



CITY PROPERTY SPECIAL EVENT PERMIT APPLICATION

101 E Street, Waterford CA 95386, PH (209) 874-2328 FX (209) 874-9656
APPLICATION FEE - \$250.00

To the Special Event Applicant:

The City of Waterford is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This policy provides a process for permitting special civic, cultural and fundraising events using public property including streets, sidewalks, City owned property or other public rights-of-way.

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your event.

The City of Waterford is committed to supporting quality events that are safe and enjoyable. If you have any questions regarding the permitting process, please contact City Hall at (209) 874-2328.

Thank you for your interest in our community, and we wish you the best with your special event.

CHECKLIST

The following have been pages submitted to the City of Waterford:
(Please check all completed)

- | | | |
|--------------------------|--------------------------------------|-----------|
| <input type="checkbox"/> | Event Description | (page 2) |
| <input type="checkbox"/> | Event Cleanup Plan | (page 5) |
| <input type="checkbox"/> | General Information | (page 6) |
| <input type="checkbox"/> | Site Plan & Route Map | (page 7) |
| <input type="checkbox"/> | (ADA) Awareness | (page 8) |
| <input type="checkbox"/> | Security Information | (page 9) |
| <input type="checkbox"/> | Marketing / Advertising | (page 10) |
| <input type="checkbox"/> | Entertainment and Related Activities | (page 11) |
| <input type="checkbox"/> | Alcohol | (page 12) |
| <input type="checkbox"/> | Food Concession or Preparation | (page 14) |
| <input type="checkbox"/> | Restrooms | (page 15) |
| <input type="checkbox"/> | Waste Management | (page 15) |
| <input type="checkbox"/> | Insurance | (page 16) |
| <input type="checkbox"/> | Hold Harmless Agreement | (page 17) |

I, on behalf of the organization I represent, certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief I attest that I have read all the rules, regulation and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Signature

Date

APPLICATION PROCESS AND GUIDELINES

Events held on public property in the City of Waterford will be authorized by the City of Waterford's Parks and Recreation Department and/or the Waterford City Council. It is the intent of the City to welcome outdoor public events for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City.

GENERAL POLICY GUIDELINES

1. The event must contribute to the economic enhancement, cultural enrichment and/or promotion of the City.
2. The event must not severely disrupt normal business and residential traffic patterns. Plans must be developed that mitigate public inconvenience to the greatest extent possible.
3. The proposed site must be suitable for the event, with consideration given to adequate space, traffic flow, parking, power, health and safety requirements, and impact on the site.
4. The alcohol sales will be by permit only. Permits are subject to approval by the Chief of Police and City Planner and are subject to the guidelines established by the Alcoholic Beverage Control Board of the State of California.
5. The application fee is waived for all local non-profit organizations for one day events only with proof of a 501c3.

APPLICATION MATERIALS

The Special Event Organizer (Organizer) is responsible for submitting a complete Special Event Application to the City of Waterford by no later than ninety (90) days prior to the event. If an application is submitted less than ninety days before an event, the City may be unable to deliver the required City services and/or to authorize the event.

The application should be filled out completely and indicate all City services required/requested to support the event. The following items are required to be submitted with the application:

1. Event Site Diagram and/or Route Map - must accompany the application, indicating the layout of all equipment (food & vendor booths, alcoholic beverage sales locations, food & beverage consumption areas, tent & canopy locations, stages, first aid & lost child facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, fencing, etc.); all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities.
2. Event Description - Two separate descriptions should be submitted with an application.

APPROVAL

All events that require downtown street closures, have an abnormally large impact on public/park facilities, or require a significant amount of City staff support are considered special events.

City Staff will inform the Organizer of the date and time at which the Parks and Recreation Department and/or City Council will review the application. The Organizer should be present at the meeting(s) to respond to questions.

