



SPECIAL EVENT PERMIT APPLICATION INFORMATION AND INSTRUCTIONS

Please review the full Special Event Permit packet before submitting your application.

GENERAL INFORMATION:

A Special Event qualifies as 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.

If you are planning a neighborhood street closure for a private event, please review the Block Party Permit packet, found under the City of Folsom Planning Services page: www.folsom.ca.us/planningapplications. Contact Stephanie Hannum (shannum@folsom.ca.us) for assistance.

APPLICATION INSTRUCTIONS:

Review the full Special Event Permit packet. Complete and submit the Special Event Permit Application & Contract, application fee, and other required items (see below) to the Community Development Department:

- online at <https://fols.csqcloud.com/community-etrait/>, or
- by email to Stephanie Hannum at shannum@folsom.ca.us, or
- at the Planning & Building Counter at City Hall (second floor, 50 Natoma Street, Folsom, CA 95630).

Applications must be received AT LEAST 60 DAYS IN ADVANCE of the special event. Applications will not be accepted more than 12 months prior to the event date. Event dates and locations are approved on a first-come, first-served basis.

Required at time of submittal:

1. **Application & Contract Form** completed and signed (page 4).
2. **Application fee** (\$63.00, non-refundable).
3. **Detailed event narrative** which includes all features and activities of the event. Must include schedule details of the setup and breakdown of the event.
4. **Site plan of proposed event**, including setbacks, access, parking, accessibility, and activity locations. This includes, but is not limited to, locations of food trucks, vendors, inflatables, tents, and stages.
5. **List of street closures/cross streets** if any roads will be closed for the event. Please note that a traffic control plan may also be required.

Once received, applications take 4-6 weeks for processing. There may be conditions of approval that require adjustments to your event plan. You are encouraged not to advertise or sell tickets to your event until permit approval has been issued. Failure to submit a complete and detailed application, narrative, site plan, and street closure list may result in delay of processing. The City will contact you if additional information or clarification is needed.

Upon review, each department will send their conditions of approval, if any, directly to the applicant. Once all departmental reviews are completed, the permit will be issued if approved. **All permit approvals are conditional on the basis that any outstanding permit requirements and/or conditions of approval are completed in a timely manner.**

If a traffic control plan is required, it must be received 30 days in advance, and must then be reviewed and approved by City staff. Any other supplemental requirements or fees must be received no later than 10 business days prior to the event. **Failure to meet the conditions provided will result in revocation of the permit approval.** Once departmental conditions

are provided, it is the applicant's responsibility to keep track of items due and ensure they are received on time.

CANCELLATION/REFUNDS:

If you need to cancel your event, you must first notify the City's special events coordinator. All cancellation requests need to be made in writing by the applicant named on the application. Cancellations can be emailed, mailed, or hand delivered to the Community Development Department. **The application fee is non-refundable.** It is also possible that fees related to other City services will still be incurred.

INSURANCE REQUIREMENTS:

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 received **no later than ten (10) business 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. An example of the required documents is included at the end of this packet. If you have questions on insurance, contact the City Attorney's Office at (916) 461-6025.

ADDITIONAL INFORMATION AND REQUIREMENTS – PLEASE READ CAREFULLY:

1. An alternate event date may be required for your event. The City has limited resources and may not be able to provide services for your event should other events have prior approval.
2. 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) 461-6615 to determine if a fee is applicable.
3. 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.
4. If your event has road closures, please specify which company or group will be handling traffic control. In addition, an engineered traffic control plan may be required for your event. Traffic control plans must be received 30 days in advance of the event date. For more information, contact the City of Folsom Public Works Department at (916) 461-6702.
5. 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 \$129.00 to \$344.00 depending on the selected service type. If you have questions, contact the Waste and Recycling Division at (916) 461-6730.
6. 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 Waste and Recycling Division at (916) 461-6730. A "**large event**" is one that serves an average of more than 2,000 individuals per day.
7. Licenses to sell alcohol shall be obtained through the State Department of Alcohol Beverage Control. Alcohol licenses shall be obtained prior to issuance of a Special Event Permit. Visit www.abc.ca.gov for information or call the ABC Sacramento District Office at (916) 419-1319.
8. 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 Monday-Friday at the Parks and Recreation Registration Office located at 48 Natoma Street and can be reached by calling (916) 461-6601.

