Special Event Permit Application

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Submitting Your Special Event Permit Application

A Special Event Permit Application is required for the use of all or any portion of a public street, sidewalk or alley by an organized assembly of more than 50 people, or if your park activity meets one or more of the following conditions:

- Anticipated attendance is 200 or more people
- Event is open to the general public
- Alcohol will be served or sold
- Event includes amplified sound (excluding announcements and boom boxes)

If you are planning a street closure intended for residents only, not the general public, you should complete a Neighborhood Block Party Application in lieu of a Special Event Permit Application. Please call Special Event Services at (916) 808-7888 or visit www.cityofsacramento.org/parksandrec/permits/block-parties for a Neighborhood Block Party Application. If your event is on or includes the use of private property, please contact the Community Development Department at (916) 808-3535 or entertainpermit@cityofsacramento.org for permit information.

A Special Event Permit Application must be completed in full and submitted to Special Event Services at least 60 days prior to your event date, and no more than one year in advance of the event date. Applications are accepted on a first-come, first-served basis. A $55 non-refundable application fee must be paid upon submission of your completed application. Additionally, a photo copy of the applicant/responsible party's ID is required.

Upon receiving your completed application, ID and application fee, a representative from the City of Sacramento, Special Event Services will contact you and serve as your primary point of contact during the processing of the permit. This person will review your application, determine whether the Special Event Review Board will need to review your event plans and set your permit requirements and fees. Your representative will also serve as liaison between City departments and regulatory agencies and you, the event organizer.

After reviewing your completed application, your assigned representative will give you conditional approval to market and advertise your event. Acceptance of your application by Special Event Services is not a guarantee of the date or location nor automatic approval of your event. Please ensure that you have conditional approval before you market or advertise your event. You, the event organizer must complete all requirements before the Special Event Permit will be issued. If your requirements are not submitted to your special event representative at least 10 days prior to the event, your event can be denied. The permit will confirm the terms and conditions of your event that have been discussed with you during the application process. Once you have received your permit, you will need to have a copy of the permit on site with you at all times, available for presentation upon request.

The time is takes to process your application and issue your permit will depend on the complexity of the event and your ability to meet the requirements. A complex event may take several months to permit, whereas a low-impact event may take only a few weeks. Your special event representative will work with you throughout the planning process to ensure that the event permitting process is as smooth as possible.

Please contact Special Event Services at (916) 808-7888 or specialeventservices@cityofsacramento.org with questions or to schedule a preliminary meeting to discuss your event plans. Fees and requirements may be quoted, but not confirmed until the application is received and reviewed.

Instructions

This comprehensive application has been designed to assist you in developing your event plan while also informing you of your responsibilities as an event organizer and the fees, requirements and other permits that may be required. All sections must be completed. Use NA for "not applicable" for questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.

Applicant Information

Name of Applicant/Responsible Party
(must match the signature on page 17)

Street Address

Apt/Unit/Suite

City

State

Zip Code

Email Address

Daytime Phone

Cell Phone

Name of Event Organizer/Producer
(if different from Applicant)

Street Address

Apt/Unit/Suite

City

State

Zip Code

Daytime Phone

Cell Phone

Sponsoring Organization/Company

Contact Name

Contact Phone

Street Address

Apt/Unit/Suite

City

State

Zip Code

Public Information

Contact Name

Contact Phone

Email Address

Website

Onsite/Day of Event Contact Information

Contact Name

Contact Cell Number

Event Details

Event Name

Event Location[1]

[1]Additional Documentation Required: Please attach a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

Set-up Date(s): to Set-up Times: to

Event Date(s): to

Event Hours (time event is open to the general public): to

Step-off Time (applicable only for events with a route such as a parade, run, walk, etc.):

Tear Down Date(s): to Tear Down Times: to

Number of Participants (use total number of units/floats for parades): Number of Spectators:

Total Anticipated Attendance:

Type of Event (select all that apply): ☐ Run ☐ Walk ☐ Cycling ☐ Park Festival ☐ Tournament

☐ Certified Farmers Market ☐ Concert ☐ Parade/Procession

☐ Protest/Rally/ Demonstration ☐ Fundraiser ☐ Promotional/Marketing

☐ Fireworks/Pyrotechnics ☐ Street Festival ☐ Filming[2]

☐ Open to the Public ☐ Private Event (not open to the public)

[2]Additional Permit Required: In accordance with City Code 5.60.020, the use of any public property for the purpose of making a motion picture or television production requires a film permit. All film and still photography permits are managed by Sacramento Film & Media. For permit information, please call (916) 808-2676 or email filmoffice@cityofsacramento.org.

