

2/8/2023 Standard 35-SF-2023

**Event Information** 

Event Name SCOTTSDALE FAMILY ARTSFEST AT SKYSONG

Event Location 1465 N SCOTTSDALE RD STE 150

Event URL SKYSONG.COM/ARTSFEST/

Event Description ENGAGE AND BE INSPIRED BY THE ARTS WHILE CONNECTING WITH YOUR COMMUNITY THROUGH THE

FIRST ANNUAL SCOTTSDALE FAMILY ARTSFEST AT SKYSONG, PRESENTED BY ASU, THE SCOTTSDALE

UNIFIED SCHOOL DISTRICT, SCOTTSDALE ARTS, THE CITY OF SCOTTSDALE, AND SCOTTSDALE

COMMUNITY PARTNERS.

**Event Dates** 

Event Dates (2) Start Date End Date Participant Attendance Other Attendance

FRI 3/24/2023 12:00 PM FRI 3/24/2023 7:00 PM 1000 0

SAT 3/25/2023 10:00 AM SAT 3/25/2023 7:00 PM 2000 0

Setup Date THU 3/23/2023 8:30 AM - 05:00 PM

Teardown Date SAT 3/25/2023 7:00 PM - 10:00 PM

**Applicant Information** 

Applicant UNIVERSITY REALTY

Applicant Address P.O.BOX 878308

Applicant City TEMPE, AZ 85287

Applicant Name DON COUVILLION

Title SR. VICE PRESIDENT, COMMERCIAL REAL ESTATE

Phone (480) 965-5945 Email DON.COUVILLION@ASUEP.ORG

On-Site Contact DON COUVILLION

Title SR. VICE PRESIDENT, COMMERCIAL REAL ESTATE

Phone (480) 965-5945 Email DON.COUVILLION@ASUEP.ORG

Applicant Experience TEAM IS BEING LED BY NATALIE MARSH WITH SCOTTSDALE ARTS, WHO PLANS CANAL

CONVERGENCE. ALL ADDITIONAL PARTICIPANTS HAVE EXPERIENCE PLANNING PUBLIC EVENTS.

**Prior Events** 

Has this event been produced before? NO

Is this an annual event? YES Previous Years: 1

Are there any changes from previous years? YES NEW LOCATION, FORMAT, COMMUNITY PARTNERS, AND SPONSORS.

**Event Elements** 

Elements CIVIC, CULTURAL, EDUCATIONAL, ENTERTAINMENT, RECREATIONAL

Description THIS IS A COMMUNITY WIDE EVENT CELEBRATING AND SHOWCASING STUDENT ART (CIVIC, CULTURAL,

EDUCATIONAL). ADDITIONAL EDUCATIONAL ELEMENTS WILL BE PROVIDED BY THE CITY, WHO WILL BE ATTENDING TO SHOWCASE SMART CITY INITIATIVES. ENTERTAINMENT WILL BE PROVIDED BY STUDENT PERFORMANCES. FAMILIES AND SKYSONG NEIGHBORS ARE INVITED TO ENJOY THE TWO

Page 1 of 5 App #1402



2/8/2023 Standard 35-SE-2023

DAY EVENT.

# **Public Property Criteria**

Are there any cross promotions or collaborations with local businesses to encourage sales or visibility? NO COLLABORATION WITH CITY OF SCOTTSDALE, ASU, SELECT SKYSONG BUSINESSES, SUSD, AND SCOTTSDALE ARTS.

Explain any anticipated regional, national, or international attendance.

THIS EVENT WILL HAVE REGIONAL ATTENDANCE. IN ADDITION TO THE FAMILIES AND STUDENTS FROM SUSD, THE NEIGHBORS SURROUNDING SKYSONG WILL BE INVITED.

Is Scottsdale promoted in the special event marketing? YES

THE CITY IS A PARTNER IN THE EVENT.

Explain how the community benefits from the event from a civic or cultural perspective.

THIS IS A COMMUNITY-WIDE EVENT CENTERED AROUND THE POST-COVID RE-LAUNCH OF SCOTTSDALE UNIFIED SCHOOL DISTRICT'S ANNUAL K-12 ARTS SHOWCASE.