FINAL EVENT AUTHORIZATION

After the event plan has been finalized, City of Waterford issues an event authorization letter to the Organizer. The letter includes specific conditions that must be met by the Organizer in conducting the event.

Before any event activity may begin, the Organizer must sign the letter and agree to:

1. Adhere to the conditions stated in the letter
2. Pay for any damage to or loss of City property as a result of the event.

COMMUNITY IMPACT MEASURES

Without appropriate planning, events can have significant negative impacts on the community (ex.: excessive traffic, illegal parking, litter, & graffiti). Therefore, the City requires that Organizers take specific measures to mitigate anticipated negative impacts, including but not limited to:

1. Distribute flyers giving advance notice to affected residents and businesses of street closures, traffic detours, etc.
2. Develop and implement parking and traffic control plans for residential areas.
3. Arrange for advance signs on surface streets notifying motorists of street closures, etc.
4. Prohibit the distribution of stickers, coupons or flyers to event attendees.

PARADE/WALK/RUN/RACE GUIDELINES

1. All proposed routes will be reviewed by the Waterford Police's Department, Waterford Public Work Department, and City Hall to determine the impact on public safety and others' rights based on rationale established by these departments. Any route, which would severely impact public safety or others' rights, will not be approved.
2. In order to prevent gaps between parade units, the parade staging area must be designed to allow parade units to enter the parade in a timely fashion.
3. A run, walk, race or parade's staging area and route must be kept separate from a festival site during concurrent use.

4. The duration of any parade, walk, run or race should not exceed two hours.
5. Parades should be kept free of non-decorated, purely commercial units.
6. Quiet zones may be established by City Hall, within which no amplified sound, band music and/or percussion, sounding of vehicle horn/siren, etc. may occur.
7. The Organizer will be required to provide sufficient monitors to control the staging area, direct orderly parade unit entry from the staging area, ensure continuous forward motion of parade units along parade route, enforce quiet zones and direct parade unit dispersal.
8. An adequate number of trash receptacles as determined by City Hall must line the parade, walk, run or race route. Streets will remain closed for an additional half hour to permit cleanup.

CLEANUP

The Organizer must submit an event cleanup plan. The plan must indicate:

1. Sufficient staff to handle cleanup throughout the day and after the event
2. Sufficient equipment placed in effective locations (dumpsters, totes, trash receptacles, hot coal barrels, and grease barrels). If necessary, City staff will provide post-event cleanup at the expense of the event organizer.
3. Vendors must extinguish all coals before dumping them in a designated receptacle.
4. Booths, stages and other equipment must be removed immediately following the event to permit trash and garbage cleanup.
5. In the case of a street event, streets will remain closed to allow adequate cleanup efforts. Cleanup should be completed by 6 AM the following day, with private properties given top priority.
6. Litter and trash control shall include the event site and a one (1) block radius around the event site.

(Enter below – If needed attach additional papers.)

GENERAL INFORMATION

Event Name: _____

Group or Association sponsoring event: _____

Address: _____ City: _____ State/Zip: _____

Event person(s) Contact Name: _____

Event Contact Person Phone: _____ Fax: _____

Number of expected participants / attendees: _____

Event Date / Time(s): _____

Event Location: _____

Event Category
(Check all that apply)

- Sports/Recreation Parade/March Fair/Festival Race/Walk
 Concert/Performance Outdoor Market Nonprofit Organization Other: _____

Is this an annual event? Yes No

REQUIRED: Emergency Contact In case of an emergency during the event, a person must be available to be contacted during the hours of the event. Please Identify:

Name: _____

Telephone: _____

Cell: _____

Will streets or traffic lanes need to be closed for the event? Yes No

If yes, the applicant shall notify the following:

- City of Waterford Public Works Department (209) 874-2328
- City of Waterford Police Department (209) 874-2349
- American Medical Response (AMR) (209) 571-2264
- Caltrans (if State Highway affected) (209) 948-7551

SITE PLAN & ROUTE MAP

STREET CLOSURE

If the public normally parks vehicles within the closed area, a tow zone must be established. The Organizer must specify the location of the tow zone and the number of parking spaces within the zone. The City will determine the number of tow zone signs required to adequately post the zone. The Organizer is responsible for filling out and posting the No Parking signs. Signs are provided by the City's Public Works Department at a nominal cost. Signs should be posted on barricades. The Organizer must specify the times street closures are desired and the number of lanes involved. Dates and times for posting of signs will be noted in the approval transmittal. These dates and times must be strictly adhered to.

