



### SPECIAL EVENT PERMIT

2017-11

All fees have been paid in full as required by this permit. This special event permit shall expire and be null and void at the conclusion of the event, if any conditions herein are breached, or if the permit is transferred to any other person, corporation, organization, or entity.

### EVENT INFORMATION

Event Name: **Cache Valley Century Ride**  
Applicant: Samantha Mcfarlane/Morgan Pieper  
Phone: 435-713-0288

Event Date(s): **26 August 2017**  
Event Type: Bike Ride  
Promoting Entity: Common Ground Outdoor Adventures

Email: morgan.cgadventures@gmail.com

23 AUG 2017

Approved by: Land Use Authority

Date

### CONDITIONS OF APPROVAL

1. All participants and volunteers must comply with County Ordinance §8.40 governing special events and information submitted by the applicant.
2. **Participants must ride no more than two abreast** and comply with all traffic laws and may not block traffic without law enforcement.
3. Event organizers and cyclists need to allow access for emergency vehicles as required.
4. Event organizers must comply with the information as submitted in the Special Event application.

### AGREEMENT OF ACCEPTANCE

As the applicant for the special event described above, I hereby agree to comply with all Federal, State, and County laws, ordinances, and regulations before, during and after the event. I further agree to indemnify and save harmless Cache County, its officers, agents, and employees from and against any and all claims resulting from the use of the premises by the Applicant, the Applicant's invitees, licensees, agents and employees. I agree to permit law enforcement personnel the free and unrestricted access to and upon the premises at all times during the event for all lawful and proper purposes not inconsistent with the intent of the permit.

I understand and agree that this permit may be revoked upon breach of any of the conditions herein or at the discretion of the authorized officer. I understand that this permit is not transferable and agree not to transfer my permit to any person, corporation, organization or other entity, and is only valid within the unincorporated county.

In Accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the above information provided is accurate and complete to the best of my knowledge.

8/23/17

Accepted by: Applicant

Date



**APPLICATION: SPECIAL EVENT PERMIT**

Date Received:	By:	Receipt #:	Check #:	Amount:
5/24/17	SA	16184	7678	\$50.00

**EVENT INFORMATION**

Event: Cache Valley Century Ride Type: Cycling Ride

Dates with starting/ending times: Saturday, August 26, 2017 8am - 5pm

**AGENT/CONTACT INFORMATION**

Agent/Contact: Sammie Macfarlane Email: sammie@cgadventures.org

Phone: 435-713-0288 Mailing Address: 335 N. 100 E. Logan, Utah 84321

Name of Promoting Entity: Common Ground Outdoor Adventures

**ACKNOWLEDGMENT**

In accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the information contained in this application is accurate and complete to the best of my knowledge.

Sammie Macfarlane 5/15/17  
Applicant Date

**Application Deadline:** Completed application forms must be submitted to the Cache County Development Services Office forty-five (45) calendar days before an event is scheduled to take place. This allows sufficient time for evaluation of the application. Late applications shall be denied unless the applicant demonstrates that compliance with the 45 day deadline was impractical or impossible due to the nature of the event. A special event permit application may be approved and a permit issued to the applicant by the Director upon approval by all the agencies specified in Section 8.40.40.

**Authority:** Cache County has no authority to approve permits for events other than in the unincorporated area of Cache County. Permits issued by Cache County apply only to the unincorporated area of the county, and if an event crosses into a municipality within Cache County or across the county line, applicants should determine if a permit is necessary in the other jurisdiction.

**Right to Deny:** Cache County reserves the right to deny permit applications for proposed special events which may pose, or have posed a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public. In the event the application is denied, the applicant may appeal to the Cache County Executive.



## APPLICATION CHECKLIST

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*A complete application must include the following unless specified otherwise:*

- 1)  Completed application form and application fee (\$50 – no refunds) submitted 45 days prior to event. Additional fees for services provided by the Sheriff's Office, emergency services, or others may apply.
- 2)  Proposed location, including a plat or map of the proposed area to be used, including any barricade, street route plans or perimeter/security fencing.
- 3)  Total number of participants: Estimate must include event staff, participants, and spectators.
- 4)  Public health plans, including plans for culinary water supplies, solid waste collections and disposal, and waste water (toilet facilities).
- 5)  Proof of insurance in conformance with the County Ordinance 8.40.050(F) minimums: \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$100,000 property damage.
- 6)  Fire prevention and emergency medical services plans.
- 7)  Security plans and/or law enforcement response.
- 8)  Admission fee, donation, or other consideration to be charged or requested.
- 9)  Plans for parking
- 10)  *If* the event will be held on private property, a current taxation certification for that property.
- 11)  Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed event.