☐ Other

Has this event been produced before? ☐ No ☐ Yes

Previous name(s), date(s) and location(s) of event:

Will there be an admission or entry fee? ☐ No ☐ Yes

Event Description (Provide a detailed description of your event. Attach additional pages or materials as needed):

Park Use

The City of Sacramento offers many public parks that can be used as the venue for your event. This application can be used to reserve a park for a special event. You do not also need to submit an Application for Park Use. Please see Addendum A for special park use rules and visit www.cityofsacramento.org/parksandrecreation/ for a list of available parks and the amenities each park has to offer.

Street Closure Information

There are three types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The City's Traffic Engineer will determine whether a professional TCP is required based on the location and type of street closure, if the event will generate additional traffic or if existing traffic will be severely interrupted. The City's Traffic Engineer must approve the TCP before the Special Event Permit can be issued. Applicant is responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory and detour signage to implement the TCP.

Street closure points must be manned at all times. In most cases, Sacramento Police Department officers will be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers (see Addendum B - Fee Schedule) and a separate contract will be issued for their service. In some cases, adult volunteers must be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by the Sacramento Police Department.

Event will occupy: ☐ One Lane ☐ Two Lanes ☐ Half of Street ☐ Full Street ☐ Sidewalk Only

Closure Type: ☐ Rolling Street Closure (Street opens to normal traffic after participants pass)
☐ Hard Street Closure (Street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Street Name	Between	and	Start Time	End Time
Street Name	Between	and	Start Time	End Time
Street Name	Between	and	Start Time	End Time

Attach additional pages or materials as needed.

Regional Transit

Any proposed route along or crossing light rail tracks must not impede train movements. Trains must be allowed to proceed without interruption. Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated. If your route impacts Regional Transit or to request a list of service times, please contact Regional Transit Light Rail at (916) 648-8400 or visit www.sacrt.com.

Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying Regional Transit's bus ridership is required. If your route impacts bus stops, please contact Regional Transit Buses at (916) 321-2800 or visit www.sacrt.com.

Parking Plan

When planning your event, it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned and/or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

The City of Sacramento has a number of parking facilities and discounted event parking or prepay parking may be available for your event. For information on parking facilities and special rates, please contact Off-Street Parking at (916) 808-7475. Information can also be found on the Parking Services website at www.sacpark.org.

You may reserve metered and un-metered parking spaces on a City street for your event. Or, if your street closure denies access to metered or un-metered parking spaces for an extended period of time, you will be required to reserve those parking spaces. When parking spaces are reserved, "No Parking/Tow Away" signs will need to be posted a minimum of 72 hours in advance of the event. There is a fee for this service. Additionally, if the spaces you reserve are metered spaces, and the meters will be in service during the time of your reservation, you will be charged a lost revenue fee per meter. Fees and an application to reserve metered and un-metered parking spaces is available online at www.cityofsacramento.org/public-works/parking-services/street-parking/meters/reservations/request-application. Applications must be submitted at least 10 business days prior to the effective date.

Accessibility

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see "Restrooms" for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage, a map, or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

Security Plan

You may be required to hire Sacramento Police Department officers, a professional security company, or a combination of both in order to obtain your permit. The number and type of security personnel required will depend on anticipated attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

If you are required to hire Sacramento Police Officers, the Sacramento Police Department, Special Events Unit will issue you a contract for their services. You will be responsible for reimbursing the Sacramento Police Department for the officers' time (see Addendum B - Fee Schedule). If you have specific questions pertaining to the hiring of officers, please contact the Special Events Unit at (916) 808-0708.

