



Town of Mammoth Lakes
Airport and Transportation Department
1300 Airport Road
Mammoth Lakes, CA 93546
PH: (760) 934-3813 / FAX: (760) 934-3119

SUPPLEMENTAL TROLLEY APPLICATION AND AGREEMENT

To be eligible for this permit, your event must be deemed a “Special Event”. For the purposes of this application process, a Special Event is defined as an entertainment, amusement, recreational, educational, or marketing event, held on a regular or irregular basis that is also publicized in areas/towns OTHER than Mammoth Lakes, with the intention of attracting visitors to Mammoth Lakes.

- Private or corporate events are not eligible for this program.
- All trolley drivers are provided solely by the Eastern Sierra Transit Authority (E.S.T.A.) and are coordinated through the Mammoth Lakes Department of Tourism & Recreation (T&R Dept).
- A minimum of 4 hours trolley service is required for this program.
- The trolley accommodates 30 passengers and is fully ADA compliant.
- The cost of this program is \$50.00 per hour of on-road service. You will be invoiced immediately after your event based on actual hours used, with a minimum of 4 hours. Payment is due within 30 days of receipt of the invoice.
- Applications and maps of routes must be received at least thirty (30) days before the event.
- You will be contacted at least two weeks before your event with a confirmation of service, route, and signage approval.
- Trolley service must be open to the public.

Please submit your completed application to:

Town of Mammoth Lakes
Airport and Transportation Department
HCR 79, Box 209
Mammoth Lakes, CA 93546

The Airport and Transportation Department will notify you if and when your trolley application has been approved.

1. BILLING INFORMATION / APPLICANT:

Name of Applicant and Organization: _____

Contact Person: _____

Mailing Address: _____ Phone: (____) _____

City: _____ State: _____ Zip: _____

Email Address: _____ Website: _____

2. SPECIAL EVENT:

Name of Event: _____

Location(s) of Event: _____

	Bus	Date	Start Time	End Time	Hours
Day 1	1				
	2				
	3				
Day 2	1				
	2				
	3				
Day 3	1				
	2				
	3				
Day 4	1				
	2				
	3				
Day 5	1				
	2				
	3				
Total Event Hours					

Event Sponsors: _____

Other methods of advertisement (please list specific publications, radio stations, etc.): _____

3. REQUESTED ROUTE:

Please describe in detail the route, including start location, end location, and turn-around points.

A **map** must be attached to this application, indicating the stops requested.

The route and all stops are subject to The Town’s approval and any changes required by The Town due to construction, road improvements and safety issues.

4. EVENT SIGNAGE FOR DESIGNATED STOPS:

The Event Producer is required to produce signs for each stop on the requested route.

- Signs must be 12” x 16” vertical and made from heavy grade plastic or sheet metal.
- The top half of the sign must have the event name or logo prominently displayed.
- The lower half of the sign must indicate the event hours and approximate running time of the trolley (For example: 10:30 A.M. – 8:00 P.M. / Trolley every 15 minutes). ESTA will inform you two weeks before your event of the approximate running time for the requested route.
- Applicant is responsible for putting up and taking down event signage for designated stops.

5. EVENT SIGNAGE ON TROLLEY’S (SIDE PANELS):

ESTA is responsible for installing and uninstalling all signage on the trolley, including side banners. Side panels are required for Event Trolleys operating during the same hours as the regular trolley service. This is to allow the public to distinguish between the Event Trolley and the regular Town Trolley. Side panels must be delivered to ESTA at 210 Commerce Drive at least two days prior to the event. Events that do not produce their own side panels will be provided with a generic side panel that reads “Special Event Trolley – Funded by Measure U”.

___ Side Panel Funded by Measure U (Event produce purchases side panel and is reimbursed by Measure U)

___ Use Generic Side Panel

Trolley Side-Panel Specifications:

The following are mandatory requirements for all trolley side-panel signs:

- Side-panels shall be made of chloroplast, no thicker than ¼ inch.
- Each trolley requires two side panels.
- Size must be an exact width of 12 1/8" high (Twelve and one-eighth inches).
- Maximum length for driver's side display is 240" (Two-Hundred Forty inches).
- Maximum length for passenger side display is 168" (One-Hundred Sixty Eight inches).
- A sample of the side-panel design must be attached to this application, and is subject to approval by Eastern Sierra Transit and the Town of Mammoth Lakes.

6. RULES AND REGULATIONS:

The Event Producer and all event participants that ride the trolley are subject to the following rules and regulations:

1. Do not disturb the driver or other trolley passengers.
2. No yelling at people on the street.
3. Smoking on the trolley is prohibited.
4. Consumption of alcohol beverages on the trolley is prohibited.
5. All animals must be leashed, muzzled, and under their owner's control.
6. Please make seats available for seniors, persons with disabilities, and other passengers when needed.
7. If using a stroller, please remove your child from the stroller and place the stroller in the rear section of the trolley, away from the aisle.
8. Please collect all of your trash and remove it from the trolley.
9. The driver has final authority in dealing with misbehavior, unsafe conduct, or any other rule violation.

7. INSURANCE AND LIABILITY

The Special Event Applicant shall procure and maintain for the duration of this Agreement Insurance against claims for injuries to persons or damages to property that may arise from or in connection with the terms of this agreement in the amount of:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Verification of Coverage: Special Event Applicant shall furnish the TOWN & ESTA with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the TOWN before the terms of this agreement are in effect. TOWN reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Signage: All sign materials are the sole property of the Event Producer. The Eastern Sierra Transit Authority is not responsible for lost, stolen, damaged or vandalized signs.

Event Producer shall indemnify, defend, and hold harmless the Eastern Sierra Transit Authority (ESTA) and the Town of Mammoth Lakes (TOML), including the officers, employees and agents of ESTA and TOML from any and all losses, costs, expenses, claims, liabilities, actions, or damages to property arising out of the Trolley Advertisement program.

Applicant's Signature

Date

Public Works Department
Director or designee approval signature

Date

Eastern Sierra Transit Authority Representative
Director or designee approval signature

Date

Recreation Department Representative
Director/Manager or designee approval signature

Date

- Completed & Received TOML Special Event Permit YES / NO
- Approved for Measure U Funding YES / NO

SUPPLEMENTAL TROLLEY APPLICATION AND AGREEMENT IS NOT FINAL OR APPROVED UNTIL THE APPLICANT AND THE PUBLIC WORKS DEPARTMENT DIRECTOR OR DESIGNEE, AND THE ESTA REPRESENTATIVE OR DESIGNEE HAS COMPLETED AND SIGNED THE PERMIT.