Does your event require a paid fee for participants and/or spectators? NO

### **Event Equipment**

Stages	YES QTY: 2	Tables, Chairs, Furniture	YES
Generators	YES KW SIZE: 60 QTY: 2	Inflatables	NO
Portable Bars	NO	Amplified Sound	YES
Speakers	YES QTY: 5+	Temporary Restrooms	NO
Fencing	NO	BBQ Grills or Propane Us	e NO
Lighting	YES	Tents/Canopies	YES
		10' x 10' QTY: 6	

# Vendor Sales

Retail Merchandise	YES QIY: 1	Food And Non-Alcoholic Beverages	NO
Food Trucks	YES QTY: 9	Alcohol	NO

Services NO

### Signage Plan

On-Site Signs? YES QTY: 10 TYPE: PORTABLE (A-FRAME- SITS ON TOP OF GROUND)

Off-Premise Signs? NO

Signage Plan Description:

DIRECTIONAL SIGNAGE PLACED THROUGHOUT EVENT FOR WAY-FINDING TO ART EXHIBITS, PERFORMANCES, RESTROOMS, FOOD TRUCK AREAS. ENTRANCE SIGNAGE AT SKYSONG MONUMENT LOCATIONS.

Page 2 of 5 App #1402



2/8/2023 Standard 35-SE-2023

Parking Plan

City parking lot NO City parking garage NO

On-street parking NO On-site parking YES

Off-site parking NO Shuttle service from off-site parking areas NO

Valet service NO Rider Provider NO

Parking Plan Description

ALL PARKING TO BE IN SKYSONG PARKING LOTS.

Street Use

Street or Alley Use

Street Closure : YES Number of Lanes : 4

Direction: E

Street Name: SKYSONG BLVD AND INNOVATION PLACE PER MAP

Closure Dates: 3/23/2023 6:00:00 PM - 3/26/2023 9:00:00 AM

Public Parking Use Parking Closure : NO

Sidewalk Use

Sidewalk Closure: NO

**Barricade Company** 

Company Name: TRAFFICADE

Contact Name: LUIS

Phone Number: (833) 231-0911

## Entertainment - Amplification/Sound Plan

#### Entertainment

LIVE BAND, PRE-RECORDED MUSIC, SPEAKER/ANNOUNCER, OTHER PERFORMER

Sound Monitoring

Name: SECURITY TEAM

Company: TRANSCEND SECURITY SOLUTIONS

Phone Number : (480) 656-6500

Time and type of outside sound and sound check times

3/24: MUSIC STARTS 3:30 PM AND ENDS BY 7:00 PM

3/25: PERFORMANCES START 10:30 AM AND END BY 7:00 PM

SOUND CHECKS TO BE APPROX 30 MINUTES PRIOR TO START TIMES.

Plan for sound monitoring, containment, and mitigation

SUSD WILL BE MONITORING SOUND. AMPLIFICATION LOCATIONS WILL BE CONTAINED TO SKYSONG BLVD AT CENTRAL PLAZA AND CITY PARK. HOURS OF AMPLIFICATION WILL MITIGATE DISTURBANCE.

Police/Security

Security Personnel

Page 3 of 5 App #1402



2/8/2023 Standard

35-SE-2023

Inhouse Security YES Estimated Number: 2

Hired Security YES Estimated Number: 4

Company Name: TRANSCEND SECURITY SOLUTIONS

Contact: DARWYN HARP Phone: (480) 656-6500

Off Duty Police NO

# Scottsdale Fire Department and Medical Standby Services

Fire Department Permit Required YES

Medical Standby NO

Fire Apparatus/Personnel Standby Required NO

#### Insurance

Insurance: Event activities on City/public property must be covered by insurance that protects the event sponsor/applicant and the City of Scottsdale. Various types and levels of liability insurance are required depending on the event. The required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. It is recommended that you submit your application and receive a determination on coverage and amounts before purchasing insurance coverage. Please refer to the Special Events Users Guide for more detailed information.

The following is a general guideline of the minimum limits that will be required:

Commercial General Liability Insurance coverage is required for all events with minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 Products & Completed Operations Aggregates, \$2,000,000 General Aggregate. Liquor Liability Insurance of \$1,000,000 to \$5,000,000 Per Occurrence is required for any event where liquor is being served.

All Insurance must endorse the City of Scottsdale as an Additional Insured. A separate insurance addendum with additional insurance requirements may be added to this application and become part of this contract.

