

CITY OF SHASTA LAKE
SPECIAL EVENT
Application



Return completed application to:
Office of Public Works
City of Shasta Lake
P.O. Box 777, Shasta Lake, CA 96019
530-275-7455 (office) * 530-515-8594 (cell)
bquintana@cityofshastalake.gov

All items must be completed fully and accurately for the application to be considered. Incomplete applications will not be accepted. Please note that additional information, permits, inspections, and fees may be required.

The completed application must be submitted no less than thirty (30) days prior to the event date.

PLEASE PRINT

EVENT INFORMATION

Today's Date: _____

Event Name _____

Type of Event _____

Date(s) of Event _____ Private Event or Public Event (circle one)

Start Time(s) _____ End Time(s) _____
(multiple dates ok)

Location of Event:

___ City Park _____

___ City Parking Lot (describe) _____

___ Parade Route (State Route 151/Shasta Dam Blvd or City Street (identify street or state highway)

___ Other _____

Brief Description of Event:

_____ Estimated No. of Participants _____

APPLICANT/SPONSORING ORGANIZATION

Applicant or Sponsoring Organization Name

Contact Person: _____ Cell Phone: _____

Address: _____

Email Address _____

Business Phone _____ Home Phone: _____

Additional Contact _____ Cell Phone _____

VENDOR INFORMATION

Vendor Name	Contact Person	Phone Number and Email	Products/Services Provided	Food Sales (Y/N)	Electrical Needs (Y/N)

PARADES ONLY

Assembly Area _____

Disbanding Area _____

Total Number of Participants _____ Spectators _____ Entries _____

Description of Route (Maps/Diagrams required):

The undersigned acknowledges that it is the responsibility of the applicant to comply with all conditions. Failure to do so may result in revocation of the permit and denial of future special event permits.

Applicant's Signature _____

The City Clerk's Office will obtain the approval of all the appropriate departments. When all approvals are obtained, this form (marked APPROVED) will be returned to you, complete with **any restrictions imposed by a department.**

CONDITIONAL APPROVAL:

Permission is hereby granted to the applicant to perform the above-described event as outlined in this permit. **Approval is conditioned on compliance with any requirements attached.**

City Clerk _____ Date _____

FOR OFFICE USE ONLY

Rental Fee	\$ _____	
Amount received	\$ _____	cash check
Security Deposit	\$ _____	
Total	\$ _____	
Reservation taken by:	_____	
Date:	_____	

SITE MAP CHECK LIST

One of the MOST important parts of the application is the Site Map. Please include a detailed **reproducible** map of the event, including, but not limited to, the following:

- An outline of the entire event location, including the names of all streets or areas that are part of the venue and surrounding area; attendee parking layout; and tent/canopy locations (indicating size of each). If the event involves a moving route of any kind (parade, walk, march, etc.) indicate the *direction of travel, all street or lane closures and locations where event volunteers will be posted. City GIS Map or Google is encouraged.*
- The location of barriers, fences and/or barricades. Indicate removable fencing/barriers for emergency vehicle access.
- The provision of a 20-foot-wide emergency vehicle access lane throughout the event venue. *If you have questions regarding the access lane, please contact the Shasta Lake Fire Protection District (ph. 530-275-7474)*
- If applicable, the location of first aid facilities and ambulance parking areas
- If applicable, a detailed or close-up view of the food booths and cooking area configuration, including identification of all vendors cooking with flammable gases or barbeque grills.
- If applicable, generator locations and/or sources of electricity.
- If applicable, placement of event-related vehicles and/or trailers.
- Exit locations for outdoor events that will be fenced.
- The map should be drawn to scale and should include a “North” arrow.
- Other relevant event components.

QUESTIONNAIRE

TO SPECIAL EVENT APPLICANT:

To enable the City to support the successful execution of the event, potential impacts to the community and the use of City staff and resources must be identified in advance. Any costs incurred by the City in connection with the event will be the responsibility of the applicant.

Please respond to the following questions in as much detail as possible to assist with the review and processing of the application. If additional space is needed, you may use the back of the form or attach a separate sheet. **All questions must be fully answered for the application to be considered complete and eligible for processing.**

1. Please describe the exact location of the proposed event. If a City Park or other City facility is to be used, a separate Application and Facility Use Permit may be required.

