

TOWN OF PAYSON
PARKS & RECREATION DEPARTMENT

VENDOR REQUEST

IF YOU ARE INTERESTED IN BECOMING A VENDOR AT OUR TOWN OF PAYSON EVENTS, PLEASE FILL OUT THE FOLLOWING APPLICATION. PLEASE REVIEW ALL REQUIREMENTS AND REGULATIONS THAT ARE INCLUDED IN THE PACKET.



VENDOR REQUEST - INTENDED FOR TOWN OF PAYSON EVENTS ONLY

Limit 1 Event per Request - \$25.00 non-refundable admin processing fee due at the time of submission.

Name of Event: _____ Date(s) fo Event: _____

CONTACT INFORMATION:

Name of Business: _____ Contact Person: _____

Address: _____

Phone: _____ Email: _____

Tax ID Number: _____

PRODUCTS SOLD

Products to be sold: You may be asked to adjust products to avoid duplication.

UTILITIES/PROPANE

Yes No

Use of Town power? (if available) If yes, Specify the total number of amps needed: _____

Use of personal generator? Use of propane?

Use of Town water?

SPACE AND SET UP REQUIREMENTS

Note that your space requirements should include storage, not just retail space.

Vendor Full Set up Size: _____

Describe setup type (EZ up, trailer, etc.) Attach a picture of your setup to application.

*Food Trucks and Trailers: Driver Side Passenger Side Both Rear

Other: _____

PAYMENT TERMS AND CONDITIONS OF THE AGREEMENT

Request Fee \$25.00
Non-Refunable, if accepted fee will be applied to event fee.

Event Fee _____
Based Upon Vendor Fee Schedule

Total Due: _____
(Cash, Check or Card - make checks payable to Town of Payson).

The total due is upon approval and request fee is non-refundable.

Vendors may only sell approved products that have been listed above. Any items not approved on this list cannot be sold.

Indemnification. Participating vendor shall indemnify and hold harmless the Town and its officers, agents, and volunteers from any and all claims, actions, suits, liability, loss, cost, expenses, and damages of any nature whatsoever, by any reason arising out of, any negligent act or omission of the Vendor, its officers, agents, employees, subcontractors or any of them relating to or arising out of the performance of this Agreement

By signing below, I am acknowledging I have read and understand all items within the Town of Payson Special Event Vendor Application, Indemnification, and will abide by all rules and regulations set forth by the Town of Payson Parks & Recreation in conjunction to participation within their events.