I have a race event and have submitted a copy of the participant waiver that includes waiving liability against the city of Scottsdale and holding the city of Scottsdale harmless? NO

I have included a copy of the insurance certificate showing appropriate limits and coverages as required and naming City of Scottsdale as additional insured? YES

#### Application Authorization

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

INDEMNIFICATION: To the fullest extent allowed by law, the Applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, representatives, agents, employees and volunteers from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, the cost of appellate proceedings, and all claim adjusting and handling expenses, arising from or related to any acts or omissions of the permit holder or its agents, contractors and subcontractors related to the Special Event including any claims, damages, or losses resulting from the City's or its employees' or agents' negligence.

The Applicant's signature below authorizes a City representative to inspect a special event on City or private property at any time, including setup.

AUTHORITY: For special events on public property, the Applicant warrants:

Page 4 of 5 App #1402



2/8/2023 Standard 35-SE-2023

I am the permittee or an authorized agent of the permittee with authority to legally bind the permittee (an agent may sign only if the event is on private property) and agree to the conditions of this permit.

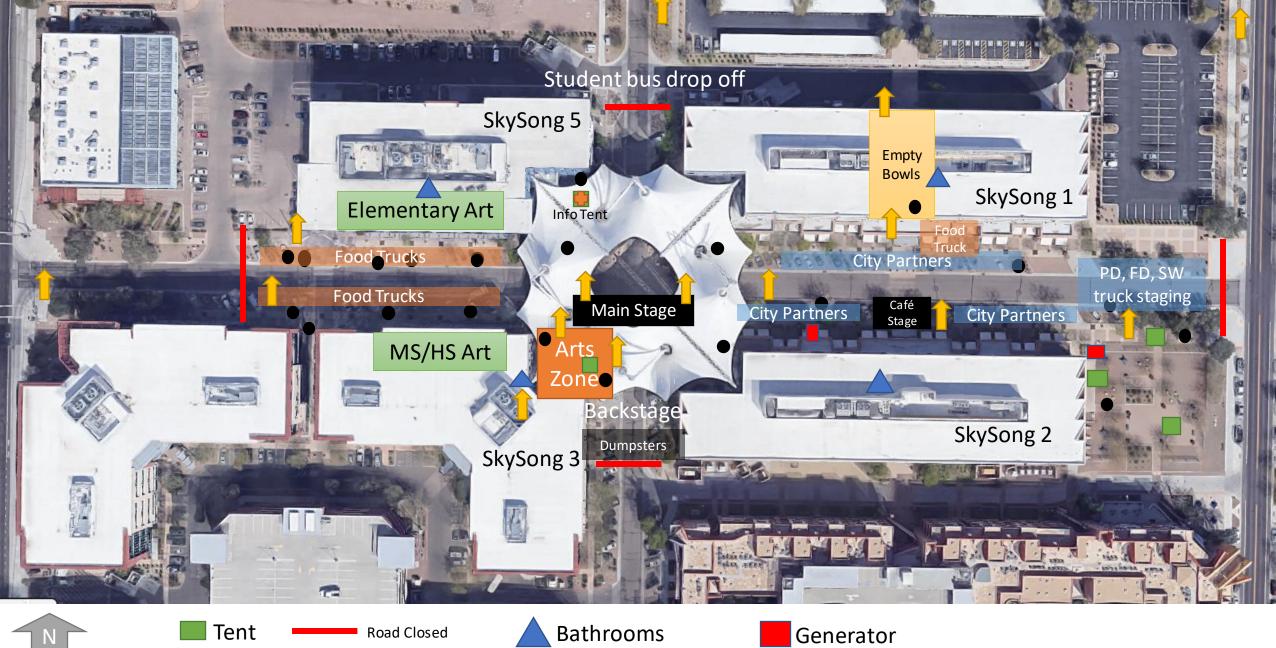
☑ Signature of Applicant - must be the same person listed on application.

Printed Name DON COUVILLION Date 2/8/2023

Title of Applicant SENIOR VICE PRESIDENT, COMMERCIAL REAL ESTATE

Event Parking Locations





Garbage bins

BathroomsSandwich Board

# **Detailed listing of activities and areas**

# **Main Stage**

Relax under the iconic SkySong tent and enjoy performances throughout the event by SUSD choirs, bands, and orchestras. Festivities kick off on Friday, March 24 at 4pm with a welcome by City of Scottsdale Mayor David Ortega, SUSD Superintendent Dr. Scott Menzel, and President & CEO of Scottsdale Arts Dr. Gerd Wuestemann.

# **Art Exhibitions**

Located throughout SkySong, see the artworks by created by more than 1,000 SUSD elementary, middle, and high school students.