If you are required to hire private security guards from a private company, per City Code 5.100.020, the company must be listed on the City's Registered Security Patrol List. Please call (916) 808-0700 for a copy of the list or information on how to add your security company to the list.

Alcohol Management Plan

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event, you will need to submit a Sacramento Police Department One Day Alcohol Beverage Permit Request. This application, with instructions, is available on the Sacramento Police Department's website at www.cityofsacramento.org/Police/How-Do-I/Get-a-Permit/ABC-Permit. Once the One Day Alcohol Beverage Permit Request has been obtained, you may apply for a California Alcoholic Beverage Control (ABC) license. To qualify for an ABC Special Daily License to serve beer, wine and/or distilled spirits at your event, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. ommercial enterprises and caterers are subject to different requirements. Please contact ABC's Sacramento District Office at (916) 419-1319 or visit www.abc.ca.gov for questions and an application.

The following rules apply to alcohol service or sales on City of Sacramento public property:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing)
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older
- Servers may not consume alcoholic beverages while serving
- Attendees may be served no more than two standard drinks at a time. The City defines one standard drink size as:
  - 12 ounces beer
  - 5 ounces wine
  - 1 ounce distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted
- Alcohol cups must be paper or plastic and be distinguishable from soda cups
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and may begin at 9am and must conclude by 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday
- Service must end a minimum of 30 minutes before the scheduled event end time
- Non-alcoholic beverages, water and food must be available at the event

Are you requesting permission to serve alcohol at your event? ☐ No ☐ Yes

If yes, which? (Check all that apply): ☐ Beer ☐ Wine ☐ Distilled Spirits

Will the alcohol be sold to the attendees? ☐ No ☐ Yes Is the event open to all ages? ☐ No ☐ Yes

Explain your sales plan (ticket system, cash at service area, how IDs will be checked etc.):

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Do you have an alcohol sponsor? ☐ No ☐ Yes

If yes, explain:

Medical Plan

Have you made provisions for on-site medical services? ☐ No ☐ Yes

If yes, please describe your medical plan:

Amplified Sound/Entertainment Related Activities

The City of Sacramento defines "amplified sound" as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound. In accordance with City Code 12.48.090 the following restrictions apply to amplified sound:

- No person shall use amplified sound, including sound checks, before 9am and after 10pm Sunday through Thursday and before 9am and after 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday, unless prior authorization is received and permission is included in your Special Event Permit.
- No person shall use amplified sound exceeding a noise level of either 98 dBA at a distance of 150 feet from a noise source or sources, 80 dBA when measured from the nearest residential property, or 24 dBA above ambient noise levels, whichever noise level is lower. In some cases, a pre-established amplified sound range will be set for you based on the venue or history of your event. The City may also require that you hire a City Event Attendant (see Addendum B for fee) to visit your event to set the amplified sound range and remain on-site to monitor the approved range.

Will your event include amplified sound? ☐ No ☐ Yes What times are you requesting amplified sound? Start Time ☐ End Time ☐

Will sound checks be conducted prior to the start time? ☐ No ☐ Yes If yes, what time? ☐

Describe the sound equipment that will be used at the event:

Are there any musical entertainment features related to your event?[3] ☐ No ☐ Yes

[3]Additional Documentation Required: Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?[4] ☐ No ☐ Yes

If yes, explain:

[4]Additional Documentation Required: The license holder must submit a letter of intent and shoot schedule. Please contact the Sacramento Fire Department at (916) 808-1624 or sacfirespecialevents@sfd.cityofsacramento.org for more information.

Does the entertainment include any inflatables?

If yes, explain:

Does the entertainment include carnival rides?[5] ☐ No ☐ Yes

If yes, explain:

[5]Additional Documentation Required: The carnival company must submit a letter of intent with a site plan to the Sacramento Fire Department. Please contact Fire Prevention at (916) 808-1624 or sacfirespecialevents@sfd.cityofsacramento.org for more information.