Print Name: _____ Signature _____ Date _____

OFFICAL USE: Date Recieved _____ Recieved by: _____ Balance Due _____

Date Reviewed _____ Approved Denied

Documents Needed: _____

VENDOR INFORMATION

- **Fees (Application & Event):** The application fee is due with application submission. The application fee is non-refundable for accepted or rejected vendors. No issued refunds due to weather.
- **Business License:** Must have valid Business License.
- **Sales Tax:** Vendors are responsible for the sales tax on 100% of sales.
- **Certificate of Insurance and Endorsement:** A Certificate of Insurance with endorsement naming the Town of Payson as additionally Insured is required for application submittal. The Insurance must include the minimum amounts of \$1,000,000 each occurrence, \$2,000,000 general aggregate. Address to be listed on COI: Town of Payson / 303 N. Beeline Hwy / Payson, AZ 85541 - (See COI example attached.)
- **Food Handler's Card and Health Permit:** All vendors selling food and products applied directly to the skin, or ingested, will need a valid Food Handler's Card and a Gila County Health Department Permit.
- **Cart/Booth Space Appearance:** All approved vendors are expected to conduct their businesses professionally. Vendors must be ready to sell at expressed time. Vendors must provide signage showing prices for items being sold, and acceptable payment methods.
- **Vending Area:** Vendors will be provided with a designated space to operate their business. Note: that your space requirements should include storage, not just retail space.
- **Items Sold:** Vendors may sell only items that the Town of Payson Parks & Recreation Department has approved.
- **Parking:** Vehicles may not stay parked in the vending area. Vendors must follow onsite direction from staff pertaining to entrance, parking, unloading, loading, and exit post-event.
- **EZ Up/Canopies:** Any EZ ups that are used must be tied down and secured for all weather and elements with weights on each corner; No staking of tents.
- **Power Requirements:** Electric is not guaranteed at any event. All vendors should prepare to be self-sufficient.
- **Grills:** Vendors may only use propane grills. Protective shield required. Each vendor must have a fire extinguisher. Vendors using propane are required to be inspected by the Town of Payson Fire Department. All vendors must comply with Town of Payson Tent and Canopy Restrictions. Must have AZ Fire Marshals Inspection form on event day.
- **Extinguisher:** All food vendors must have a fire extinguisher. Extinguishers must be current with tags on.
- **Combustibles:** Combustibles are simply defined as anything that can burn. Examples include, but are not limited to cardboard, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials may not be stored, stacked, piled, or left in booths higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed. (Fire marshals will have final determination of hazard and removal).
- **Trash:** You are responsible for your trash. At all times your area must be clean and neat, not only for health reasons, but to represent an overall clean and wholesome image. Please remember to use plastic trash bags (max. weight 40 lbs.) and utilize the dumpsters on site. Grease dumping is NOT Permitted. If grease is dumped, vendor will forfeit future participation in Town of Payson special events.
- **Emergencies:** In the event of an emergency, please notify the Parks & Recreation Department onsite staff immediately.
- **Professionalism:** Vendors are expected to conduct their business in a professional manner at Town of Payson events. This goes for interactions with own staff, the public and/or event participants, and Town of Payson staff. If found to be conducting business in any fashion unprofessionally, this can result in being asked to shut down operations during an event, or eliminate future participation in Town of Payson special events.
- **Times:** Vendors will be provided vendor move-in/set-up times for events. If a vendor arrives late to move-in/set-up, they run the risk of forfeiting their place within the event. All vendors must wait until they are released, post-event.
- **Placement:** Vendors are placed in particular areas coordinated by the Town of Payson Parks & Recreation staff. Placements are determined by the event logistics. No vendor will have rights to a particular spot within an event, and must set up and run operations where directed. Once the placements for vendors are determined, no changes will be made; unless, determined by Town of Payson Parks & Recreation staff. Vendors are not able to be moved the day of the event or during the event; this also pertains to vendors wishing to leave the event early or ones who did not pass inspection.

By signing below, I acknowledge that I am fully aware of vendor information, and that I will abide by the direction within the event provided by the Town of Payson Parks & Recreation Department.

Print Name: _____

Signature _____

Date _____

VENDOR SELECTION PROCESS

The Town of Payson Parks & Recreation Department will review all complete applications submitted prior to the event specific deadline. The Town of Payson Parks & Recreation will accept and deny vendors to participate in the event; all decisions made will be final. Acceptance or rejection will be determined by the Vendor Selection Process Guidelines. "Local" refers to businesses from Payson, Pine, Strawberry, Star Valley, Christopher Creek, Kohl's Ranch, Rye, Gisela, or Tonto Basin.

SELECTION PROCESS: Vendors interested in participating in a Town of Payson Parks & Recreation event must complete the following steps below.

1. Complete Application
 - A. One application, per event and per vendor must be completed through the Town of Payson Parks & Recreation Department.
 - B. The application must be completed and returned prior to the specific event's deadline.
 - i. A completed application must include:
 1. All sections completed in full;
 2. Accompanying application fee;
 3. Certificate of Insurance with endorsement naming the Town of Payson as additionally insured with address of 303 N Beeline Hwy, Payson, AZ 85541;
 4. Copy of Driver's License;
 5. Temporary Business License included in vendor fee when at a Town of Payson Event;
 6. Copy of Gila County Health Permit (food vendors only);
 7. Copy of Food Handler's Card (food vendors or products applied directly to skin - ie; chapsticks, sunscreen, lotions, etc.);
 8. List of items to be sold, and/or menu, with prices;
 9. Photo of vendor set up and specifications;
 - C. The specific event vendor fee must be paid upon approval.

NOTE: If an application is unable to be reviewed due to lack of information provided, the application may not be considered. If the applicant is required to provide additional information, deadlines will be set for the information to be received.

