



City of Petaluma Police Department Special Event Permit

969 Petaluma Blvd. North • Petaluma, CA 94952 • 707.778.4372 • Fax 707.778.4502

Date: _____ Permit Number: _____ Approved: _____ Not Approved: _____

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until reviewed by the Watch Commander, City Staff and or Supervisor.

Special Event permits must be submitted not less than thirty (30) days prior to the event date. Special Event permits submitted less than thirty days (30) prior to event date may be denied on that basis.

Please PRINT (ballpoint pen) or TYPE

A FEE WILL BE CHARGED FOR THIS APPLICATION / PERMIT

OFFICE USE ONLY

Date Application Received:	Permit Number:
Event Day and Date:	Site Plan / Route Map: <input type="checkbox"/> Attached <input type="checkbox"/> Approved
Application Assigned to:	
Application Routed To:	
<input type="checkbox"/> Fire	
<input type="checkbox"/> Water Recourses & Conservation	
<input type="checkbox"/> Parks & Rec	
<input type="checkbox"/> Public Works	
<input type="checkbox"/> Risk Management: Attachment A (Insurance Requirements) & Attachment B (Indemnification)	
<input type="checkbox"/> Planning	

Your Application Has Been:	
<input type="checkbox"/> Denied Reason for denial:	
<input type="checkbox"/> Your request for waiver of the application deadline has been denied. Reason for denial:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Approval Subject to Fire Department Inspection	
<input type="checkbox"/> Conditions and Advisements (attached)	
Date:	Chief of Police or Designee:

****Effective January 1, 2016 payment for Special Event Permit must be received prior to permit being issued. ****

SPONSORING ORGANIZATION OR GROUP:		<input type="checkbox"/>	Invoice Group
Name:	Business Name:		
Mailing Address:	Business Phone:	Business Fax:	
City, State, Zip:	Applicant E-mail:		
ALTERNATE / ADDITIONAL CONTACT PERSON:		<input type="checkbox"/>	Invoice Contractor
Name:	Business Name:		
Mailing Address:	Phone:	Fax:	
City, State, Zip:	Contractor E-mail:		

EVENT LOCATION OR ROUTE:			
Address:		Contact Name:	
City, State, Zip:		Phone:	Cell:
Event Name:		Event Date	
Will this event take place on Private Property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, written permission of the landowner must be attached to this application.		Start Date	End Date
		Start Time	End Time
Note: Events on private property may require a temporary zoning permit. Please contact the Planning Department for information. 707-778-4470		Approximate Number of Vehicles at Event (Per day total)	
		Number of Participants/Attendees (Include vendors, performers etc.)	
		Adults (over 21)	Under 21 years old
Will this event take place in a City Park or Recreation area? <input type="checkbox"/> Yes <input type="checkbox"/> No Location:		Total for Event	Total Attendees

Overall Event Profile (Check those most applicable and/or all that apply):

EVENT CONDITIONS		* SAFETY PROVISIONS
NATURE OF EVENT	VENUE	SECURITY
<input type="checkbox"/> Concert / Music Festival	<input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors	<input type="checkbox"/> Event Staff
<input type="checkbox"/> Exhibit / Trade Show	<input type="checkbox"/> Parking / Traffic Access	<input type="checkbox"/> Private Security
<input type="checkbox"/> Bicycle / Foot Race * (See Safety Provisions)	<input type="checkbox"/> Festival Seating / Standing	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Athletic / Sporting Event	<input type="checkbox"/> Tables & Chairs	EMERGENCY MEDICAL
<input type="checkbox"/> Agricultural / Farmers Market	<input type="checkbox"/> Tents	<input type="checkbox"/> Event Staff First Aid
<input type="checkbox"/> Carnival / Fair / Circus / Haunted House	<input type="checkbox"/> Heating Provided	<input type="checkbox"/> Advance Life Support (ALS)
<input type="checkbox"/> Block Party ** (See Block Party Instructions)	<input type="checkbox"/> Generator Provided	<input type="checkbox"/> Basic Life Support (BLS)
<input type="checkbox"/> Parade	FOOD	FIRE PROTECTION
<input type="checkbox"/> Aviation / Marine Event	<input type="checkbox"/> Catered / Prepared Off-Site	<input type="checkbox"/> Fire Extinguishers / Hoses
<input type="checkbox"/> Free Speech	<input type="checkbox"/> Barbeque / Grill On-Site	<input type="checkbox"/> Event Staff Fire Watch
<input type="checkbox"/> Wedding	<input type="checkbox"/> Deep Fryer On-Site	<input type="checkbox"/> Fire Department Stand-By
<input type="checkbox"/> Pyrotechnic Display * (Fire Dept. permit required)	<input type="checkbox"/> Ranges On-Site	<input type="checkbox"/> Fire Rescue Stand-By
<input type="checkbox"/> Wine/Beer Tasting	<input type="checkbox"/> Food Truck/ Trailer	<input type="checkbox"/> Sprinklered Building
	<input type="checkbox"/> Other	<input type="checkbox"/> Other
SPECIAL EQUIPMENT		
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Structures	
<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Booths	
<input type="checkbox"/> Stage	<input type="checkbox"/> Vendors	
<input type="checkbox"/> Lights		

PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTIONS:

	<u>YES</u>	<u>NO</u>
Entertainment Activities?	<input type="checkbox"/>	<input type="checkbox"/>
Admission charged / Tickets sold?	<input type="checkbox"/>	<input type="checkbox"/>
Donations requested?	<input type="checkbox"/>	<input type="checkbox"/>
Describe Donations:		

TENTS OR MEMBRANE STRUCTURES:

Will any booths, structures or tents be erected at event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe and note that tents/structures over 400 square requires permit and Fire Department sign-off.
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**** BLOCK PARTY INSTRUCTIONS:**

- Block Party Applications must include a separate form with the name, address and signature of the residents of all dwellings along the street which will be closed.
- The permission form must include the Day, Date and Time of the planned Block Party.
- The permission form should include a description of activities (e.g., barbecue, games, etc.)

**Please note that the term "Block Party" applies only to residential streets. Block parties may not be approved if they create a substantial disruption of traffic flow per 13.32.080 (A)(5).

ADDITIONAL INFORMATION REQUIRED FOR APPLICANTS TO CONDUCT A PARADE, BICYCLE RACE, FOOT RACE OR OTHER RACE OR ANY OTHER EVENT ALONG A MOVING ROUTE:

Location of Assembly Area:	Assembly Time:	
Disbanding Location:	Disbanding Time:	
Maximum Length of Parade (in miles or feet):	Parade/Event Time	
	Start Time	End Time
Describe Vehicles/Floats (e.g., how many, how powered):		
Number and Type of Marching Units:		
Any Animals in Parade? Please Describe:		

ADDITIONAL INFORMATION:

Please provide any additional information that may be important to the event.

INSURANCE & INDEMNIFICATION

- Insurance requirements per Attachment A met.
- Indemnification Agreement- Attachment B

SITE MAP:

Permit package must include a site map with the following:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration, including booth identification of all vendors cooking with flammable gases, fryers and/or barbeque grills.
- Generator locations and/or source(s) of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Any other related event components not listed above.

PLEASE NOTE: A special operational permit is required for facilities and special uses that meet the criteria of the California Fire Code (CFC) Chapter 1, Sec 105-105.7.13 as adopted by the Petaluma Fire Prevention Bureau. An inspection to verify compliance with applicable codes is required prior to issuance of a permit. A two-hour minimum inspection fee will apply as adopted in the fee schedule.

I declare under penalty of perjury, to the best of my knowledge and beliefs, the responses made herein are true and correct.

Applicant Signature:	Printed Name:	Date:
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FIRE CODE - SPECIAL EVENT PERMIT

APPLICATION and SAFETY PROVISIONS INFORMATION

APPLICATION INFORMATION:

The permit application process begins when an application is submitted to the Petaluma Police Department. The acceptance of the *application* shall in no way be construed as final approval. After the completed application has been submitted, it will be determined if. An inspection of the venue is required before and/or during the event and a final approval will be issued at the time of the final inspection.

SITE PLAN / ROUTE MAP:

To ensure appropriate review for each event, it is required to submit a site plan and/or route map with the application. This is applicable for moving routes and fixed venues. The site plan shall be submitted in a clear and legible manner and on a standard 8 1/2" x 11" or 8 1/2" x 14" format; larger maps or blueprints may be necessary. If the scope of work proposed for the event includes portable structures, prefabricated structures or site built structures (bleachers, elevated platforms, temporary pedestrian bridges, tents / membrane or similar structures).