2. What is the parking plan for the event? Is there sufficient space available for the estimated number of attendees?

3. Will the event impact surrounding businesses or residential areas? (i.e., access to streets, driveways, sidewalks, etc.) If so, a permission sheet must be circulated and signed by all affected businesses or residences and a copy forwarded to the City Clerk's Office before the event date.

4. Does the event require street closures? If so, indicate emergency vehicle access on required map.

5. Will City personnel be requested? (City staff time may be billed to the applicant.)

6. If food will be served, you must secure a Health Department permit. Please call the Shasta County Public Health Dept. at 530-225-5591 for information.

7. Will electricity be required? Please describe method of access and power supply.

8. Will propane, compressed gases, pyrotechnics or open-flame devices be used? If so, please describe use and the location of such items. A permit may be required from the Fire Department for these devices. Please contact the Fire Marshal at 530-275-7474 for information.

9. The City requires a certificate of insurance for most community events. Please see attached insurance requirements, and attach the certificate.

10. Will alcoholic beverages be sold at the event? If so, it must be approved by the Sheriff's Department, and a copy of the State Alcoholic Beverage Control permit must be submitted with this application.

11. Describe how you will handle solid waste for your event. An extra fee may be required.

12. Have arrangements been made for portable toilets?

13. If applicable, have security arrangements been made for the event? (i.e., police or private licensed security). A written plan may be required by Sheriff's Department.

14. What type of emergency services will be required for the event? (i.e., medical & fire)

15. Will admission be charged? If so, what amount will be charged per person?

Please attach any additional information you wish to add to your answers and comments to these questions, sign the application, and return it to:

Public Works Department Attn: Brian Quintana

We suggest you make a copy of this application for your records.

Event Name and Date:

FOR STAFF USE ONLY:

PUBLIC WORKS DEPARTMENT 4332 VALLECITO STREET 530-275-7455

COMMENTS: _____

____ Approved ____ Not Approved Authorized Signature _____

SHERIFF'S DEPARTMENT 4488 RED BLUFF STREET 530-245-6540

COMMENTS: _____

____ Approved ____ Not Approved Authorized Signature _____

FIRE DEPARTMENT 4126 ASHBY COURT 530-275-7474

COMMENTS: _____

____ Approved ____ Not Approved Authorized Signature _____

PLANNING/DSD DEPARTMENT 4477 MAIN STREET 530-275-7430

COMMENTS: _____

____ Approved ____ Not Approved Authorized Signature _____

**GENERAL CONDITIONS FOR SPECIAL EVENTS
AND INSURANCE REQUIREMENTS**

Please read and initial each condition:

___ 1. Deadline for Application: The completed and signed Special Event Permit Application shall be submitted to the City Clerk's Office no later than thirty (30) days prior to the date of the event.

___ 2. Revocation/Modification: Except as otherwise provided in the terms and conditions to a Special Event, the City may revoke a Special Event Application on five (5) days advance notice. The City may modify or change these general conditions and any special terms and conditions imposed on the Special Event at any time.

___ 3. Penalties for Non-Payment of Fees or Costs: Failure to pay permit fees when due may result in rejection of future applications.

___ 4. Assignment: No person or organization, other than the event authorized agent, is allowed to conduct the special event. The Special Event approval shall not be transferred or assigned; any such transfer or assignment shall void the event authorization.

___ 5. Permits from Other Agencies: A Special Event authorization issued by the City shall be invalid if the event organizer has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of California Department of Transportation, Alcoholic Beverage Control, or any other public agency having jurisdiction over the special event or its location.

___ 6. Responsibility for Restoration and Repair: The permittee is solely responsible for any necessary restoration and repair of City-owned property resulting from the special event.

___ 7. Responsibility for Cleanup: The event organizer is solely responsible for cleaning City and private property affected by the special event, and shall remove entirely and dispose of all refuse, litter and rubbish from City and private property affected by the conduct of the special event. **The affected property shall be clean and appear as it was before the special event.**

___ 8. Costs of Special Event: Unless otherwise stated in the approval letter, or a separate written agreement, all costs incurred for the special event shall be borne entirely by the event coordinator. The applicant or sponsor organization hereby waives all claims for indemnification or contribution from the City for any costs associated with the special event.

