

***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, trails or parks which involve the use of, or has an impact on, public property or facilities and the provision of public safety services in response thereto. Instruction: Complete and submit this application and contract form, and a non-refundable \$59.00 application fee, to the Community Development Department (CDD) at 50 Natoma Street, Folsom, CA 95630 **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.**

**If the permit is granted, this application and supporting 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 agrees to protect, defend, indemnify and hold harmless the City of Folsom and its officers, agents and employees from and against any loss, injury, damage, claims, actions or lawsuits arising out of or in connection with the event or the intentional or negligent acts, errors or omissions of the Applicant, volunteers, agents and event participants, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified.**

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. The named insured must match either the name of the "Applicant" or the "Organization" to be valid. 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 Name: _____	Phone: _____
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Applicant Address: \_\_\_\_\_

**As the Authorized signee, I am agreeing to the terms and conditions stated in the contract above.**

Authorized Signature: _____	Date: _____
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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 per day: _____	Will there be amplified sound? Yes__ No__
Will alcoholic beverages be served? Yes__ No__	Is the event on City property? Yes__ No__
<b>An ABC license may be required when alcohol is sold.</b>	Will the event involve the use of a generator? Yes__ No__
	Will the event involve any off-site signage? Yes__ No__

Will roads need to be closed for the event? Yes\_\_ No\_\_  
 Will you be using Folsom City Streets Department for Traffic Control? Yes\_\_ No\_\_  
 If no, please specify which company you will use: \_\_\_\_\_

**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) 461-6620 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) 461-6730. A "**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) 461-6730.
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 Recreations Department. The permits are sold 7 days a week. Call (916) 461-6601 to find out where and when to purchase the permit.
7. All engaged in gainful activity within the City of Folsom must have a valid Business Certificate. For online applications and further information go to [https://www.folsom.ca.us/city\\_hall/depts/mngt\\_n\\_budget/certificate.asp](https://www.folsom.ca.us/city_hall/depts/mngt_n_budget/certificate.asp) or call (866) 240-3665.
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. If your event has road closures, please specify which company or group will be handling traffic control. For the Folsom City Streets Department, please call (916) 461-6721.
10. Any off-site signs associated with the Special Event are subject to a Special Event Sign Permit, per Folsom Municipal Code Section 17.59.050(D). Please contact the Planning Counter at (916)461-6202 or [plngcounter@folsom.ca.us](mailto:plngcounter@folsom.ca.us) to obtain this permit.
11. 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.**
12. Air Quality permit for all generators operated within City limits from Sacramento Air Quality Control Board is mandatory. This process can be started at the following website: <https://www.arb.ca.gov/portable/portable.htm>

**FEES**

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

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|---------------------------------------|--|
| a) Police Officer rate per hour       | \$117.09   |
| b) Police Sergeant rate per hour      | \$149.32   |
| 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.