9. If your event will have any food trucks, tents, or temporary structures, please contact the Fire Department at mltoledo@folsom.ca.us to schedule an inspection.
10. If your event will have any on-site cooking, please contact Sacramento County’s Environmental Management Department to inquire if any additional Community Event or Temporary Food Facility permits are required. For further information go to <https://emd.saccounty.gov/EH/FoodProtect-RetailFood/Pages/CommunityEvents.aspx>.
11. All engaged in gainful activity within the City of Folsom must have a valid Business Certificate. For online applications and further information go to www.folsom.ca.us/government/finance/business-licenses or call (916) 458-4753.
12. For all generators operated within City limits, an Air Quality Permit from the Sacramento Air Quality Control Board is mandatory. This process can be started at the following website: www.arb.ca.gov/portable/portable.htm
13. 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 planningepc@folsom.ca.us to obtain this permit, or apply online through the City’s eTRAKiT online portal at <https://fols.csqrccloud.com/community-etrait/etrakit/>.
14. The event organizer is responsible for notifying residents and businesses that may be impacted by the event. You will be required to notify, in writing, all residents and businesses within a two-block radius surrounding the event if your event involves street closures, amplified sound (more than announcements or stereo music), alcohol sales, or more than 500 attendees at any given time. This can be done door to door or by mail. You must submit a copy of the notification and the method and date of distribution to the City’s special events coordinator.
15. Additional items and fees may be required. Staff will contact you if a supplemental application form or additional items are needed.
16. A final list of conditions of approval will be supplied to the applicant upon issuance of the 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.**

FEES:

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

- | | |
|--|-----------------|
| a. Special Event Permit application fee..... | \$63.00 |
| b. Police Officer rate per hour..... | \$134.88 |
| c. Police Sergeant rate per hour..... | \$178.66 |
| d. Police Lieutenant rate per hour..... | \$240.03 |
| e. Fire/EMS Standby per hour..... | \$127.94 |
| f. Fire Captain rate per hour..... | \$152.10 |
| g. Fire Battalion Chief rate per hour..... | \$169.76 |
| Additional fees may be required for Fire Department equipment. | |
| h. Public Works rate per hour (3hr min) | \$105.00 |
| Includes vehicles and traffic control equipment. Additional fees may be required. | |
| i. Parks and Rec. staff rate per hour..... | \$15.00-\$80.00 |
| Depending on nature/use of event. | |
| j. Cleaning deposit, if required | |

PAYMENT:

Fees may be paid online through the City’s eTRAKiT online portal at <https://fols.csqrccloud.com/community-etrait/etrakit/>. Please note, there is a 3% service fee for credit card transactions, and a \$3.50 service fee for e-checks. Alternatively, you may pay via regular check, which can be submitted to the Planning & Building Counter at City Hall (second floor, 50 Natoma Street, Folsom, CA 95630).

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 ten (10) business days prior to the scheduled event. Failure to pay all additional fees at least ten (10) business days prior to the event will constitute grounds for revocation of the permit.



SPECIAL EVENT PERMIT APPLICATION & CONTRACT Permit No. _____

Complete and submit the Application & Contract Form to the Community Development Department **at least 60 days prior** to your event. Event narrative, site plan, and \$63.00 application fee are due at the time of application.

Applicant Name: _____ Organization: _____

Applicant Address: _____

Applicant Phone: (_____) _____ Applicant Email: _____

Day-Of Contact Name: _____ Phone: (_____) _____

Event Name: _____

Proposed Event Date(s): _____ Alternate Date(s): _____

Event Location: _____

Event Type: _____ Expected Attendance (per day): _____

Event Start Time: _____ a.m./p.m. Event End Time: _____ a.m./p.m.

