

Planning Counter Hours: 8:00 a.m. to 1:00 p.m.

SPECIAL EVENT PERMIT APPLICATION & CONTRACT Permit No.: _____

Special event means any formation, parade, assembly, street fair or other gathering proposed to be conducted in or upon public property to include, but not be limited to, City streets, highways or parks which involve the use of, or has an impact on, other public property or facilities and the provision of public safety services in response thereto. Submittal Requirements: This application and contract form, and a non-refundable \$56.00 application fee, must be completed and submitted to the Community Development Department (COD) **AT LEAST 30 DAYS** in advance of the special event. The submittal must include a **narrative describing the event and a site plan showing the location (including setbacks) of all proposed activities.** This form, fee, narrative, site plan and any applicable maps may be hand delivered or mailed to 50 Natoma Street, Folsom, CA 95630.

If the permit is granted, this application and supporting required documents form a contract between the City of Folsom and the Applicant relating to the described event. Applicant then becomes contractually obligated to the City regarding all requirements of the issued permit and is required to indemnify, defend, protect and hold harmless the City, its officers, agents and employees from and against any and all losses, liability or damages arising out of, resulting from, or in consequence of the negligent acts and/or omissions of Applicant or its agents regarding the event and/or the use of any public property or facility.

Supplemental Requirements: Additional items and fees may be required for activities requiring emergency services, road closures, and encroachment permits. An alcohol license is required for events involving the sales of alcoholic beverages and must be obtained from the California Department of Alcoholic Beverage Control. In addition, a permit to consume alcohol in a City park or public place is required and can be obtained from the City of Folsom Parks and Recreation Department. Liability insurance is required for **all** events on public property and certain events determined by the City. When required, coverage must be a minimum of \$1 million per occurrence, and must include a separate endorsement that makes the insurance **primary and non-contributory** and either specifically names **the City of Folsom, its officials, employees, agents and volunteers as additional insureds** or has appropriate blanket coverage. Insurance must be on a per occurrence basis; claims-made coverage will not be accepted. All coverage available to the named insured shall also be available and applicable to the City of Folsom. **NOTE: Lack of insurance will result in cancellation of the event and the Special Event Permit.** All insurance documents must be submitted no later than ten (10) days prior to the event. Some event promoters and insurance companies have experienced difficulty with providing timely and accurate insurance documents so it is best to obtain these early. City staff will gladly assist with a preliminary review of the insurance documents.

Applicant's Name: _____

Phone: _____

Date: _____

Applicant's Address: _____

Location of Event: _____

Organization: _____ Event Coordinator: _____

Coordinator Phone: _____ Coordinator Email: _____

Name of Event: _____

Proposed Date(s) for Special Event: _____

Time of Event:

Alternate Date(s): _____

From: _____ To: _____

Number of people anticipated at event: _____

Will roads need to be closed for the event? Yes__ No__

Will there be amplified sound? Yes__ No__

Will alcoholic beverages be served? Yes__ No__ A business license may be required when alcohol is sold.

It is the event organizer's responsibility to know the laws and regulations that apply.

ADDITIONAL INFORMATION – IMPORTANT – PLEASE READ CAREFULLY

1. Additional services and equipment may be required depending on the type of event held. A Facility Rental may be required, depending on the location. Call Parks and Recreation at (916) 355-7299 to determine if a fee is applicable.
2. It is the applicant's responsibility to provide any of the following, including but not limited to, cyclone fencing, barricades, traffic cones, and portable toilets, as may be required.
3. State law requires **large event** operators to meet with recyclers to select appropriate waste diversion programs, and provide the City with written documentation of the success of such programs. Assistance in meeting this requirement is available through the Folsom Recycling Division at (916) 355-8367. "**Large event**" is one that serves an average of more than 2,000 individuals per day.
4. Events **exceeding 500 attendees are required to select and pay** for waste services in advance as a condition of permit approval. Minimum service levels range from \$115.00 to \$388.00 depending on the selected service type. If you have questions, contact the Solid Waste Division at (916) 355-8367.
5. Licenses to sell alcohol shall be obtained through the State Department of Alcohol Beverage Control, 3321 Power Inn Road, Suite 230, Sacramento CA. (916) 227-2002. Alcohol licenses shall be obtained prior to issuance of a Special Event Permit.
6. A permit to consume alcohol in parks and public places must be obtained for \$10.00 from the City of Folsom Parks and Recreation Department. The permits are sold 7 days a week. Call (916) 355-7285 to find out where and when to purchase the permit.
7. A business license may be required. Business licenses can be obtained through the City of Folsom, Finance Department, 50 Natoma Street, Folsom CA 95630. (916) 355-7312.
8. An alternate event date may be required. The City has limited resources and may not be able to provide services for your event should other events have prior approval.
9. A final list of conditions of approval will be supplied to the applicant prior to issuance of a Special Event Permit. Compliance with the conditions imposed is mandatory. Failure to comply with the conditions is grounds for revocation of the permit. **The permit shall be kept on site at all times during the event and shall be made available for review to any representative from the City upon demand.**
10. Air Quality permit for all generators operated within City limits from Sacramento Air Quality Control Board is mandatory.

FEES

The following is a list of various fees that may apply to events.

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| a) Police Officer rate per hour | \$76.70 |
| b) Police Sergeant rate per hour | \$94.42 |
| c) Fire/EMS Standby per hour | \$114.70 |
| d) Parks and Rec. staff rate per hour | \$15.00-\$80.00 (depending on nature/use of event) |
| e) Cleaning deposit, if required | |

- Additional fees may be required for Fire Department equipment.
- All fees are subject to change.
- The application fee is due at the time the application is submitted.
- All additional fees shall be paid at least five (5) days prior to the scheduled event.
- Failure to pay all additional fees at least five (5) days prior to the event will constitute grounds for revocation of the permit.