Any closure of public streets will require uniformed police officers on site to ensure public safety. Any closure of public streets will require physical barriers (cones, barricades, delineators) to ensure public safety. The Department of Public Works (PW) will supply barriers. The event Organizer is responsible for placing the barriers in the designated positions by the time specified.

The event Organizer must specify the times and locations of all proposed lane closures and develop a Traffic Control Plan that will ensure an adequate level of service on the public streets that remain open.

Closure of downtown streets will be considered on a case-by-case basis.

The Organizer must meet the following conditions for street closure:

1. Street must be posted 48 hours in advance.
2. Only approved "No Parking" signs can be posted; signs may be obtained from the Public Works Department at a nominal cost.
3. During closure, event personnel must be maintained at each street closure location to assist the public in traversing the area and to assist emergency personnel should the need arise.
4. Event sponsor is responsible to acquire their own barricades, unless other arrangements are made.
5. If barricades are used at night, or are to remain in place during the evening, lighted flashers are to be installed on each barricade.
6. A minimum of five (5) barricades must be used for each street closure location.

PLEASE INCLUDE THE BELOW REQUIREMENTS IN YOUR DRAWING

Your event site plan / route map should be submitted and include but not limited to:

- An overview of the event venue, including the names of all streets, moving route of any kind, indicate the direction of travel, and all street or lane closures.
- The provisions for a minimum of twenty-feet (20') emergency access lanes throughout the event venue.
- The location of all first aid facilities.
- The location of all searchlights.
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- Location of generator(s) and/or source of electricity.
- Identification of all handicapped accessible areas that meet standards.
- Traffic Control Plan (TCP)
- Pedestrian Safety
 1. Be sure pedestrians have a safe route to walk and/or protected throughout the entire traffic control area before submittal of the application for review.
 2. Show all pedestrian entry, paths and exits on the site plan.
- Parking Restrictions
- Other event components not listed above.
- Parade/Walk/Run Race Route

*****Should City Staff at the event, find potential hazards towards traffic and/or pedestrian safety, they can require the applicant to modify the Traffic Control Plan.*****

AMERICANS WITH DISABILITIES (ADA) AWARENESS

Your event should take into consideration the Americans with Disabilities Act (ADA) in general. Items to consider should be:

- BARRIERS
- PATHS OF TRAVEL
- PARKING
- SALES OR SERVICE COUNTERS
- ACCESSIBLE ROUTE
- SEATING
- PORTABLE TOILETS

SECURITY INFORMATION

The organizer must develop an event security plan in cooperation with the Waterford Police Department. The plan should incorporate Organizer's on-site private security plan for final Police Department approval. The plan should also include how vehicular and pedestrian traffic will be directed, whether there will be shuttle buses and location of pick up and drop off areas, location of loading zones, how the site will be evacuated in the event of an emergency, and how participants will be notified. The Waterford Police Department may require the event Organizer to retain uniformed police personnel as event security.

Have you made arrangements for security? Yes No

If yes, what form of security will you be using?
(Please check all that apply)

City of Waterford Police Department

City approved Security Company

Other: _____

If other, then Applicant must follow "Section 2: Outside Security Company Requirements" of the Community Center Rental Rules and Regulations.