Please mark your responses to the questions below:

- YES NO Is the event on City property?
- YES NO Will there be amplified sound?
- YES NO Will the event involve the use of a generator?
- YES NO Will the event involve any off-site signage?
- YES NO Will there be mobile food trucks or mobile food vendors?
- YES NO Will there be cooking on site?
- YES NO Will there be tents, canopies, or temporary structures?
- YES NO Will alcoholic beverages be served?
An ABC license may be required when alcohol is sold.
- YES NO Will roads need to be closed for the event?
If yes, a list or diagram of street closures is required with your application. Upon staff determination, a licensed engineered traffic control plan may also be required.
- YES NO Will you be using the City of Folsom Streets Department for Traffic Control?
If no, please specify which company you will use: _____

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

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. Applicant is responsible for inspecting the property prior to the event to ensure and maintain the safety of the participants in the event.

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

Applicant Name (Print): _____

Authorized Signature: _____ Date: _____

SAMPLE - EVENT NARRATIVE

Overview

Event: [REDACTED]

Date: Saturday, May 3, 2025

Set-up/Tear-down Time: 6:00 am – 3:00 pm

Event Time: 9:00 am – 1:00 pm

Locations: Balance Bike Bash is on the closed section of Sutter Street. Check-in is in front of the train depot on Wool Street. Trail loops start/end on Sutter Street, utilize the paved trail network throughout Folsom, and include 15 rest stops.

Map: [REDACTED] [Routes](#)

Goal: Encourage Folsom area families to explore the city via the connectivity of the bike trails and kick off May is Bike Month.

Estimated Attendance: 400 unique people a various times throughout the morning

Overview:

- 1.) Do a “Balance Bike Bash” for ages 5 & under to do laps on a small course on Sutter Street.
- 2.) Create eight different loops on the bike trails throughout Folsom.

Everything starts/finishes in Historic Folsom.

Loops will vary from 15 minutes to 90 minutes, and families can ride together

Booths along the routes can be manned by local businesses and kids can collect stickers for their name plate

Prizes will be available for kids who complete a loop, and giveaways will include ways to engage with the rest of May is Bike Month.

SAMPLE - EVENT NARRATIVE

Loops

Set-up: Eight loops based out of Historic Folsom.

