

**AUBURN UNIVERSITY
PERMIT REQUEST FOR
AN OUTDOOR ENTERTAINMENT EVENT
WITH AMPLIFIED SOUND**

A written request must be forwarded at least **14 days prior** to the proposed event, **including signed Assumption of Risk and Indemnification Agreement** and if applicable, **proof of insurance in the form of a Certificate of Insurance**, to:

Connie Taylor
Special Events Coordinator
Facilities Division Building II
1161 W. Samford Avenue
Auburn University, AL 36849
Phone: 334-844-9425
Fax 334-844-2512
eventsc@auburn.edu

Please provide the following details:

1. Name/Contact Person: _____
Organization: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Fax Number: _____
E-mail Address: _____

2. Date of the Event: _____
Beginning Time: _____
Ending Time: _____

3. Location of Event: _____

4. Type of event (Live band, D-Jay, amplified music): _____

5. Estimated number of people in attendance: _____

6. Description of measures that are planned to provide utilities for the event (i.e. portable generator, etc.):

7. Description of security measures that are planned to insure control and security of the event (depending on magnitude of the event, City of Auburn Public Safety Department may require Permittee to arrange and pay for private security):

8. Describe all measures that are planned for cleaning up the site after the event:

**AUBURN UNIVERSITY
PERMIT REQUEST FOR AN
OUTDOOR ENTERTAINMENT EVENT
WITH AMPLIFIED SOUND**

ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT

As witnessed by my signature below, I _____, hereby
(Name)
agree to abide by the requirements for receiving a permit for an Outdoor Entertainment Event
with Amplified Sound and accept full responsibility and assume all risks associated with said
event(s) to be held on _____ at Auburn University's
Date(s)
campus. I hereby acquit, release and forever discharge Auburn University, its Board of
Trustees, officers, agents, employees, students and volunteers from any and all losses, claims,
damages or liability, including but not limited to bodily injury, property damage, loss of life, or
whatsoever arising directly or indirectly out of or in connection with this/these outdoor
entertainment event(s). I further agree to indemnify and hold harmless Auburn University, its
Board of Trustees, officers, agents, employees, students and volunteers from any and all debts,
demands, actions, causes of action, suits, proceedings, expenses (including reasonable
attorney fees), claims and liabilities whatsoever arising directly or indirectly out of or in
connection with this/these outdoor entertainment event(s).

Signature: _____

Printed/Typed Name: _____

Date: _____

Note: This completed, signed form must accompany your request for a permit. Failure to do so will delay processing of your request until such time as the agreement is received. Permit request and Assumption of Risk and Indemnification Agreement may be faxed to the person and number indicated on page one.

Special Notes:

A special committee comprised of representatives from Facilities, City of Auburn Public Safety Department, Student Affairs and Athletics will evaluate requests on a first-come, first-served basis. Only one event will be authorized in any one location.

Amplified sound may not disrupt scheduled instructional or other academic activities. Events deemed disruptive will not be approved.

Permittee will maintain responsible volume levels. Amplified sound is allowed Monday – Friday 7:00 p.m. to 12:00 midnight, Saturday 11:00 a.m. to 12:00 midnight, and Sunday 1:00 p.m. to 9:00 p.m.

Any event that will involve the erection of a tent with stakes of 12" or longer must also be approved by the AU Tent Coordinator, located at the Facilities Division Chilled Water Plant II on Duncan Drive (334-844-9572).

Permittee is solely responsible for any cost or expense or claim related to the event or incurred as a result of revocation of the permit and will be expected to assume all risks associated with the event. Permittee will be required to indemnify and hold harmless Auburn University and its trustees, officers, employees and agents from all liability associated with the event. Permittee will be required to sign an "Assumption of Risk and Indemnification Agreement" acknowledging acceptance of and agreement to abide by the requirements for receiving a permit for an Outdoor Entertainment Event with Amplified Sound prior to processing the permit request.

Permittee is solely responsible for complying with University policy, rules and regulations, local ordinances and State laws.

Permittee will be solely responsible for insuring that food preparation, if applicable, meets State health and sanitation regulations.

If an event involves the sale of food or includes the cost of food as part of the event fee, an Alabama State Health Department Food Service Permit is required. Permits may be obtained through the Lee County Health Department, 1801 Corporate Drive, Opelika, Alabama 36801, (334) 745-9830. In addition, proof of insurance in the form of a Certificate of Insurance naming Auburn University as Additional Insured must be provided. The Certificate of Insurance must include Products & Completed Operations coverage. Additional insurance requirements can be found at the end of this document.

Failure to clean up after the event may result in denial of future permits and will require the permittee to pay AU Facilities Division for actual costs of cleaning up.

Permittee will be charged for any damages to University facilities and/or property unless individual responsibility can be determined.

Permittee will make arrangements for any chairs, tables, public address systems, etc. and will pay all expenses for such equipment.

Permittee may not bring portable toilets onto the campus.

AUBURN UNIVERSITY INSURANCE REQUIREMENTS

INSURANCE

The contractor shall, at its own expense, procure and maintain insurance of the kinds and limits listed hereunder. Certificate(s) of insurance issued by the contractor's insurance carrier shall be furnished to Auburn University before beginning work and **shall name Auburn University as an Additional Insured** on both the General Liability and Automobile Liability policies. If any subcontractor is used to fulfill this contract, they or the General Contractor on their behalf, shall carry the same coverages and limits of insurance outlined herein. It shall be the General Contractors responsibility to ensure compliance of this requirement.

Workers' Compensation and Employers' Liability Insurance

- a) Workers' Compensation insurance shall be written in accordance with statutory coverage required by the State of Alabama. Alabama employers are subject to Workers' Compensation Statutes if they employ five (5) or more employees. Part-time employees and officers of a corporation are considered employees. A self-insurer must provide a certificate issued by the Alabama Department of Industrial Relations stating the contractor is qualified to pay its worker's compensation claims.
- b) Employer's Liability Insurance shall be written with minimum limits of:
 - 1. Bodily Injury by Accident - \$1,000,000 each accident
 - 2. Bodily Injury by Disease - \$1,000,000 each employee

Commercial General Liability Insurance

Commercial General Liability Insurance shall be written on an occurrence form and shall provide at minimum the following limits:

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Products Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Contractual Liability Included	

In Addition the:

Policy must cover all activities to be performed by the contractor.

Policy must not contain any exclusion for intentional acts performed by the contractor.

Policy must not contain any exclusion for abuse from sexual, emotional or physical actions.

Professional Liability

Policy must include coverage for Professional Liability if the contractor is performing a Professional Service for Auburn University. Professionals are bound by law to 1) perform the service for which they were hired, and 2) perform those services in accordance with the appropriate standards of conduct. Professional Liability Insurance will be required of, but not limited to, (a) physicians, (b) pharmacists (c) accountants, (d) architects, (e) engineers, (f) counselors, (g) attorneys, (h) veterinarians.

Minimum limits of insurance required are \$1,000,000.

Liquor Liability

Policy must include coverage for Liquor Liability if the contractor is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.

Minimum limits of insurance required are \$1,000,000.