___ 9. Responsibility for Damage; Indemnification: The City of Shasta Lake and all its elected officials, officers, agents, employees and volunteers shall not be answerable or accountable in any manner for injury to or death of any person, including, but not limited to, the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or persons attending or participating in the special event, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including, without limitation, the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or persons attending or participating in the special event, or for damage to property arising out of the special event, or other activity permitted and done by the permittee under any permit, or arising out of the failure on the permittee's part to perform their obligations under any permit in respect to the special event or from any cause whatsoever during the special event, or other activity or at any prior or subsequent time during which work or other activities are being performed under the obligations provided by and contemplated by the permit. The permittee shall indemnify and defend the City of Shasta Lake and all its elected officials, officers, agents, employees and volunteers, from any and all claims, losses, suits, actions, damages, and liability for damages, including attorney's fees and other costs of defense incurred by the City of Shasta Lake whether for damage to or loss of property or injury to or death of person, including, without limitation, the

permittee, persons acting on behalf of the permittee, persons employed by the permittee, persons attending or participating in the special event or properties of the City of Shasta Lake and injury to or death of City of Shasta Lake elected officials, officers, agents, employees and volunteers, arising out of, or resulting from the special event, or arising out of the failure on the permittee's part to perform their obligations under any permit, or from any cause whatsoever during the special event, or at any prior or subsequent time during which work or other activities are being performed under the obligation provided by and contemplated by the special event permit or other permit, except as otherwise provided by statute. The permittee waives any and all rights to any type of expressed or implied indemnity against the City of Shasta Lake, its elected officials, officers, agents, employees and volunteers, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, acting on behalf of the permittee, or persons attending or participating in the special event.

___ 10. No Precedent Established: The issuance by the City of a Special Event authorization shall not establish a precedent and shall not obligate the City in any way to issue subsequent authorizations for the same or similar events or to the same applicant.

___ 11. Responsibility to Maintain Event Structures and Materials: The permittee agrees, by acceptance of the Special Event, to properly maintain any and all event structures and materials used or required during the time of the event or at any prior or subsequent time during which work or any other activities are being performed under the Special Event authorization.

___ 12. Cancellation of Rights: The special event may be canceled, postponed or terminated at any time if, in the opinion of the California Department of Transportation, the California Highway Patrol, or the Shasta Lake Sheriffs Department, conditions, including, without limitation, the weather, present unacceptable hazards.

___ 13. Traffic Control: If traffic control is required, the applicant or applicant's representative must be in contact with Shasta Lake Public Works Department (530) 275-7455 and Shasta Lake Sheriffs Department (530) 245-6096 to make sure all City regulations are met.

___ 14. If applicable, restriction on Throwing Candy, etc., during Parade: Participants in a parade may distribute candy or other attractive objects to roadside spectators only by hand-to-hand. No other kind of distribution will be allowed, including, without limitation, throwing, tossing, dropping, etc.

___ 15. Security: If the City requires the permittee to have uniformed security personnel present during the special event, unless otherwise set forth in a written agreement with the City, the event organizer shall provide, at the permittee's expense, employees of a company licensed under the State of California Private Investigator Act.

___ 16. American with Disabilities Act: The event organizer understands and agrees that he/she will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, save harmless and defend the City of Shasta Lake, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.

___ 17. Federal Civil Rights Law: The organizer and its representatives, as part of the consideration for the Special Event Permit, hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of the special event.

___18. Incorporation of Conditions: The Application for a Special Event may be subject to further terms and conditions as specified by various City departments, and those special conditions along with the general conditions outlined above.

___19. Insurance Requirements: User shall provide a certificate of insurance which includes general liability insurance, with not less than \$1,000,000 combined single limit liability per occurrence, insuring against liability for bodily injury and property damage with respect to the premises or arising out of the use or occupancy thereof. All policies of insurance provided shall contain a provision naming City, its officers, agents, employees although named as an insured, shall nevertheless be entitled to recover under said policies for loss, injury, or damage to City by reason of the negligence of User on behalf of itself and its insurance carrier, hereby fully and completely waives any subrogation or reimbursement rights of any type against City for claims, judgments, settlements, defense costs or liabilities paid as a result of User use of the premises referred to herein.

The following page explains the specific Insurance Requirements for the use of City of Shasta Lake facilities. If you have any questions with respect to this process, please contact the City Clerk at 530-275-7407.