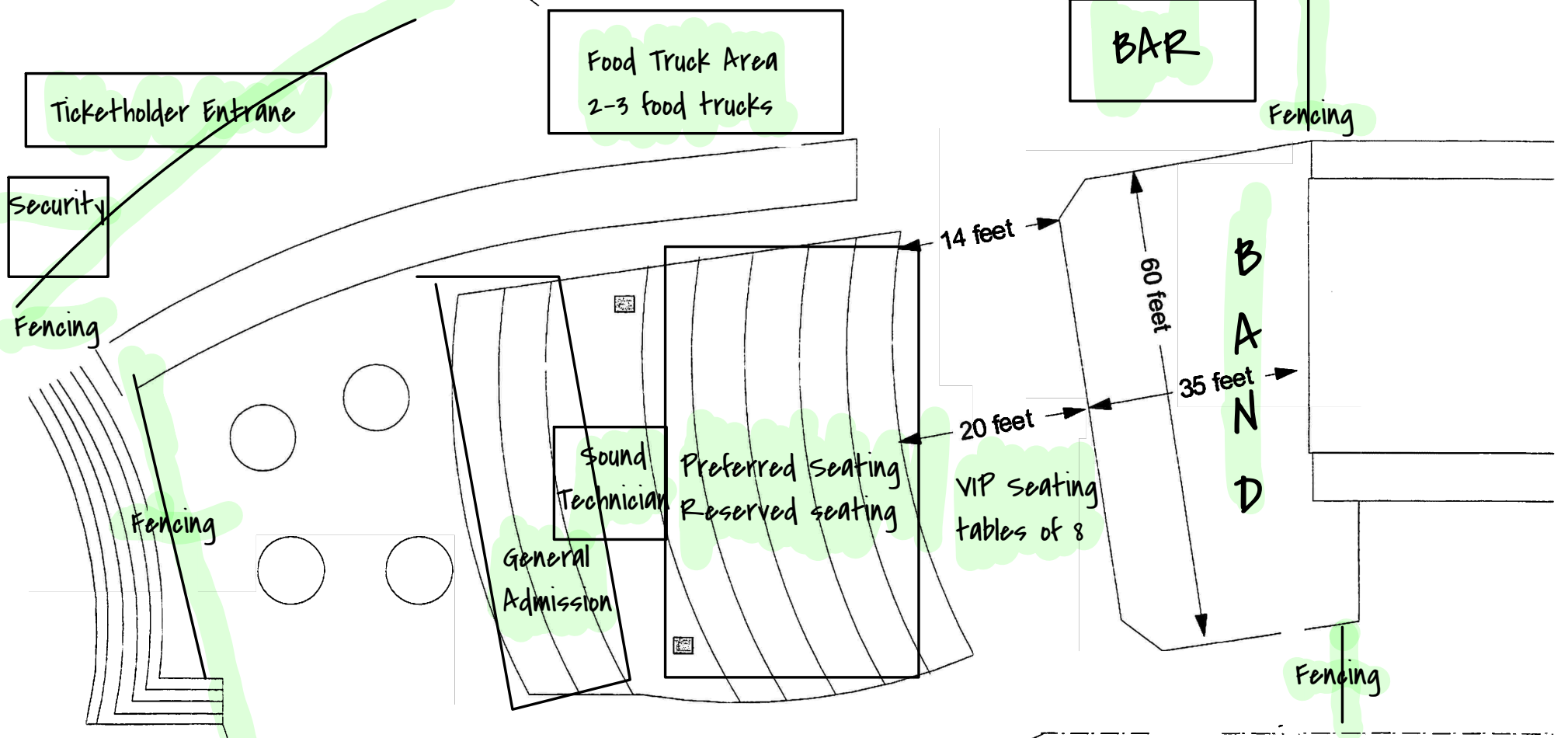
Rainbow Bridge Loop:	1.5 miles (15 – 20 minutes)
Parkshore Loop:	3.5 miles (30 – 45 minutes)
River District Loop:	5 miles (45 - 60 minutes)
Johnny Cash Loop:	6.5 miles (45 – 75 minutes)
Lake Natoma Loop:	11.5 miles (60 - 90 minutes)
Central Folsom Loop:	13 miles (60 - 90 minutes)
Empire Ranch Loop:	18 miles (90 – 120 minutes)
Folsom Big Loop:	30 miles (120+ minutes)

Families will check-in where kids get a nameplate for the front of their bike, and maps with their options. Each of the eight loops will be marked with pavement arrows. When families get back to Historic Folsom they can check-in to receive a goodie bag with prizes and ways to engage with May is Bike Month further. Start and Finish feather flags will be used to help participants know where to go.

Support: Fifteen rest stops will be set-up along the routes to give out water, snacks, achievement stickers, and encouragement. Supplies (10x10 tent, table, stickers, water jugs, etc) will be dropped off and picked up by Clipped In for Life staff.