SELECTION: Interested vendors who have submitted a completed application within the specific event application period will be considered for the event by the following criteria.

1. Completed applications will be reviewed on a first come, first serve basis;
 - A. Review will consist of:
 - i. Past participation with the Town of Payson Parks & Recreation events;
 1. Past participants in specific event;
 2. Participation experience in other Town related events.
 - ii. Professionalism;
 - iii. Type of event/criteria;
 - iv. References/Reviews;
 - v. Timeliness of application submission/materials;
 - vi. Reponse Time/Availability;
 - vii. Customer Request;
 - viii. Expected Audience (determination of the amount of vendors needed);
 - ix. Duration of event & times;
 - x. Competitive Market Rate;
 - xi. Electrical Provisions;
 - xii. Meets event requirements.
2. Once a completed application is submitted and reviewed, vendors will be contacted regarding their acceptance status;
 - A. Approved vendors **are not final** until all elements below are completed:
 - i. Acceptance letter received;
 - ii. Required material submitted by deadlines;
 - iii. Vendor fee is paid in full.
 - B. If the vendor cannot supply required materials by the expressed deadlines, vendor runs the risk of being pulled/removed from participating in the event. No refunds will be given.

ACCEPTANCE:

1. A vendor accepted to participate in a Town of Payson Parks & Recreation Department event will be notified via acceptance letter.
2. Once a vendor is accepted, vendor fees will not be refunded unless circumstances present that are out of control of the Town of Payson; to be determined on a case by case basis.
 - a. If a vendor submits an application, it is the vendors responsibility to express declined interest to participate prior to acceptance.
 - b. Once an accepted vendor rejects participation in an event, the Town of Payson Parks & Recreation will fill the vacant vendor slot.

NON-ACCEPTED VENDORS:

1. Vendors that submit an application and are not selected to participate in the event will be contacted via email.
2. Non-accepted vendors will not be refunded their application/review fee.

VENDOR EVALUATION/STANDING:

All vendors will be evaluated after participating in events. These evaluations will be used to make informed decisions on vendor participation throughout the year.

HIGH STANDING

- Submitted all required application material;
- Timely and responsive to inquiries and request;
- Shared information of the event on social platforms;
- Complied with all rules and regulations for the event;
- Arrived early to designated move-in;
- Set up was complete and items ready for sale at the requested time;
- Disposed of trash properly after the event;
- Provided a quality product;
- Provided a high level of customer service;
- Professional interactions with staff and public;
- Provided a presentable set up and vendor space was clean;
- Provided accurate information within the application;
- Complied with post event move out times;
- Prepared and provided services throughout the event;

MET EXPECTATIONS

- Submitted required application material within the expressed deadlines;
- Timely and responsive to inquiries and requests;
- Complied with main rules and regulations for the event;
- Arrived on time for designated move-in time;
- Set up was complete and items were ready for sale at the requested time;
- Disposed of trash properly after the event;
- Provided a product appropriate for the event;
- Provided a high level of customer service;
- Professional interactions with staff and the public;
- Provided a presentable set up and kept vendor space clean;
- Provided accurate information within the application;
- All electric needs were communicated in advance;
- Complied with post event move out times;
- Provided services throughout the event;

BELOW STANDARD

- Application material was submitted by requested deadline;
- Inconsistent communication;
- Additional follow-ups were needed for information or paperwork;
- Did not comply with event rules and regulations;
- Arrived late for designated move-in time;
- Set up was not complete and items were not ready for sale at the requested time;
- Trash was not disposed of properly after the event;
- Product was not appropriate for the event;
- Low level of customer service;
- Interactions with staff were not professional;
- Space was not clean and set up was not as specified;
- Initial information provided was inaccurate;
- Requests for electrical assistance was not accurate;
- Did not comply with post event move out times;
- Did not have enough inventory to satisfy the timeframe of the event.

ADDITIONAL INFORMATION:

- The Town of Payson Parks & Recreation Department reserves the right to seek specific vendors for an event that will meet and add to the value of the event.
- The Town of Payson Parks & Recreation Department will review, accept, and deny vendors within the application period.
- The Town of Payson Parks & Recreation Department may reserve the right, per event, to have non-competing vendors. If competing vendors submit an application for the same event, this policy will guide the selection process. First come, first served will also be taken under consideration.