# **Arts Zone Activities**

# **Friday**

# 4:30 - 6pm p.m. Sunburst Lantern Making with Scottsdale Public Art

*Sunburst* is one of the most recent pieces added to the Scottsdale Public Art collection. Located at SkySong, the symbolism of the sun connects to our Arizona environment and ASU's symbolism. In this workshop, you'll create your own dichromatic *Sunburst* inspired lantern that reflects the light through color just like the installation.

# Saturday

# 10:30 - 12:30: Button Making with Scottsdale Arts

Make your own colorful souvenir button that expresses your love for the arts.

## 1 – 3: Suminagashi Paper Marbling with Jennifer Britz

Capture the movement of water through Suminagashi, a Japanese paper marbling technique, to create impressive abstract prints.

# 3:30 - 5:30 - Screen-printed tote bags with Eli Richard

Learn about the process of silk-screen printing and walk away with a one-of-a-kind tote bag, screen-printed by graphic artist Eli Richard.

# **Community Cafe Activities**

#### Café Stage

Grab a snack and enjoy performances throughout the event by SUSD student choirs and orchestras.

### **Community Café**

Meet our City of Scottsdale partners! Play games in the park with Parks & Recreation, become an environmental steward with Solid Waste, and be a literary champion with the Library Services team.

#### **Alli Ortega Empty Bowls Sale**

The Alli Ortega Empty Bowls is a unique program that combines the arts, community partnership, and civic engagement that benefits hundreds of Scottsdale families and seniors by providing food, school supplies, healthy lunches, necessary supplies, and general assistance. Bowls created by students from SUSD and Arizona-based artists will be for sale with all proceeds benefiting Scottsdale Community Partners (SCP) and City of Scottsdale Human Services.

**HPOOJARY** 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861	CONTACT Lorie Keliipaakaua				
Phoenix-Alliant Insurance Services, Inc. 2415 E Camelback Rd Ste 950	PHONE (A/C, No, Ext): (949) 260-5052 FAX (A/C, No):				
Phoenix, AZ 85016	E-MAIL ADDRESS: phxcsgcerts@alliant.com				
	INSURER(S) AFFORDING COVERAGE	NAIC #			
	INSURER A: Federal Insurance Company	20281			
INSURED	INSURER B : Great Northern Insurance Company	20303			
ASU Enterprise Partners and its Affiliates	INSURER C:				
P.O. Box 2260	INSURER D:				
Tempe, AZ 85280	INSURER E :				
	INSURER F:				

## 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.

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TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	s	
X COMMERCIAL GENERAL LIABILITY				······	· · · · · · · · · · · · · · · · · · ·	EACH OCCURRENCE	\$	1,000,000
CLAIMS-MADE X OCCUR	Х	X	3578-03-42	7/1/2022	7/1/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000
						MED EXP (Any one person)	\$	10,000
						PERSONAL & ADV INJURY	\$	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$	2,000,000
POLICY X PRO- X LOC						PRODUCTS - COMP/OP AGG	\$	Included
OTHER:						EBL AGGREGATE	\$	2,000,000
AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
X ANY AUTO	Χ	X	(22)7351-88-15	7/1/2022	7/1/2023	BODILY INJURY (Per person)	\$	
AUTOS ONLY AUTOS							\$	
HIRED NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
							\$	
X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$	30,000,000
EXCESS LIAB CLAIMS-MADE	Χ	X	7981-28-39	7/1/2022	7/1/2023	AGGREGATE	\$	30,000,000
DED RETENTION \$							\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE						X PER OTH-ER		
			(23) 7173-97-82	7/1/2022	7/1/2023	E.L. EACH ACCIDENT	\$	1,000,000
OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
If yes, describe under DESCRIPTION OF OPERATIONS below								1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRODUCY X JECT X LOC OTHER:  AUTOMOBILE LIABILITY  X ANY AUTO OWNED AUTOS ONLY X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$  WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR  POLICY X PRO- X LOC  OTHER:  AUTOMOBILE LIABILITY  X ANY AUTO  OWNED AUTOS ONLY AUTOS  AUTOS ONLY AUTOS ONLY  X UMBRELLA LIAB X OCCUR  EXCESS LIAB CLAIMS-MADE  DED RETENTION \$  WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?  (Mandatory in NH)  If yes, describe under	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR  CLAIMS-MADE X OCCUR  CLAIMS-MADE X OCCUR  CLAIMS-MADE X OCCUR  COTHER:  AUTOMOBILE LIABILITY  X ANY AUTO  OWNED  AUTOS ONLY  AUTOS ONLY  AUTOS ONLY  AUTOS ONLY  AUTOS ONLY  AUTOS ONLY  X UMBRELLA LIAB  CLAIMS-MADE  X X  X  X  X  X  X  X  X  X  X  X  X	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR X 3578-03-42  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO- X LOC OTHER:  AUTOMOBILE LIABILITY  X ANY AUTO OWNED AUTOS ONLY AUTOS HIRED AUTOS ONLY AUTOS ONLY HIRED AUTOS ONLY AUTOS ONLY AUTOS ONLY AUTOS ONLY EXCESS LIAB CLAIMS-MADE DED RETENTION \$  WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPERTOR PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) (If yes, describe under	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X X 3578-03-42  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X JECT X LOC OTHER:  AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY AUTOS ON	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR  CLAIMS-MADE X OCCUR  X 3578-03-42  T/1/2022  T/1/2023  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PROLOTOR X LOC OTHER:  AUTOMOBILE LIABILITY  X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR  X X 3578-03-42  T/1/2022  T/1/2023  T/1/2023	CALIMS-MADE   X   OCCUR   X   X   3578-03-42