If using the City approved Security Company, please complete the following:

Name of Company: _____

Address: _____

City: _____ State/Zip: _____

Daytime Telephone: _____ Evening: _____

Fax: _____ Cell: _____

License to carry firearms: Yes No

Note: The Organizer must submit copies of any of the above required permits to City of Waterford no later than fourteen (14) days before the event.

MARKETING / ADVERTISING

In connection with downtown events only, the Organizer may request to post street banners at both ends of downtown. Postings of banners are limited to City of Waterford co-sponsored or approved events only. The Organizer is responsible for supplying and installing the banners. Event organizers shall not remove a banner belonging to another group/organization. All banners must meet City specifications. Request for banner placement are reviewed by the City of Waterford Planning Department, and approved on a first come, first served basis contingent upon available pole locations.

Will this event be advertised or promoted? Yes No

If yes, please explain: _____

Will there be media coverage at the event? Yes No

If yes, please explain: _____

Will signs, banners, or searchlights be utilized as a source of advertisement?

Yes No

If yes, please explain: _____

Note: Generally, temporary off-site signs; such as banners, A-frames, or other signage within the public right of way, are not permitted. (See Municipal Code Chapter 17.60, or contact the City Planning Department at (209) 874-2328 for specific information on signage.)

ENTERTAINMENT AND RELATED ACTIVITIES

AMPLIFIED SOUND

Amplified sound is any sound that is enhanced by mechanical or electronic means. Amplified sound is not permitted in residential areas or the River Park. The City may place a restriction on the decibel output or on the hours allowed for any amplified sound request.

Are there any entertainment features related to your event? Yes No

If yes, complete the following or provide an attachment that lists of all the bands / performers, type of music, sound check and performance schedule.

Number of stages: _____

Number of Performers: _____

Performer name(s) and type(s): _____

Will sounds checks be conducted prior to the event? Yes No

If yes, Start Time: _____ Finish time: _____

Will amplification be used? Yes No

If yes, Start Time: _____ Finish time: _____

Please describe the sound equipment that will be used for the event: _____

Will Generators be used? Yes No

If yes, what type: _____ How many: _____

Note: See Municipal Code Chapter 5.38 Outdoor Entertainment Activities and Chapter 8.22 Noise Control, or contact the City Hall at (209) 874-2328 for specific information.

ALCOHOL

The sale of alcohol is allowed by permit only and is not allowed in City parks. The Organizer must:

1. Obtain an authorization letter from the Waterford Police Department (209) 874-2349
2. Obtain a permit from the:

STATE OF CALIFORNIA
ALCOHOLIC BEVERAGE CONTROL
100 Paseo de San Antonio, Room 119
San Jose, CA 95113
Tel: (408) 277-1200

The Organizer will be responsible for maintaining controls as specified by the Alcoholic Beverage Control Board. The following listing may not be current, please verify requirements with ABC to assure compliance. Organizer must ensure that:

1. Servers are at least 21 years of age.
2. No person under the age 21 years is served.
3. No person is served who appears intoxicated.
4. Alcohol is consumed only within designated areas.
5. Alcohol is limited to beer & wine only.
6. Service of alcohol is limited to no more than two cups per customer per purchase.
7. No cans or bottles of alcohol are brought into the event area by attendees.
8. Alcohol is not carried out of the designated area.

Hours of sale will be determined by the Waterford Police Department. Police may close the sale of alcohol at any time during the event if they determine that these controls are not being adhered to or in the interest of public safety. Please note that the ABC may also visit the event site to determine that their requirements are met.

The Organizer must provide information on:

1. The quantity of beverage dispensed per serving,
2. The amount to be charged per serving
3. If alcoholic beverage sales will be cash, token or both prior to the pre-event meeting.

ALCOHOL (continued)

Does your event involve the use of alcoholic beverages? Yes No

If yes, please check all that apply:

- Free / host alcohol
- Alcohol sales
- Host and sale alcohol
- Beer
- Beer and Wine

Will you be hiring a licensed bartender / caterer to serve the alcoholic beverages?