## PROJECT REVIEW PROCESS

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- The applicant is encouraged to meet with staff prior to the deadline date to discuss the project and ensure that the information submitted is sufficient to provide a complete review of the project.
  - After the application is accepted, information packets are sent to various departments, agencies, and affected municipalities that provide comments and/or approval for the proposed event to the Director of Development Services.
  - In some instances a pre-event meeting may be held with planning staff and representatives from the departments and agencies that provide comments on the project review. Any issues present on a project will be discussed with the appropriate department or agency.
  - A draft permit is made available to the reviewing agencies, affected municipalities, staff, and the applicant.
  - Following agency/department review and approval, and correction of any outstanding concerns/issues, the permit can be issued.
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CACHE VALLEY CENTURY  
COMMON GROUND OUTDOOR ADVENTURES

**Saturday August 26, 2017**

The Cache Valley Century is a non-competitive bicycle tour of Cache Valley with 35, 60, and 100 mile options. 2017 will be the 19th consecutive year this event has been held. The event is hosted by Common Ground Outdoor Adventures and the Cache Valley Veloists Bicycle Touring Club. All of the funds raised by the Cache Valley Century Ride support Common Ground Outdoor Adventures (CGOA) adaptive cycling program. CGOA is a Cache Valley non-profit organization that has been providing adaptive outdoor recreational opportunities for youths and adults with disabilities since 1993.

In 2016, 542 people participated in the event. Sixty Three to seventy one percent of participants attend the event from outside of Cache County. The majority of the participants ride the full 100 miles, while around 20 percent ride 60, and 10 percent ride 35 miles.

**Contact Information:**

Cache Valley Veloists Bicycle Touring Club  
Bob Jardine, President  
435-757-2889  
P.O. Box 3552  
Logan, UT 84323-3552  
www.cvveloists.org  
CacheValleyCentury.com

Common Ground Outdoor Adventures  
Sammie Macfarlane, Executive Director  
435-713-0288  
335 N. 100 E.  
Logan, Utah 84321  
[www.cgadventures.org](http://www.cgadventures.org)

**Location and Route:**

This year's route is the same as last year's. The ride starts and finishes in Richmond, Utah at the park. All riders head north to Franklin and then into Preston. After Clarkston the 100 mile route continues south to Mendon where there is a rest stop and a lunch option. The route then make a loop to Wellsville and back and heads north to the Benson marina where it joins back up with the 60 mile route and the head thru Amalga to finish in Richmond.. See the attached maps for more specific details on the route.

The route will be marked using chalk paint and small signs on plastic bases. The chalk paint will be in three colors, with a different color for each route. We will also put signs in places where the route is not as obvious. There will also be signs to remind the riders to obey traffic laws and ride no more than two abreast.

There will be a packet pick up the evening before the event at the office of Common Ground at 335 North 100 East in Logan. Riders have the option of stopping by on Friday evening to check in and pick up their packet or to check in at the start in Richmond on the day of the ride.

Open Start: The Common Ground Adaptive Cycling Team will be starting at 7:45am from the starting line at the park in Richmond and the open start begins shortly after at 8:00. Riders can start riding



when they want between 8:00 and 9:00 am. This eliminates the congestion that a mass start would cause.

**Number of Riders:**

In 2016 640 riders participated. We will limit registration to 1,000 riders.

**Staff/Volunteers:**

Each rest stop will have at least 2 volunteers. There will be approximately 10 support vehicles spread across the route. There will be 5 volunteers to do registration on Saturday morning and 3 or 4 to help with parking control. This adds up to around 35 staff/volunteers during the day of the ride.

There are no spectators for this event.

**Rest Stops:**

All rest stops are at city parks. We have obtained permission from the cities to use the parks and will pay the fees, if any, that they have asked for. All of the parks have drinking water and rest rooms. Sports drinks, bananas, oranges, and granola bars are provided at each stop. All of the parks have trash bins and we supply the stops with trash bags. The volunteers at the stops are responsible for cleaning up after the ride and hauling off any trash that will not fit in the bins.