All vendors will be evaluated to determine standing after a participating in a Town of Payson Parks & Recreation event. The Town of Payson Parks & Recreation reserves the right to invite those vendors that meet the requirement for events to participate yearly in specific events or upcoming other events. The Town of Payson Parks & Recreation reserves the right to select the vendors that will best contribute to the event. All decisions by the Town of Payson Parks & Recreation Department are final.

VENDOR DOCUMENT TIMELINE & CHECKLIST

Additional deadline may be set for information to be provided. All documents need to be submitted with application to be considered. Please see checklist for required documents.

Documents to Submit with Application

- Completed and Signed Application w/ Request Fee (non-refundable)
- Copy of Driver's License (Attach to application)
- Copy of Menu with pricing
- Photo of Vendor Set up and Specifications

Documents Required Upon Approval

- Event Vendor Fee - Cash, Credit Card, and Checks are all accepted forms of Payment.
- Certificate of Insurance and Endorsement (See COI Example attached)
- Acceptance Letter
- AZ Fire Marshal Inspection Form (Must Have on Event Day for inspection)
- Copy of Gila County Health Permit
- Copy of Food Handler's Card



TOWN OF PAYSON
PARKS AND RECREATION DEPARTMENT
&
PAYSON FIRE DEPARTMENT

EVENT FIRE SAFETY

FIRE SAFETY STIPULATIONS

&

AZ FIRE MARSHAL INSPECTION FORM

ENFORCED BY THE PAYSON FIRE DEPARTMENT



FIRE SAFETY STIPULATIONS

1. Tents and canopies in excess of 400 sq ft are required to be permitted. International Fire Code (IFC) 105.6.47 * all tents, canopies and membrane structures shall be adequately anchored regardless of size.
2. Tents, temporary special event structures and other membrane structures (bounce houses) shall comply with IFC Chapter 31.
3. The use period or dates that the tent will be utilized must be identified. Temporary tents, air-supported, air inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12 month period. IFC 3103.5
4. Detailed site and floor plans must be submitted for tents or membrane structures with an occupant load of 50 or more. IFC 3103.6
5. Fire access roads shall be provided and indicated on the construction documents in accordance with IFC 503.
6. Tents shall be 20 feet from lot lines and all vehicles. For purposes of determining required distances, support ropes shall be considered as part of the tent. IFC 3103.8.2.
7. Details on means of egress, exits, exit signs, and means of exit and egress illumination must be provided. IFC 3103.12
8. Portable fire extinguishers shall be supplied per IFC section 906.
9. Details must be provided on how the tent will be adequately secured. IFC 3103.9
10. A satisfactory certificate shall be submitted attesting to the flame resistance of tent and canopy structures. IFC 3104.2
11. No combustible material such as hay, straw, or similar combustible materials shall be located within any tent or canopy containing an assembly occupancy, except for the materials necessary for the daily feeding and care of animals. IFC 3107.2
12. No smoking signs shall be posted in accordance with IFC section 310. IFC 3107.3
13. Open flames shall not be permitted inside or within 20 feet of a tent while open to the public. IFC 3107.4
14. All electrical equipment and installations shall be in compliance with the 2018 National Electrical Code.
15. The utilization of all compressed gases shall comply with IFC chapter 61.
16. Generators shall be separated from tents by a minimum of 20 feet and shall be isolated from the public by an approved means. IFC 3107.16
17. Flammable and combustible liquid storage shall be stored outside in an approved manner (in accordance with chapter 57) not less than 50 feet from tents or membrane structures.
18. Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures. IFC 3107.14.3
19. Mobile food preparation vehicles shall comply with IFC section 319.
20. Mobile food preparation vehicles require a fire code permit as set forth in IFC section 105.6. Permit requirements may be met through a current AZ Fire Marshal Inspection Form signed by OSFM Letter Of Appointment holder.
21. An inspection by the fire department must be scheduled prior to opening or operating.