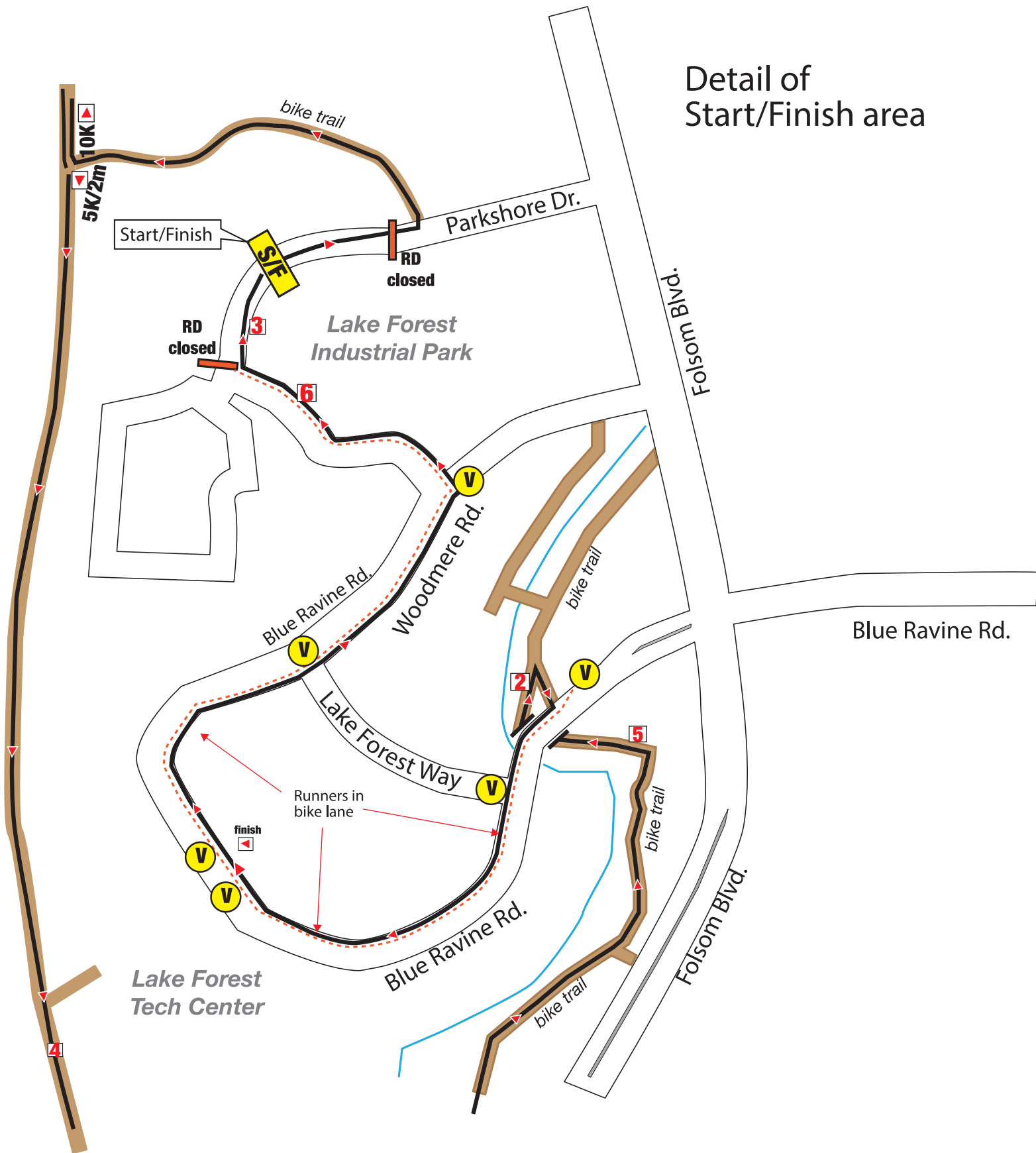
Format: This is self-paced and families can check-in to begin their adventure anytime between 9:00 am - 11:00 am. Aid station stops will remain open until 1:00 pm. Course arrows on the ground will remain in place for the duration of May is Bike Month to encourage families to keep trying new routes.

SAMPLE - DETAILED SITE PLAN



Historic Folsom Outdoor Stage

SAMPLE - DETAILED RACE ROUTE





CITY OF
FOLSOM
DISTINCTIVE BY NATURE

SPECIAL EVENT PERMIT INSURANCE REQUIREMENTS

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A sample policy is included on the following pages for reference.



SAMPLE - ADDITIONAL INSURED ENDORSEMENT

COMMERCIAL GENERAL LIABILITY
POLICY NUMBER: 3DS5473-M2857045

EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

The City of Folsom, its officials, employees, agents and volunteers

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 of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

SAMPLE - ADDITIONAL INSURED ENDORSEMENT (CONTINUED)

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

SAMPLE - PRIMARY & NON- CONTRIBUTORY ENDORSEMENT

POLICY NUMBER: 3DS5473-M2857045

COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.