

City of Rio Dell

Special Event Permit Application

Complete all applicable areas of the following application, including writing your signature on the Application Affidavit. Return the application to the City Clerk.

Applicant/Organization Information

Sponsoring Organization(s): _____

Check One: Private Organization

City Event

Co-City Sponsored Event

Chief Officer of Organization (name): _____

Applicant (name): _____ Business Phone: _____

Address (street/PO BOX, City, State, Zip Code): _____

Day time Phone: _____ Evening: _____ Cell: _____

Email: _____ Fax: _____

List name and contact information for any person authorized to speak on behalf of the event/organization:

Address (street/PO BOX, City, State, Zip Code): _____

Day time Phone: _____ Evening: _____ Cell: _____

Contact for "on-site" person on day(s) of the event. MUST be available immediately for duration of event:

Name: _____ Day time Phone: _____

Evening Phone: _____ Cell Phone: _____

Event Information

Type of Event:

Run Street Fair Bike Tour Parade Walk Rummage Sale

Other _____

Event Title _____

Event Dates/Times: From _____ To _____

Total Anticipated Attendance: _____ (Participants _____ Spectators _____)

Location/Staging Area _____

Actual Event Hours: _____ Am/PM until _____ AM/PM

Set up/Construction: _____ AM/PM until _____ AM/PM

Dismantle Completion Date/Time _____

List any street(s) or parking lots requiring closure as a result of this event. Includes names of streets, day, date, and time of closing and reopening:

List any parking lot you require exclusive use of or individual parking spaces within a parking lot or on street parking. Include diagram as needed:

List areas of public right-of-way(s) that will be impacted, including blockage of sidewalks, alleys, and partial road blockages:

Fees/Proceeds/Reporting

Is your organization a "tax exempt, non-profit" organization? _____ (if it is attach 501©(3) tax exemption letter)

Are admission, entry, vendor, or participant fees required? _____ (If yes please provide amounts)

\$ _____ Estimate gross receipts including ticket, product and sponsorship sales from this event.

\$ _____ Estimate expenses for this event.

\$ _____ What is the projected amount of revenue the organization will receive as a result of this event?

Site/Route Specifics (attach addition pages if necessary)

Please provide a detailed description of your parking and shuttle plan:

Please Provide your plan for Disabled Parking (if using existing spaces please indicate # and location):

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

Please describe your procedure for both internal crowd control and security at your event:

Have you hired professional security? Yes No

If YES please list: Name _____ Contact Phone _____

Is this a night time event? Yes No

If YES please state how the event and surrounding area will be illuminated to ensure the safety of the participants:

Please indicate what arrangements have been made for providing FIRST AID STAFFING and EQUIPMENT?

Indicate number of portable toilets at the location _____

Indicate number of ADA portable toilets _____

Describe how you will deal with garbage and recycling including what facilities you will be providing:

Describe how food will be served at the event:

If you intend to cook food in the event area, please specify the method (check all that apply):

Gas Electric Charcoal Food Truck Other _____

Does the event involve the sale of use of alcoholic beverages? Yes No

If YES Please describe:

Will items or services be sold at the event? Yes No

If YES how will you report sales tax?

Is there musical entertainment? Yes No

If YES please describe the type of music, if the music is acoustic or electric (amplified), ,how it will be powered and whether or not generators will be used:

Are there any fireworks, rockets, or pyrotechnics associated with the event? Yes No

Explain:

Any signs, banners, decorations, or special lighting? Yes No

Explain:

Notifications

Please describe your plans to notify all residents, businesses, churches impacted by the event?

(please attach sample letter of notification you will be using)

Insurance Requirement

Insurance will be required before final approval of permit (copy must be provided to city),

Insurance Agency _____ Agent Name _____

Phone _____ Policy Number _____

AFFIDAVIT OF APPLICANT

Advanced notice of cancellation required: If this event is cancelled, notify the Rio Dell City Clerk, or the Rio Dell Police Department as soon as is practical. Otherwise City personnel and equipment may be needlessly dispatched and approvals of your future permit applications may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the laws, rules, and regulations governing the proposed Special Event. I agree that I will comply with all requirements as set by the City of Rio Dell related to this special event. The permittee/organization agrees to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Rio Dell.

Name of Applicant: _____

Signature of Applicant _____ Date _____

BASIC CHECKLIST

- A draft of your notification to nearby residents and or businesses
- Site map diagram of the event including the placement of structures
- Route map/Traffic pattern map
- Detailed written description of your event
- Copy of certificate of liability insurance policy(s)
- Copy of County Health Department Permits
- Completed Encroachment Permit application
- ABC Permit (if alcohol will be served at the event)

Additional Information for Special Event Permits

Encroachment Permits

If your event requires that private structures be placed on public right-of-way's or City controlled property, you may need to apply for an Encroachment Permit. If your event includes this type of use please inquire at the time of your event permit application.

