insured retentions.

Other Insurance Provisions

The General Liability and Automobile Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. City, CSD, Housing Authority and each of their officers, officials, employees, agents and volunteers are to be covered as additional insureds.
2. The coverage shall contain no special limitations on the scope of protection afforded to City, CSD, Housing Authority and each of their officers, officials, employees, agents and volunteers.
3. Consultant's insurance coverage shall be primary and no contribution shall be required of City.

The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: Consultant and its insurer shall waive any right of subrogation against City, CSD, Housing Authority and each of their officers, officials, employees, agents and volunteers.

If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made form:

1. The retroactive date must be shown, and must be before the effective date of the Agreement or the commencement of work by Consultant.
2. Insurance must be maintained and evidence of insurance must be provided for at least 3 years after any expiration or termination of the Agreement or, in the alternative, the policy shall be endorsed to provide not less than a 3-year discovery period.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or the commencement of work by Consultant, Consultant must purchase extended reporting coverage for a minimum of 3 years following the expiration or termination of the Agreement.
4. A copy of the claims reporting requirements must be submitted to City for review.
5. These requirements shall survive expiration or termination of the Agreement.

All policies of insurance required hereunder shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day written notice by certified mail, return receipt requested, has been given to City. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, Consultant shall furnish City with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for City, Consultant shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the expiration date of the expiring policy.

Acceptability of Insurers

All policies of insurance required hereunder shall be placed with an insurance company(ies) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A-VII" in Best's Insurance Rating Guide; or authorized by the City Manager or his/her designee.

Verification of Coverage

Consultant shall furnish City with all certificate(s) and **applicable endorsements** effecting coverage required hereunder. All certificates and **applicable endorsements** are to be received and approved by the City Manager or his/her designee prior to City's execution of the Agreement and before work commences.