Yes No

If yes, please provide the following:

Name of Licensed bartender / Caterer: _____

Alcoholic Beverage Control License Number: _____

Telephone Number: _____ Fax: _____

Address: _____

City: _____ State/Zip: _____

Note: See Municipal Code Chapter 5.04 Business License, or contact the City Hall at (209) 874-2328 for specific information. The Organizer must submit copies of any of the above required permits to City of Waterford no later than fourteen (14) days before the event.

FOOD CONCESSION OR PREPARATION

Event Organizer is responsible to provide evidence of at least one each: 1) dish washing, 2) waste, and 3) grease station per separate food booth location. Temporary food booth operators must comply with Stanislaus County Fire Department regulations and Environmental Health Services regulations for operation of food booth(s). Stanislaus County Fire Department inspects food booths for compliance with public safety requirements, and Environmental Health Services regulates food preparation and handling as well as food booth construction.

You will need to contact those agencies, well in advance of your event, to obtain the requirements needed to meet and process for permitting.

Will your event include food concessions, booths, and / or preparation areas?

Yes No

If yes, Contact the following:

Department of Environmental Resources at (209) 525-6700 a minimum of 30 days prior to the event, describing how the food will be served and/or prepared and obtaining a temporary food permit.

Will there be food vendor(s) in your event? Yes No

If yes, how many: _____

Please provide a list of all vendor(s) Business Names, Address, City, State, Zip code.

Note: See Municipal Code Chapter 5.04 Business License, or contact the City Hall at (209) 874-2328 for specific information. The Organizer must submit copies of any of the above required permits to City of Waterford no later than fourteen (14) days before the event.

RESTROOMS

Are you planning to provide rest rooms at the event? Yes No

If yes, please identify the following:

Total number of portable toilets: _____

Total number of ADA accessible rest rooms: _____
(10% minimum)

Setup Date: _____ Time: _____

Pickup Date: _____ Time: _____

Portable Toilet Company Name: _____

Telephone Number: _____ Fax: _____

Address: _____

City: _____ State/Zip: _____

WASTE MANAGEMENT

Exclusive agreements require applicants to use Waste Management for garbage removal. Please contact them at least 30 days in advance to arrange for service at the event.

Will there be dumpsters? Yes No

If yes, please identify the following:

Total number of dumpsters / size: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Please explain your plan for clean-up and waste removal during and after the event:

INSURANCE

As a condition of use of City of Waterford's facilities or City programs, your organization must provide, at your sole expense, each of the following items as indicated:

() Proof of insurance comprised of certificates of insurance written by one or more responsible insurance companies licensed to do business in California. This coverage must:

1. Name the City of Waterford, its officials, officers, directors, employees, agents and volunteers as additional insureds against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all exclusions pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be PRIMARY insurance with respect to the additional insureds named above. Any other insurance available to the City of Waterford, its officials, officers, directors, employees, agents and volunteers shall be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance affecting the required coverage.

Note: The Organizer must submit copies of any of the above required permits to City of Waterford no later than fourteen (14) days before the event.

CITY REVIEW & APPROVAL

The various City Departments will sign-off that their department has been made aware of the request for a Special Event Application, and that the responsibilities of their department have been met. If a department has any questions and/or the responsibilities have not been met, it could delay the processing of this application. The departments may suggest or require various steps or conditions concerning but not limited to traffic and parking enforcement, litter control, insurance requirements, and scheduling to avoid conflict with other activities. Only after each department has signed-off will this application process be considered complete.

*****FOR CITY USE ONLY*****

CITY MANAGER	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
CITY COUNCIL	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
POLICE DEPARTMENT	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
PLANNING DEPARTMENT	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
PUBLIC WORKS DEPARTMENT	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)

Suggestions or requirements, if any, must be attached to the Permit. The Permit will not be approved without resolution of any requirement noted