



**City of Santa Paula  
Community Services Department  
Parks & Facilities / Special Event Permit  
Application**

**530 West Main Street  
P.O. Box 569  
Santa Paula, CA 93061  
(805) 933-4226 Fax (805) 525-4998**

**1. Fees:**

A \$50.00 application fee for a Minor Special event and a \$200.000 application fee for a Major Event is due upon submission of the Special Event Permit Application. Should City services be required for your event (Police/Fire/Streets/Parks/Event Oversight), Permittee will be notified of all additional fees which are due prior to the event. An application must be submitted thirty (30) days prior a minor event and sixty (60) days prior a major event.

***This application and resulting permit reflects your agreed upon and intended use of City and/or private property. Any changes to the initial application must be made in a timely manner prior to the date of the activity. Excessive changes & revisions to the permit are subject to additional administrative fees.***

**Event Category:**

- City Event       Private       Profit/Business       Free Speech
- Non-Profit - 501(C)3 - **designation paperwork must be submitted with application**
- Non-Profit – Community Service Groups/Organizations/Clubs with **no** 501 (C) 3 designation
- Other: \_\_\_\_\_

**2. Applicant/Organization Information:**

Applicant Name: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Business Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Business Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person(s) On Site The Day Of The Event:

(a): \_\_\_\_\_ Mobile Number: \_\_\_\_\_

(b): \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**3. Property Used:**

Please list address locations: (a): \_\_\_\_\_  Public Property  Private

(b): \_\_\_\_\_  Public Property  Private

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**4. Type of Event**

- Cycling     Parade     Procession     Running     Carnival / Street Fair  
 Swimming     Concert     Walking     Other: \_\_\_\_\_

**Will Your Organization be charging a Fee? \_\_\_\_\_ If so, how much \_\$\_\_\_\_\_**

**5. Event Information – A detailed event map and/or route map must be submitted with this application. Map must include a diagram of where tables, chairs, stage, sound equipment, vendors, food booths, tents, display vehicles, etc. will be located.**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_

Event Time (from): \_\_\_\_\_ Event Time (to): \_\_\_\_\_

Set Up (Date): \_\_\_\_\_ (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Breakdown (Date): \_\_\_\_\_ (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

**6. Detailed Description of the Event (application will not be approved if this section is incomplete)  
Separate attachment can be substituted.**

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**PLEASE SUBMIT DIAGRAM BELOW**

**7. Street Closures:**

Are street closures required?

No

Yes - If **Yes**, a traffic control plan will be required. Once submitted, the Santa Paula Police Department and Engineering Division will review the traffic control plan. The Permittee is responsible for securing all barricades and/or "No Parking/Tow Away" signs. All signage/barricades must be removed at the conclusion of the event. Permittee is responsible to notify verbally or in writing all businesses and private parties within 200ft of the event location of any corresponding street closures.

Please list the proposed street closures -

- Location (a): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (b): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (c): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (d): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (e): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (f): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (g): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (h): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (i): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (j): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

**8. Traffic Control**

Is traffic control required?

No

Yes - If traffic control is required, Police Services require a minimum (7) business day advance notice.

Please list the proposed locations for traffic control:

- Location (a): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (b): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (c): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (d): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (e): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (f): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (g): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (h): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.
- Location (i): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

9. **“No Parking-Tow Away”**

Are “No Parking/Tow Away” Signs Required?

No

Yes - Permittee is responsible for posting all “No Parking/Tow Away” signage no less than (48) hours prior to the start of the event. All “No Parking Tow Away” signage will be 12” by 18” with red letters on white background cardboard. The City does not provide signage, barricades, or delineator cones. It is the Permittee’s responsibility to secure all required traffic control equipment as outlined in the event permit.

Please list the proposed locations for signage:

Location (a): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (b): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (c): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (d): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (e): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (f): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

10. **Music/Sound:**

Is music/amplified sound included in your event?

No

Yes - If Yes, please check the following:

Announcements

Amplified?  Yes  No

Music

Amplified?  Yes  No

Type of music: \_\_\_\_\_ from: \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.

Location: \_\_\_\_\_

11. **Alcohol:**

Will alcohol be included in your event?

No

Yes - If yes, you will need to meet the following criteria of the Santa Paula Police Department:

- I. Meet with the City of Santa Paula Police Department 25 days prior to event to discuss the following rules and policies:
- II. Issue non-transferable wristbands to all persons purchasing, or consuming alcoholic beverages.