PUBLIC SAFETY PLAN:

If the Fire Code Official determines that an indoor or outdoor event has an adverse impact on public safety (diminished access to buildings, structures, fire hydrants and fire apparatus access roads) or public safety services, the Fire Code Official shall have the authority to order the development of, or prescribe a plan for the provisions of an approved level of public safety. The public safety plan shall address such items as emergency vehicle ingress and egress; fire protection; emergency medical services; public assembly areas; directing of attendees and vehicles (including the parking of vehicles); vendor and food concession distribution; the need for law enforcement, and fire and emergency medical services personnel for such event. **(CFC Sec. 403).**

FIRE WATCH PERSONNEL:

One or more Fire Watch personnel shall be provided at every event at the rate of at least one for each event, and at least one per each 1,000 participants or spectators, to remain on duty during the times such places are open to the public, or when such activity is being conducted. Fire Watch personnel shall have access to an emergency services (911) alert system; fire extinguishers and firefighting equipment as necessary; keep diligent watch for fires, obstructions to means of egress and other hazards during the event when accessible to the public or such activity is being conducted, take prompt measures for remediation of hazards, extinguishment of all fires, and assist in the evacuation of the public from the structures (if needed). **(CFC Sec. 403).**

STANDBY PERSONNEL:

One or more trained crowd managers or other qualified persons, at a ratio of one crowd manager/supervisor for every 250 occupants shall be provided during the event when such places are open to the public, or activity is being conducted. **(CFC Sec 2404).**

MEDICAL:

The Coastal Valley Emergency Medical Services Agency (EMS) - Sonoma County Office has final authority to determine the event medical services requirements. Contact the Sonoma County Emergency Medical Services at (707) 565-6501 for EMS requirements. If appropriate medical services are not provided, or prove inadequate, the Petaluma Fire Marshal maintains the right to shut down any or all components of the event and/or to request additional medical services that will be billed directly to the Host Organization. **(CFC Sec. 403).**



Attachment A to Special Events Permit Application Permit # _____

Event: _____

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Attachment A: Special Conditions for a Special Event Permit

*The City is obligated to manage city wide special events in order to assure that the rights of all persons in the surrounding areas of use are protected, and organizers and attendees are mindful and respectful of the adjacent residences so not to cause unreasonable noise or disturbance. The requested use of city facilities and public rightaways constitutes a request for exclusive use in a designated area(s); is an activity in which has and, requires special City services. As such, the activity requires a **Special Event Permit** and the activity shall be carried out in accordance with the conditions of the **Special Event Permit**, city ordinances and these **Special Conditions incorporated herein and identified as Attachment A.***

1. **Conditions:**

- a. Submit a route /street map that shows the route to be used for event activity.
- b. City Approval is required for all activities, additional structures, furnishings, and decorations, use of music, props, signs, and changes made to the location or venue.
- c. Make arrangements and cover costs for additional toilets to accommodate the number expected to attend including volunteers, participants, staff, and security.
- d. Must arrange for private security or City of Petaluma Police, Fire Department during the event to maintain access to event location, facilities, parks, enforce restrictions, and respond to possible incidents. The Petaluma Police Department will provide a code of conduct specific to the event.
- e. Deposit fees for damage, City services, clean up, business license, and permit fees approved by the Council shall apply as stipulated on Special Events Application Packet.
- f. Roadway and sidewalks must be clear at all times.
- g. A Hold Harmless and Release Agreement as stated in the Special Events Permit Policies will be on file.
- h. A leadership team is to form to administer and manage the event, volunteers, participants and vendors.
- i. Vehicles are prohibited from entering a park or site without pre approval.
- j. The event location shall be maintained and left clean as found.

2. **Insurance Requirements:** Event organizers are to acquire and submit required general liability, liquor liability, and automobile Insurance with correct verbiage and endorsements or Waiver of Insurance request. Requirements to be met as stated in Exhibit 2, attached, except that the following shall represent the minimum limits of insurance;

General liability:

- a. Each Occurrence \$1,000,000
- b. Damage to Rented Premises \$300,000
- c. Personal & ADV Injury \$1,000,000
- d. General Aggregate \$2,000,000
- e. Products-COMP/OPAGG \$1,000,000

3. **HOLD HARMLESS AND RELEASE AGREEMENT:** *In consideration of participation in this Agreement, the undersigned representative of _____ agrees to indemnify and hold harmless, and to release, waive, and discharge the City of Petaluma and its officers and employees, from any and all liability for any injury including death, or property damage, arising out of or in any way connected with participation in this Agreement and program, including injuries or property damage due to the active or passive negligence of the City, its officers and employees. _____ ACKNOWLEDGES HAVING READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTANDS THAT IT ASSUMES ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE. The undersigned agrees that the event/activity will be conducted in accordance with and subject to the terms and conditions of this Agreement.*

My signature below signifies that: I am 21 years old or older, I agree to abide by all conditions, policies and City Ordinances; and I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.

Authorized Officer, Sponsoring Organization

Name: _____

Signature: _____

Date: _____