Public Assemblages and Events IFC Section 403

IFC 403.2 states: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus roads or where such gatherings adversely affect public services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. The preceding is only a partial list and should not be considered all-inclusive for every situation.

AZ FIRE MARSHAL INSPECTION FORM

The attached form is required to be filled out by a fire inspector. Inspection is valid for a year to date of inspection. Once completed, form will be required to be at each event for onsite verification. If you lose your copy, please bring a blank with you for the Fire Inspector to perform onsite.



MOBILE FOOD UNIT INSPECTION

Business Name: _____ Date: _____
 Address: _____ Phone: _____
 City: _____ Zip Code: _____
 Email Address: _____
 MFU License Plate #: _____ AHJ: _____

GENERAL REQUIREMENTS:		YES	NO	N/A
1.	Portable fire extinguisher(s) 2A:10-B:C are installed in kitchen cooking areas. [2017 NFPA 96:10.9.3][2018 IFC 906.3]			
2.	Cooking appliances that produce grease-laden vapors are protected by a listed fire extinguisher (Class K). [2017 NFPA 96:10.9.2][2018 IFC 906.4]			
3.	Flexible connector is installed between the regulator outlet and the fixed piping system. [2017 NFPA 58:6.26.5.1(B)]			
4.	Cooking equipment that produces grease-laden vapor is provided with a kitchen exhaust hood in accordance with 2018 IFC, Section 607 [2018 IFC 319.3].			
5.	The exhaust system, including the exhaust hood, grease-removal devices, fans, ducts and other appurtenances, have been inspected and cleaned in accordance with 2018 IFC, Section 607.3 [2018 IFC 319.10.1].			
6.	Cooking equipment is protected by an automatic fire extinguishing system in accordance with 2018 IFC, Section 904.12 [2018 IFC 319.4.1].			
7.	Fire protection system and devices have been maintained in accordance with 2018 IFC, Section 906.1 [2018 IFC 319.10.2] [6 months for fire extinguishing systems and 12 months for portable fire extinguishers]			
8.	LP gas containers installed on the vehicle are securely mounted and restrained to prevent movement. [2018 IFC 319.8.2]			
9.	LP gas system piping, including valves and fittings, are adequately protected to prevent tampering, impact damage, and damage from vibration [2018 IFC 319.8.4]			
10.	Maximum aggregate capacity of LP gas containers, transported on the vehicle and used to fuel cooking appliances only, shall not exceed 200 pounds propane capacity. [2018 IFC 319.8.1]			
11.	A listed LP gas alarm is installed within the vehicle in the vicinity of LP gas system components, in accordance with the manufacturer's instruction. [2018 IFC 319.8.5]			
12.	LP gas containers installed on the vehicle and fuel gas piping system has been inspected annually by an approved inspection agency or a company that is registered with the US Department of Transportation to re-qualify LP gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking. [2018 IFC 319.10.3]			

SOLID FUEL OPERATIONS:		YES	NO	N/A
1.	Solid fuel is not stored above any heat-producing appliance or vent. [2017 NFPA 96:14.9.2.2]			
2.	Solid fuel is not stored closer than 3 ft from any cooking appliance. [2017 NFPA 96:14.9.2.2]			
3.	Solid fuel is not stored near any combustible flammable liquids, ignition sources, chemicals. [2017 NFPA 96:14.9.2.7]			
4.	Solid fuel is not stored in the path of the ash removal or near removed ashes. [2017 NFPA 96:14.9.2.4]			
5.	Ash, cinders and other fire debris should be removed from the firebox at regular intervals and at least once a day. [2017 NFPA 96:14.9.3.6.1]			
6.	Removed ashes, cinders and other removed debris should be placed in a closed, metal container located at least 3 feet from any cooking appliance. [2017 NFPA 96:14.9.3.8]			

Mobile Food Vendor Operator Signature: _____ Date: _____
 Inspector Name: _____ Title/Rank: _____
 Inspector Signature: _____ Date: _____

GENERAL ON-SITE: These items can only be verified on-site; compliance is required at every event.