Does the entertainment include animals (petting zoo, pony rides, etc)? ☐ No ☐ Yes

If yes, explain:

Does the entertainment include vehicles (car show, displays, etc.)? ☐ No ☐ Yes

If yes, explain:

Generators

Portable generators must be placed in an area where attendees are unlikely to come into contact with them, be placed at least 10 feet from any combustible materials and located a minimum of 20 feet from tents or canopies. The refueling of hot generators is not allowed. When refueling a generator, you must wait until the generator cools, and then refill it from a self-closing safety can. A portable fire extinguisher, minimum 2A 10B:C size, with a current Fire Marshall tag attached must be on-hand and easily accessible at all times.

Fencing

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Sacramento Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- In addition to the main entrance, two exits shall be provided when the venue accommodates fewer than 1,000 attendees; three exits for 1,000 to 3,000 attendees; and four exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.

- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required (See Addendum B for fee) to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please contact Fire Prevention at (916) 808-1624 or sacfirespecialevents@sfd.cityofsacramento.org for more information.

Stages/Platforms

Will your event include the installation of stages or platforms? ☐ No ☐ Yes How many stages? ☐

If yes, indicate the number and corresponding size (please include on site map):

Tents/Canopies/Temporary Structures

The standard 10x10 canopy is allowed at events without a special permit. These canopies can be grouped into clusters of no more than seven. There must be a minimum 12 foot space between each cluster of canopies.
Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Sacramento Fire Department. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:
- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:
- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 foot area surrounding the tent/canopy/temporary structure.

Seating:
- Chair rows may be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:
- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? ☐ No ☐ Yes

If yes, indicate the number and corresponding size (please include on site map):

For questions about tents/canopies/temporary structures, permit information or to make arrangements for an inspection, please contact Fire Prevention at (916) 808-1624 or sacfirespecialevents@sfd.cityofsacramento.org for more information.

Vendors

The City of Sacramento defines "vendor" as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of Sacramento Business Operations Tax (BOT) Certificate is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of Sacramento. Please contact the City of Sacramento, Revenue Department at (916) 808-8500 for BOT information. You should require each vendor to provide you, the event organizer, with a copy of their BOT (if applicable) and general liability insurance.

Does your event include food vendors?[6] ☐ No ☐ Yes If yes, how many? ☐

Does your event include food trucks? ☐ No ☐ Yes If yes, how many? ☐

[6]Additional Permit Required: A County of Sacramento, Environmental Management Department Health Permit is required to sell or serve food to the general public in the City of Sacramento. Please contact the County of Sacramento at (916) 875-8440 or visit www.emd.saccounty.net/EH for permit information.

Will any of the food vendors or food trucks be cooking or heating food on-site? [7]

If yes, how many? ☐

[7]Additional Permit Required: Each vendor must receive a copy of the Sacramento Fire Department's Hot Food Vendor Requirements. This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. A Sacramento Fire Department Inspection may be required (for a fee).
Please contact the Sacramento Fire Department at (916) 808-1624 or sacfirespecialevents@sfd.cityofsacramento.org for a copy of the Sacramento Fire Department's Hot Food Vendor Requirements.

What method(s) will be used? ☐ Gas ☐ Electric ☐ Charcoal ☐ Other

What is your plan for disposing of grease, charcoal and/or waste water?

Does your event include merchandise vendors? ☐ No ☐ Yes If yes, how many? ☐

Does your event include information vendors? ☐ No ☐ Yes If yes, how many? ☐

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing, piercing etc.) ☐ No ☐ Yes

If yes, explain:

Certified Farmers Market

A certified farmer's market[8] is a location where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users.
If prepared food or retail vendors will be present at your certified farmers market, these type of vendors cannot exceed 25% of booth space to be eligible for the annual $250 certified farmers market fee. This annual fee is based on a calendar year and is not pro-rated. If your market exceeds 25% of prepared food or retail booth space, the standard permit fee will be applied, based upon anticipated attendance per event day.

[8]Additional Permit Required: The California Department of Food and Agriculture (CDFA) governs the Certified Farmers Market Program and the County of Sacramento, Environmental Management Department licenses the markets. Please visit https://www.cdfa.ca.gov/egov/farmersmarket for information pertaining to the CFDA's laws and regulations. Please contact the County of Sacramento at (916) 875-8440 or visit www.emd.saccounty.net/EH for licensing information.