Richmond: We have reserved the entire park in Richmond. Registration will be under the pavilion at the park and the ride starts on 1<sup>st</sup> South in front of the Park. No food or supplies are provided before the ride. The park has rest rooms and drinking water. We will provide 3 additional portable toilets. Lunch is provided at the park after the ride and will be catered by Cafe Sabor.

Franklin: This stop is mainly for the slower riders doing the short route. Very few riders stop at this stop. The stop is at the Franklin Relic Park on the corner of 100 East and Main in Franklin. There is drinking water and a portable toilet available at the park. We also supply cookies at this stop.

Preston: This stop is at the park at 1<sup>st</sup> West and 2<sup>nd</sup> North in Preston. We have the Lions shelter reserved. There is drinking water and rest rooms available at the park. We also supply fruit bars and various sweet breads from Great Harvest, Grist Mill, and Crumb Brothers.

Clarkston: This stop is at the Clarkston city park at 50 South Main Street. There are restrooms and drinking water available at the park. Due to the number of riders that show up at the same time we will have 3 additional portable toilets at this stop. This stop is also stocked with raisins and nuts as well as the standard rest stop supplies.

Cornish: This stop is at the Cornish city park on highway 23 just south of highway 61. There are restrooms and drinking water available at the park. Due to the number of riders that show up at the same time we will have 3 additional portable toilets at this stop. This stop is also stocked with raisins and nuts as well as the standard rest stop supplies.

Mendon: This stop is at the Mendon Station at Center and Main in Mendon. There is drinking water and rest rooms available at the Mendon Station. We will have 3 additional portable toilets so the riders do not have to enter the building. The riders have the option of lunch at this stop. The lunch will be catered by Cafe Sabor.

Amalga: This stop is at Sugar Park at 6550 N 2400 W in Amalga. There is drinking water and

restrooms available at the park. By the time the riders get to this stop they are spread out enough that the parks restrooms are adequate without additional portable toilets.

**Insurance:**

Common Ground Outdoor Adventures is insured through Disabled Sports USA. This insurance extends to the Cache Valley Century and provides the required coverage. See the attached certificate of insurance that names Cache County as additionally insured. We can order additional certificates listing others insured if needed.

**Support:**

There will be a lead vehicle that starts driving the route before the ride starts. This person will make sure the route is marked and nothing has changed to cause problems for the riders as well as making sure the rest stops are set up and ready to go before the riders get there.

There will be a support vehicle assigned to each section of the route between rest stops. The vehicle will drive between the stops and assist any riders that need assistance. After the ride has passed thru their section the support vehicles are responsible for sweeping their section of the route to make sure all riders have passed thru and to pick up any signs or other items we may have left on the route. They will then let the rest stop people know they can leave. The support vehicles are scheduled to arrive before the riders get to their section so they can help with the last half of the prior section. This way there will be two support vehicles on each section.

All rest stops and support vehicles will have a first aid kit, bicycle pump, and spare tubes as well as cell phones to call for help if needed. All rest stops will be stocked with napkins, papers towels, toilet paper, hand sanitizer, trash bags, etc. There will be bicycle mechanics provided by the local bike shops at most of the rest stops. There will also be volunteer EMTs at several of the rest stops.

There will be a contact list of all stops and support vehicles listing the contact person and their phone number. The main contact person who is in charge of the ride will also be listed. All support vehicles and rest stops will receive a copy of the contact list. We will also provide a copy of the contact list to whoever else might need it.

**Parking:**

White Pine middle school in Richmond has given us permission to use their parking lot. Participants can also park along the streets of Richmond. If there are no functions at the church near the park they usually let us use their parking lot but we will not know until a few days before the ride. We will have people in the area while participants arrive to keep them from parking in front of businesses and the post office and to keep them from blocking driveway or roadways.

**Schedule:**

Registration starts in Richmond at 7:00 am. The ride starts between 8:00 and 9:00. Most riders will start by 8:30.