Park Events

If your event is going to be held at the Rio Dell Fire District Park it is your responsibility to make the necessary arrangements with the Rio Dell Fire District to use those facilities. No permits will be approved for Fire District Property without written notification that the district is aware of the event and has approved the event to take place as planned.

Event Information

Depending on the type of event you are planning, for example; run, a street fair, a bike tour, a parade, or other event, your event plan may be too complex to describe on this application form. If you have a detailed plan that does not fit in the space provided in the application, please attach it to this application.

Site Map/Diagram

A site diagram needs to be included with this application. The diagram should include the intended placement of structures, tents, portable toilets, waste stations, table placement, fencing, barriers, cooking booths, cones, generators, vendor booths, platforms/stages, vehicle/trailer locations, eating areas, alcoholic beverage areas, first aid locations, routes of ingress/egress. (a sample site map is available upon request).

Consider the following in your planning:

- Impedance of emergency vehicles
- Conflict with public transportation
- Interference with pedestrian traffic

If your event involves street closures (additional permit may apply), you will be required to obtain traffic safety equipment. Depending on the type of event, you may need barricades, traffic cones, signs, etc. It is your responsibility to obtain and properly place equipment prior to commencing the event. In the event of street closures, you may be required to retain the services of the Rio Dell Police for traffic control during your event. (Inquire whether city equipment is available at time of application).

Any application for an event which impacts or requires the closure of a public right-of-way, such as city streets and sidewalks, will be required to include a plan showing the exact location of impacts and the plan for detouring traffic around the impacted area. In some cases, where there is limited parking at the event a shuttle plan may be required.

Accessibility Plan

It is the responsibility of the event organizers to ensure that all City, County, State, and Federal Disability access requirements are complied with that are applicable to the event.

Crowd Control and internal Security

Event organizers are required to provide a safe and secure environment for their event. This is accomplished through solid pre-planning and anticipating potential problems and concerns. The size, type, time of day, and location of the event as well as overall activities, are all areas that need to be analyzed in depth. Events having potential to draw large crowds, such as street fairs or concerts, are of particular concern. Larger events may require the services of a professional licensed security company. A determination shall be made by the police department regarding security needs for a planned event.

Notices of the Event

Your event may impact the neighborhoods and businesses nearby and you may be required to deliver notices of your event. The City requires that notices be sent out or handed delivered to residences and businesses impacted by your event two weeks prior to the event taking place. The notice must give detour or alternate route information if normal access is affected or transportation systems are impacted.

Food Concessions or Preparation

Food concessions and food preparation must meet Humboldt County Health Department guidelines and may require additional permitting.

Alcohol

The sale or furnishing of alcoholic beverages will require an additional permit from the State of California Department of Alcoholic Beverage Control (ABC). The applicant must obtain authorization from the Chief of Police before a permit will be issued by ABC.

Public Consumption of alcohol is illegal within Rio Dell City limits. The Special Event Permit from the City will require the consumption of alcohol in a controlled area. Private security may be required based on the number of attendees and an assessment of the event by the Rio Dell Police Department.

Toilet Facilities

Appropriate facilities are to be provided by, and are the responsibility of the event organizers.

Garbage and Recycling

You must properly dispose of waste for the duration of your event and the area in and around your event must be cleaned upon conclusion of the event. You may not use public waste containers for the purpose of cleaning your special event. Event organizers will be billed by the City of Rio Dell should the City be required to clean public areas after the event.

Noise

It should be noted that loud and unreasonable noise is unlawful. Events that include entertainment or other activities which may be loud, including music venues, motorized events, events with large crowds, etc., must be included in the application. Any events that include expected noise shall terminate by 10:00 PM.

Insurance Requirement

Insurance for your event will be required before your special event application will be approved. You will need commercial general liability insurance that names the "City of Rio Dell, its officers, employees and agents" as additional insured and any other public entities impacted by this event (i.e. Cal Trans, Humboldt County, Rio Dell Fire District, etc.). Insurance must be maintained for the duration of the event (including clean-up after the event). Minimum insurance will be provided by the City Clerk at the time of your application. (other public agencies may have additional/different requirements).

Applicant and Sponsoring Organization Information

In this application, you will need to include information on both the applicant⁵ and the sponsoring organization, as applicable.

Fees/Proceeds/Reporting

If you are a non-profit organization, you must attach a copy of the IRS 501(C) (3) tax exemption letter to your application.

An applicant applying for a sellers permit to sell food or beverages should indicate the City of Rio Dell as the origin of sales.