Waste Management/Recycling

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. If you, as the event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Sacramento community and establish a good reputation for your event in the future.

Should you fail to perform adequate cleanup or damage occurs to City property, you will be billed at full recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or bond. The City may charge a damage deposit of up to $5,000 for events with a past history of damage or waste problems or for those events with the potential for damage or significant waste.

In an effort to make our City more sustainable, you as the event organizer are responsible for providing a sufficient number of garbage and recycling receptacles at your event. The City of Sacramento does not provide commercial waste or recycling services. The City has a list of several local organizations and haulers that provide these collection services at events. Please ask your special event representative for a list of these authorized organizations and haulers.

The City can provide street sweeping services, at a cost. Please call Solid Waste Services at (916) 808-4932 for pricing.

Restrooms

You are required to provide restroom accommodations for event attendees. Depending on the location of your event, you may need to rent portable restrooms and handwashing stations. The City of Sacramento recommends one portable toilet per every 250 anticipated attendees, or portion thereof. When portable toilets are provided, at least one toilet at each location must be ADA accessible. Where multiple toilets are clustered at a single location, 5% of the toilets at each cluster must be ADA accessible.

The total number of portable toilets you provide should also take into consideration event duration, whether alcohol and/or food will be served, if children are attending the event and patron gender (women require more facilities then men). Visit http://unitedsiteservices.com/uses-and-planning/special-events/planning-tool to help you determine how many toilets and handwashing stations you should provide based upon your unique event plan.

Marketing/Advertising/Promotions

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date or location nor automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled, you may not hold the City of Sacramento responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Please explain how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to include radio or television promotions? ☐ No ☐ Yes
If yes, please explain:

Do you expect a live broadcast or feed from the event? ☐ No ☐ Yes
If yes, please explain:

Do you expect media coverage? ☐ No ☐ Yes
If yes, please explain:

Do you plan to place signs or hang banners on City property?[9] ☐ No ☐ Yes
If yes, please explain:

[9] Additional Permit Required: If your sign exceeds four square feet or you wish to place a banner, please call the Community Development Department at (916) 264-5011 or email signs@cityofsacramento.org for permit information.

Notification

An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements or music from a boom box), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify, in writing, all residents and businesses residing within a two City block radius or 300 feet surrounding the event venue and/or route at least 30 days prior to the event. You can distribute the notification door to door or mail it to the impacted area. Your special event representative can provide a database of addresses if requested.

Door to door written notification may not be practical for all event venues. Under some circumstances (for example apartments or office buildings with numerous tenants) the City will allow you to use an alternate method of notification, such as email blasts or posting the notification on a community or shared board. Arrangements must be made with the Property Manager.

Notification must include the following information:

1. Name of event
2. Location of event (include route if applicable)
3. Event hours
4. Street closure times and detours (if applicable)
5. Anticipated attendance
6. Use of amplified sound or pyrotechnics (if applicable)
7. Event organizer contact for further information or queries

A copy of the notification must be pre-approved by your special event representative before distributing.

To complete the notification requirement, you must submit a copy of the approved notification and the method and date the notification was distributed to your special event representative. You, as the event organizer, are responsible for all printing and distribution costs.

Advisory signs are another method of notification that will be required for all events that impact a major use roadway. The applicant will be provided with a list of required advisory signs and placement specifications. You, as the event organizer are responsible for providing and placing advisory signs.

Advisory signs must meet the following Manual on Uniform Traffic Control Devices (MUTCD) standards (see Addendum C for example):

- Must be orange with black lettering and include the date and length of street closure and contact information of event organizer
- Must be posted seven days prior to the event date
- Must be professional in appearance
- Must not exceed 16 square feet
- Must have a minimum letter size of 2.5 inches
- May not be attached to traffic control signs or other authorized highway signs
- Must be located a minimum distance of 30 feet from street intersection
- Must be removed within two days following the conclusion of the event

Indemnity

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of Sacramento, its officials, agents, employees and volunteers from and against all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit.