The rest stops are open:

- Franklin 8:15 to 9:15 Most riders will be past this point by 8:30
- Preston 8:30 to 10:30 Most riders will be past this point by 9:30
- Clarkston 9:30 to 12:00 Most riders will be past this point by 10:30
- Cornish 9:30 to 12:30 Most riders will be past this point by 10:30

Newton 10:00 to 2:00 Most riders will be past this point by 11:30  
Mendon 11:00 to 3:30 Most riders will be past this point by 1:00  
Amalga 10:30 to 4:45 Most riders will be past this point by 2:00

**Prices charged:**

\$45 2/1/17 – 4/30/17

\$55 5/1/17 – 8/7/17

\$60 8/8/17 – 8/29/17

Participants can register by mailing in a registration form, online at [active.com](http://active.com), or in person the day before or day of the ride. No matter how they register all participants must sign the waiver and release of liability and also initial the section agreeing to obey all traffic laws including stopping at stop signs and riding no more than two abreast. See enclosed registration form.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/09/2017

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).

<b>PRODUCER</b> American Specialty Insurance & Risk Services, Inc.  7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 260-969-5203 FAX (A/C, No): 260-969-4729 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #	
<b>INSURED</b> Disabled Sports USA, Inc. 451 Hungerford Drive, Suite 608  Rockville MD 20850		INSURER A : Greenwich Insurance Company 22322 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 1001382950

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	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: CLUB		Y	ASG089703602	12/01/2016	12/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ASX089704002	12/01/2016	12/01/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 PROD-COMP WK HAZ AGG \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

- Coverage applies to the following chapter: COMMON GROUND OUTDOOR ADVENTURES, .

- Coverage available under policy # SRPO-50219-203 is on file with the policyholder. Excess Accident Medical for Class 1 & 2 - \$25,000 with a \$250 deductible per injury per covered accident. Accidental Death & Dismemberment is \$10,000 per person per accident. Class 3 & 4 - \$100,000 with a \$250 deductible per injury per covered accident. Accidental Death & Dismemberment is \$10,000 per person per accident.

**CERTIFICATE HOLDER****CANCELLATION**

Cache County  179 N. Main  Logan UT 84321	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 
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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

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AGENCY American Specialty Insurance & Risk Services, Inc.		NAMED INSURED Disabled Sports USA, Inc. 451 Hungerford Drive, Suite 608 Rockville, MD 20850	
POLICY NUMBER ASG089703602		EFFECTIVE DATE: 12/01/2016	
CARRIER Greenwich Insurance Company	NAIC CODE 22322		

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1001382950

- With regards to the Excess Accident Medical Coverage, Class 1 & 3 is all registered/approved participants and volunteers of the Participating Organization and its Chapters with respect to sponsored and approved activities including direct travel to and from the activity and home, not including overnight trips.
- With regards to the Excess Accident Medical Coverage, Class 2 & 4 is all registered/approved participants and volunteers of the Participating Organization and its Chapters with respect to sponsored and approved overnight trips including direct travel to and from the activity and home.
- The Certificate Holder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form GXAL 428 Additional Insured - Certificate Holders, but only with respect to CACHE VALLEY CENTURY RIDE on August 26, 2017.

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## Greenwich Insurance Company

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(a member of XL CatlinAmerica Group)

A.M. Best #: 11095    NAIC #: 22322    FEIN #: 95-1479095

Address: Seaview House  
70 Seaview Avenue  
Stamford, CT 06902  
UNITED STATES

Phone: 203-964-5200  
Fax: 203-964-3444  
Web: [www.xlcatlin.com](http://www.xlcatlin.com)

## Best's Ratings [View Definition](#)

Financial Strength Rating: **A**

Outlook: **Stable**

Effective Date: **August 03, 2016 (Affirmed)**

Financial Size Category: **XV (\$2 Billion or greater)**



## Need More information?

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**Licensing:** The company is licensed in the District of Columbia, Guam, Puerto Rico and all states.

## Top Line(s) of Business (based upon Direct Premiums Written)

- Other Liability (Claims-made)** [\(View Definition \)](#)
- Other Liability (Occurrence)** [\(View Definition \)](#)
- Auto (Commercial)** [\(View Definition \)](#)
- Multiple Peril Crop** [\(View Definition \)](#)
- Commercial Multiple Peril** [\(View Definition \)](#)

## Top State(s) of Business (based upon Direct Premiums Written)

- California**
- New York**
- Texas**
- Florida**
- New Jersey**

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