- III. Patrons shall be limited to two (2) drinks per transaction.
- IV. Provide and maintain uniformed security personnel at each location where alcoholic beverages are sold and consumed. All security personnel shall have nametags or badges with a number to identify the guard. Security Company must be licensed, insured and bonded. Security Company must be approved by Santa Paula Police Departments or Community Services Department 10 business days prior to event.
- V. The consumption of alcoholic beverages shall be allowed only within the designated area approved by Santa Paula Police Department and Community Services Department.
- VI. No sales of alcoholic beverages to obviously intoxicated persons.
- VII. All alcoholic beverages sales must end one (1) hour prior to entertainment/event closing.
- VIII. Posted policies must be visible at all locations where beer is being dispensed and consumed.
- IX. On duty event personnel, volunteers, or those wearing identification as such, will not consume alcoholic beverages during event.
- X. All staff or volunteers working in alcohol sales or id checking must take responsible Beverage Sales and Service training two (2) weeks prior to event.
- XI. Applicant shall try to work with Project SAFER in regards to using ID scanners for events that are serving and selling alcoholic beverages.

If approved, it is the applicant's responsibility to obtain appropriate ABC alcohol licenses and an approved insurance policy 15 days prior to event. Specific requirements relating to the serving/dispensing of alcohol will be outlined for your specific event in the permit.

**12. Will there be a Stage for the Event?**

No

Yes – If yes, please describe the following:

Specifications of stage: \_\_\_\_\_

Please describe specifically where the stage will be placed: \_\_\_\_\_

\_\_\_\_\_

Date stage to be delivered: \_\_\_\_\_ time: \_\_\_\_\_ a.m./p.m.

Date stage to be picked up: \_\_\_\_\_ time: \_\_\_\_\_ a.m./p.m.

Contact person the day of the event: \_\_\_\_\_ Mobile: \_\_\_\_\_

Generator(s):  Yes  No If yes, please describe \_\_\_\_\_

**13. Insurance:**

Permittee shall supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than AA VII. Such insurance shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of **\$1,000,000.00** combined single limit, and shall name the city and the city's officers, employees, agents, and registered volunteers as additional insureds under the coverage afforded. Such insurance shall be primary and noncontributing with respect to any other insurance available to the city and shall include a severability of interest (cross-liability) clause. A copy of the policy or a certificate of insurance along with an **endorsement page** shall be filed with City Information at **least ten (10) business days** prior to the scheduled event.

Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of Santa Paula's officers, officials, employees, agents, representatives, and certified volunteers.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding.

Affidavit: I, the undersigned, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief; that I have read and understand the agreements, rules and regulations governing the proposed activity on this application, and that this application is made subject to the terms and conditions established by the City Council, the City Manager or his/her designee.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

|   |       |
|---|-------|
| <b><u>Community Services Use Only</u></b> |       |
| Permit No:                                | _____ |
| Permit Received:                          | _____ |
| Routed For Review:                        | _____ |
| Final Routed:                             | _____ |

The following is a partial listing of the general Terms and Conditions of the Permit and is provided for your information only. Additional specific Terms and Conditions of the Permit will be outlined on the issued permit. **Please retain this sheet for reference.**

It is unlawful for any person to conduct, sponsor, or knowingly participate in any event on or within any City street, sidewalk, parking facility, or other public right-of-way that obstructs or interferes with the normal flow of vehicular or pedestrian traffic or which does not comply with the applicable traffic laws.

Permittee shall supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than AA VII. Such insurance shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of \$1,000,000.00 combined single limit, and shall name the city and the city's officers, employees, agents, and registered volunteers as additional insureds under the coverage afforded. Such insurance shall be primary and noncontributing with respect to any other insurance available to the city and shall include a severability of interest (cross-liability) clause. A copy of the policy or a certificate of insurance along with an endorsement page shall be filed in the City Information Office at least five (5) business days prior to the scheduled event.

Organizers must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their businesses/residences at all times unless otherwise authorized by the permit.

Organizers must comply with any direction of any sworn public safety officer.

Organizers will be required to supply all signs and traffic control equipment specific to the event as detailed in the permit.

Organizers will be required to provide adequate parking, emergency personnel, trash containers and restroom facilities based on the size and type of the event. Specifications will be listed on the permit.

Organizers shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing prior to the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of the event.

As a condition of the Fire Department, all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables or other objects shall be placed so they may be removed quickly for emergency equipment. It is the responsibility of the Permittee to ensure the enforcement of the aforementioned conditions.

Organizers shall not allow the sale, serving or consumption of alcoholic beverages on public property in conjunction with the event unless authorized by the permit. Alcohol must be served in accordance with ABC specifications.

Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of Santa Paula's officers, officials, employees, agents, representatives, and certified volunteers.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding.

The City has relied upon the information contained in this application. Any material misrepresentations or changes may result in permit amendment or revocation. Any changes are subject to the approval of the permit administrator or his/her designee.