Insurance

Verfication of insurance must be submitted at least 10 days prior to your event. You must submit two documents to satisfy insurance requirements:

1. Certificate of Insurance (see Addendum D for example) documenting General Liability insurance coverage in the amount of not less than $1 million per occurrence submitted for the event date and any set-up and/or tear down dates.

- The standard proof of insurance is the ACORD certificate form
- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance
- If alcohol will be sold or consumed at the event, $1 million in liquor liability insurance is required
- Certificate holder must be listed on the certificate as City of Sacramento, Special Event Services, 4623 T Street, Suite B, Sacramento, CA 95819
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable

2. An Additional Insured Endorsement (see Addendum E for example) is required to reflect that the insurance policy has been amended to include the City of Sacramento as an additional insured.

- The Additional Endorsement must reference the policy number as it appears on the certificate
- "The City of Sacramento, its officials, agents, employees and volunteers" must be named as additionally insured on the Additional Insured Endorsement

Your permit will not be issued until both the Certificate of Insurance and Additional Insured Endorsement have been received. If you do not have insurance, the City of Sacramento's Risk Management Division can provide a reasonable quote for insurance. Please contact Risk Management at (916) 808-5556 for more information.

Signature

I have read the rules and regulations contained in this document and agree to abide by these rules and regulations. I am duly authorized by the Organizer or Sponsoring Company to submit this application on their/its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Sacramento. I certify that the information that I have provided on this application is true and to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Name (please print) _____

Signature _____

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the special event permitting process and agree that all information contained in this application is true and correct to my knowledge.

Date _____ Driver's License Number[10] _____

[10] Additional Permit Required: Please attach a current copy of your Driver's License or California ID to completed application.

Form Of Payment

A non-refundable application fee of $55 is due at the time you submit your application. Your application is not considered complete until this fee is received. Permit fees are due 60 days in advance of your event. Applications submitted within 60 days of an event require a $25 per day non-refundable late processing fee in addition to the $55 application fee and permit fee payment in full. Checks must be made payable to "City of Sacramento" and will not be accepted less than 30 days prior to the event.

Please indicate the type(s) of payment method you wish to use:

☐ Cash - must be presented to clerk

☐ Personal/Business Check - attach or present to clerk

☐ Money Order/Cashiers Check - attach or present to clerk

☐ Visa/MasterCard/Discover/American Express - must be presented to clerk or paid online (your special event representative can send you an invoice and payment instructions for online payment)

Refund Policy

Any refunds due, less the non-refundable application fee and late application fee if applicable, will be processed and mailed within 21 business days of the event or cancellation. Payments made by cash or check will be refunded with a check. Payments made by credit card will be returned to the credit card.

Checklist

Thank you for completing the Special Event Permit Application. Before you submit your application to the City of Sacramento, Special Event Services, please make sure you have completed the following steps:

☐ Signed AND dated your application

☐ Attached your event site map (and route map if applicable)

☐ Included the $55 non-refundable application fee. If you are submitting less than 60 days prior to the event date, please note a late non refundable processing fee of $25 per day will be added AND the permit fees based on your anticipated attendance.

☐ Atttached a copy of your curent Driver's License or California ID

Submitting Your Application:

By mail:

City of Sacramento, Special Event Services
4623 T Street, Suite B
Sacramento, CA 95819

By Email: specialeventservices@cityofsacramento.org

In person:

Coloma Community Center
Reservations Office
4623 T Street
Sacramento, CA 95819
Hours of Operation: Monday through Friday, 9am to 4pm

Questions?

Please call Special Event Services at (916) 808-7888

Best wishes for a successful event!

Addendum A - Park Use

The City of Sacramento offers many public parks that can be used as the site for your event. In addition to being beautiful, a City park offers a large, neighborhood-centered venue for your event. If you plan to use a City park for your event, please review the following rules that apply to park use:

Decorations - Signs, banners and party decorations may be used at your event. The use of glue, nails, tacks, screws, staples or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Tacks, screws, nails or other fasteners are not allowed on trees. Paint and chalk marks are not allowed on sidewalks or other surfaces.