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Scottsdale Family Arts Fest, SkySong central plaza, 1465 N Scottsdale Road, Scottsdale, AZ 85257, Event date: 3/24 and 3/25
With respect to GENERAL LIABILITY as required by written contract and per attached forms: Certificate Holder and any other person or organization as required by written contract are included as Additional Insured and coverage applies on a primary and non-contributory basis.

With respect to AUTO LIABILITY as required by written contract or agreement and per attached forms: Certificate Holder and any other person or organization as required written by contract are included as Additional Insured; Waiver of Transfer of Rights of Recovery Against Others (Subrogation) in favor of Certificate Holder and any other person or organization as required by contract applies.

SEE ATTACHED ACORD 101

_	CERTIFICATE HOLDER	CANCELLATION		
	City of Scottsdale 7447 E Indian School Rd Scottsdale. AZ 85251	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
	Goottoudio, AL GOLOT	AUTHORIZED REPRESENTATIVE		
		MPlen		

ACORD 25 (2016/03)

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LOC #: 1



ADDITION	AL KEWA	ARNS SCHEDULE Page 1 or 1
AGENCY Lic Phoenix-Alliant Insurance Services, Inc.	cense # 0C3686	NAMED INSURED ASU Enterprise Partners and its Affiliates P.O. Box 2260 Tempe, AZ 85280
POLICY NUMBER		Tempe, AZ 85280 Maricopa
SEE PAGE 1		
CARRIER	NAIC CODE	
SEE PAGE 1	SEE P 1	EFFECTIVE DATE: SEE PAGE 1
ADDITIONAL REMARKS		
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO A	CORD FORM,	
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Lia	ability Insurance	
Others (Subrogation) against Certificate Holder and	any other per	contract and per attached form: Waiver of Right to Recover from son or organization Insured has agreed to provide it for.
UMBRELLA/EXCESS LIABILITY is follow form of uno	derlying Com	mercial General Liability, Auto Liability and Employers Liability.
$\label{eq:city} \textbf{City of Scottsdale, its officers, officials, agents, and}$	employees ar	e included as Additional Insured.

# Space Details

Arts Zone: 1 tent, 6 banquet tables, 25 chairs, 3 sandwich boards, 2 garbage bins

Food Trucks: 15 round tables, 120 chairs, 6 garbage bins, 1 sandwich board

MS/HS Art Exhibitions: Skysong 3 - Synergy/Lobby: 2 sandwich boards

Elementary Art Exhibitions: SkySong 4 – ASU Office: 2 sandwich boards, 24' pipe and drape

Empty Bowls - SkySong 1 – Lobby: 20 banquet tables, 15 chairs, 2 sandwich boards

Café Stage: 5 round tables, 50 chairs, AV/stage, generator/spider box, 2 sandwich boards

City Partners: 9 banquet tables, 15 chairs, 3 tents, generator/spider box, 2 sandwich boards, 4 garbage bins

Main Stage: 1 tent, 1 banquet table, 2 chairs, AV/stage, 2 sandwich boards, 4 garbage bins

Entrances: 3 sandwich boards