1.	10 foot clearance from buildings, structures, vehicles and any combustible materials. [2017 NFPA 96:7.8.2; 96:7.8.3]
2.	Fire lanes and fire department vehicular access roads are maintained. [2018 NFPA 1:18.2.4][2018 IFC 503.4]
3.	Clearance is provided for fire department connections and fire hydrants. [2018 NFPA 1:13.1.3-5][2018 IFC 509.2]
4.	Fuel tanks are filled to capacity needed for uninterrupted operation during normal operating hours. [2018 NFPA
5.	Ensure that refueling is conducted during non-operating hours. [2017 NFPA 96:B.18.3]
6.	Engine sources of power are separated from the public by barriers (guards, fencing, enclosure, etc.). [2017 NFPA
7.	Ensure any engine powered source of power is shut down prior to refueling. [2018 NFPA 1:11.7.2.1.2]
8.	Exhaust from engine-driven source of power complies with the following: A. At least 10 ft in all directions from openings and air intakes. [2017 NFPA 96:B.13] B. At least 10 ft from every means of egress. [2017 NFPA 96:B.13] C. Directed away from all buildings. [2018 NFPA 1:11.7.2.2] D. Directed away from all other cooking vehicles and operations. [2018 NFPA 1:11.7.2.2]
9.	Operate cooking equipment only when all windows, service hatches and ventilation sources are fully opened. [2017 NFPA 96:14.2.2, 96:14.2.3]

COMMENTS:

NOTES:

- 1 This check list was created to establish a minimum set of standards, through consensus with the membership of the Arizona Fire Marshal's Association. Jurisdictions are encouraged to use this check list when inspecting mobile food units. Mobile food units include either food trucks or trailers that are towed into position. This check list is not intended to include outdoor food preparation outside of a truck or trailer. Jurisdictions can require additional items beyond this check list.
- 2 The general requirements portion of the check list apply to all mobile food units.
- 3 The solid fuel operations portion of the check list apply only to mobile food units that use a solid fuel for cooking.
- 4 The general on site portion of the check list apply to site specific requirements for each event.
- 5 The comments section of the check list is to explain any item that is marked not applicable to the inspection to provide clarity.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/2011

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 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).

PRODUCER The Vendors Agent 123 Any Street Any City, Any State	CONTACT NAME: Name of the Producer
	PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED Your Vendor 123 Any State Any City, Any State	INSURER(S) AFFORDING COVERAGE
	INSURER A : GL Carrier
	INSURER B : Auto Carrier
	INSURER C : WC Carrier
	INSURER D :
	INSURER E :
	INSURER F :

Your name/
company here

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input type="checkbox"/>	<input type="checkbox"/>	AM123456	01/01/2011	01/01/2012	EACH OCCURRENCE \$ 1,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
		<input type="checkbox"/>	<input type="checkbox"/>				MED EXP (Any one person) \$ 5,000
		<input type="checkbox"/>	<input type="checkbox"/>				PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/POP AGG \$ 1,000,000
							\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>	RP7891011	01/01/2011	01/01/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per person) \$
		<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
		<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
							\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	<input type="checkbox"/>	<input type="checkbox"/>	ABCD1234	01/01/2011	01/01/2012	EACH OCCURRENCE \$ 5,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$ 5,000,000
		<input type="checkbox"/>	<input type="checkbox"/>				\$
	DED RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	WC1336565	01/01/2011	01/01/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT \$ 500,000
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - EA EMPLOYEE \$ 500,000
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability	<input type="checkbox"/>	<input type="checkbox"/>	LL321654	01/01/2011	01/01/2012	\$1,000,000

Valid Dates

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

This should have a description of what the vendor is doing for you. It might reference a contract number. They may use this box to name you as an additional insured. This may be where they reference the endorsement that you need to obtain. The description needs to be clear.

Town of Payson listed as additionally insured, make sure event location and address is listed.

CERTIFICATE HOLDER**CANCELLATION**

Town of Payson 303 N Beeline Hwy Payson, AZ 85541	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 Make sure there is a signature here.

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ISO | Commercial General Liability Forms | 07/01/04

POLICY NUMBER:

COMMERCIAL GENERAL
LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE **Town of Payson listed as
additionally insured on
endorsement page**

Name Of Additional Insured Person(s) Or Organization(s)	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

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 for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

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