With prior approval, signs advertising your event can be placed within the park 30 days prior to the event as long as the sign does not interfere with normal park use. Signs must be removed immediately following the conclusion of your event.

Electricity - Electricity is available with amphitheater use only. Electricity is not available at parks without an amphitheater. You may bring in your own generators for power.

Jump Tents - A permit is required to have a jump tent in the park. Jump tents are defined as a four-walled jump house without any attachments. Slides, obstacle courses, sumo wrestlers, water features and bungee jumps can be allowed as part of a special event permit but will require insurance from the provider. You must supply adequate supervision so the use is in compliance with the manufacturer's recommendations and reflect safe levels of operation. You are responsible for providing a generator for inflation of the amenity; the City of Sacramento does not provide electricity.

Overnight Access (Camping) - Normal park use hours are sunrise to sunset (except at lighted recreational facilities). Under special circumstances, park use outside of the normal hours can be permitted in your Special Event Permit. You may be required to provide lighting or extra security.

If staff, volunteers and/or private security guards plan to stay overnight (camp) in the park, special permission is required. Please notify your special event representative who will be staying in the park and whether any vehicles will remain in the park overnight. Permission to camp will be included in your Special Event Permit.

Park Safety Rangers - The mission of Park Safety Services is to provide park guests and park neighbors with a safe and trouble-free environment. A Park Safety Ranger will be in or near the park during your event. In some cases, you will be required to hire Park Safety Rangers to assist with park access, security or traffic within the park. Park Safety Rangers have the authorization to stop or modify any activity if deemed necessary. If you have questions or concerns during your event, you can contact Park Safety Services through the City Operator by dialing 311 or (916) 264-5011.

Smoking - Smoking is prohibited in City parks, however, with prior approval smoking can be permitted as part of your Special Event Permit. You will need to identify a designated area (please indicate on your site map) and the area must be prominently marked with signs.

Vehicular Access - Gasoline or other fuel-powered vehicles (except golf carts where authorized) are not allowed to enter a park without prior permission. If a vehicle needs to enter a park, a parking pass must be issued to the event organizer in advance of the event. You will be required to provide a list of the vehicles and a description of why access is requested to your special event representative. Only those vehicles that need to access the park (BBQ trailer, health screening van, display vehicle, food vendor that vends directly from their vehicle, etc.) will be permitted to enter the park. The pre-issued parking pass must be displayed on the dashboard at all times.

Permitted vehicles must access the park at designated entrances and remain on pathways if available. Vehicles must enter the park with their hazard lights on and travel no more than five miles per hour. Any vehicles that will remain inside the park during the event hours will need to be parked prior to the event start time and cannot leave the park until all event attendees have left the event. Each vehicle must have a drip pan or piece of cardboard placed underneath its engine at all times to collect any drippings. Vehicles in the park without a permit will be cited and could be towed at the event organizer's expense.

Addendum B - Fee Schedule FY 26/27

Department of Youth, Parks, & Community Enrichment Fees Permit Fee

Attendance	Permit Fee (per event day)
50 – 1,000	$278
1,001 – 5,000	$610
5,001 – 10,000	$950
10,001 +	$1,500

Certified Farmers Market Permit ..... $500 (annual fee per Certified Farmers Market location)

Cesar Chavez, Southside, and William Land Parks Permit Fee

Attendance	Permit Fee (per event day)
50 – 1,000	$443
1,001 – 5,000	$975
5,001 – 10,000	$1,687
10,001 +	$2,398

Permit Fees include ability to have alcohol and/or amplified sound included in Special Event Permit (special rules and additional permits apply).

Additional Fees

Application Fee (non-refundable) $55
Late Processing Fee (non-refundable) ..... $25 Flat Fee Per Day
Additional Set-up or Tear Down Day ..... $221 per day
Amphitheater Use ..... $221 per day
Park Safety Services ..... $114.00 per hour, per staff
Event Attendant ..... $22 per hour
Refundable Damage Deposit ..... Up to $5,000

Cancellation Fee

If a cancellation is made later than five days before the event date the entire fee is non-refundable. No refunds will be issued for undesirable weather. During questionable weather, applicant may reschedule the event three days prior to the planned date. The cancellation policy becomes applicable, once an application is assigned a permit number. All cancellations, adjustments or rescheduling must be submitted in writing to your special event representative.

On-Street Parking Fees

Bagging/Posting Fee ..... $50 first meter/parking space, $6 each additional meter/parking space
Daily Fee ..... $7 per meter per day
Expedite Fee ..... $225 (if application is submitted less than 10 business days prior to the event)
No Parking Posting First Posting ..... $55 (posted by Event Support Service team for unmetered spaces)
Additional No Parking Posting ..... $6 (posted by Event Support Service team for unmetered spaces)

Sacramento Police Department Fees

$122 per hour for an officer

$154 per hour for a supervisor

$38 flat rate per vehicle

Fire Prevention Fees

Carnival/Circus Permit $687.81
Fireworks Permit $540.64
Tent Permit $393.47
Fire Prevention Inspection ..... $441.50 per hour, three hour minimum per inspector

COLOR
BORDER & LEGEND - BLACK (NON-REFLECTIVE)
BACKGROUND - ORANGE (REFLECTIVE)

Business' Insurance Broker

Sample Certificate of Insurance

ACORD PRODUCER

CERTIFICATE OF LIABILITY INSURANCE

Date (mm/dd/yy) 08/01/00

Agency Manager, Inc.
2500 Bond Street
University Park, IL 60466

Phone No. 800-999-5368

THIS CERTIFICATE IS ISSUED AS A MATTER IF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEN, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A: Blue Sky Insurance
COMPANY B:
COMPANY C:
COMPANY D:

Name of Insured (it should match the name as written on application)

INSURED: Valet Business
123 Main Street
San Francisco CA 45678

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICTED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE 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.

Current dates are required

Claims Made or Modified Occurrence is not acceptable

Total CGL amount should be $1million

	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS		
	GENERAL LIABILITY X COMMERCIAL GENERAL CLAIMS MADE [X] OCCUR	123456789	01/01/12	01/01/13	GENERAL AGGREGATE	$	1,000,000
					PRODUCTS-COMP/OP AGG	$	1,000,000
					PERSONAL & ADV INJURY	$	1,000,000
					EACH OCCURRENCE	$	1,000,000
					FIRE DAMANGE (Any one fire)	$	50,000
					MED EXP (Any One Person)	$	5,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTO NON-OWNED AUTOS				COMBINED SINGLE LIMIT	$	
					BODILY INJURY (Per Person)	$	
					BODILY INJURY (Per Accident)	$	
	GARAGE LIABILITY	SAMPLE	ONLY		AUTO ONLY –EA ACCIDENT	$	
					OTHER THAN AUTO ONLY	$	
					EACH ACCIDENT	$	
					AGGREGATE	$	
	EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	$	
					AGGREGATE	$	
C	WORKERS' COMPENATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS / OTHER		
					EACH OCCURENCE	$	
					EL DISEASE-POLICY LIMIT	$	
					EL DISEASE – EA EMPLOYEE	$	

This section should reference the event and date of event

DESCRIPTION OF OPERATIONS /LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

RE: <Event Name>, <Event Date> Certificate holder is an Additional Insured as listed on the attached Form

CERTIFICATE HOLDER

City of Sacramento Special Event Services 4623 T Street, Suite B
Sacramento, CA 95819

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED PLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (1/95)

ACCORD CORPORATION 1998

Signed by the Broker or Insurance Company only

POLICY NUMBER: ***(GL Policy Number must be referenced here)***

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) Or Organization(s)
The City of Sacramento, its officials, agents, employees, and volunteers.
Information required to complete this schedule, if not shown above, will be shown in the Declarations.

A. 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 out of ongoing operations performed for that insured.

B. With respect to the insurance afforded these additional insureds, the following exclusion is added:

2. Exclusions
   This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations as been completed;
or

(2) That portion of "your work", out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.