

## **WHEN DO I NEED A SPECIAL EVENTS APPLICATION?**

A Special Events application is needed for an event such as a Parade, Carnival, Grand-Opening, Concert, Walk-a-thon, Race, Rally, Dance, or Festival.

### **Application for a Special Event can be obtained at the following locations:**

The City Manager's Office  
200 Lincoln Avenue  
Salinas, CA 93901  
758-7202

Salinas Community Center  
940 N. Main Street  
Salinas, CA 93901  
758-7351

Recreation Center  
320 Lincoln Avenue  
Salinas, CA 93901  
758-7306

Firehouse Recreation Center  
1330 E. Alisal Street  
Salinas, CA 93905  
758-7949

### **Park Facilities Use:**

Reservations for the use of the following parks; Sherwood Park, Natividad Park and El Dorado West park require reservations in advance. Fees may vary depending on the location and use.

## **TYPES OF PERMITS/LICENSES:**

### **Amplified Sound Permit:**

An Amplified Sound Permit is required for the commercial and non-commercial use of sound-amplifying equipment for the purposes of giving instructions, directions, talks, addresses, lectures or transmitting music to any person or assemblages of persons in or upon any street, ally, sidewalk, park or outdoor place open to the public.

### **Parade Permit:**

A Parade Permit is required for events on City streets; a race, walk-a-thon, march or parade, etc.

### **Business License:**

A City of Salinas business license is required for any person or group of people doing business for profit within the city. A business license is required for a public dance at a public facility. A business license is required for vendors selling for profit at any special event.

### **Temporary Land Use Permit:**

Temporary Land Use application/permit is required for events held at a place of business which vary from the original use of property (i.e. sidewalk sales displays/sales in parking lots, etc.)

### **City Encroachment Permit:**

This permit is required for City street closures, e.g., parades, or block party when streets or sidewalks are to be closed for these events.

### **State Encroachment Permit (Caltrans)**

An application for a State Encroachment permit is required when a race, parade, walk-a-thon is taking place, on a State Highway (HWY 68 or HWY 183). The application for the State Encroachment permit can be obtained in the City Manager's office or by writing to the Caltrans Permit Office, 50 Higuera St., San Luis Obispo, CA 93403-5415.

### **Food Vendors At Special Events:**

Food vendors are required to get a Health Permit from the Monterey County Health dept., 1270 Natividad Road, (831) 755-4500.

### **Fire Inspection Permits**

#### **Special Inspection Permit:**

The permit is issued by the Fire Department and is a permit for the inspection of cooking booths, tents and air-supported structures, Christmas tree sales, public firework displays, public stands, candles used within assembly areas, and public display booths used within a covered mall.

# SPECIAL EVENTS FILING PROCEDURE

**Public Assembly Permit:**

This permit is issued by the Fire Department for the inspection of organized public Gatherings to ensure that requirements of the City Code and the Uniform Fire Code are met.

**OTHER REQUIREMENTS**

**Insurance:**

1. Generally, general liability insurance coverage in the amount of one million dollars is required for most special events. Proof of liability coverage is required in the form of an Accord Certificate of Insurance, which also includes an endorsement naming the City of Salinas as an additional insured. A Hold Harmless Form must be completed, signed & submitted with the Certificate of Insurance.
2. If necessary, insurance may be purchased through the City's Special Insurance Program. Applications are available in the Personnel/Risk Management Office.
3. The City does not need to be named as an additional insured for Amplified Sound Permits, even though proof of insurance is Required.

**Alcohol Beverages at Special Events:**

If an event is selling or serving alcoholic beverages, a permit from the office of the Alcoholic Beverage Control will be required. The office is located at 11 W. Laurel Dr., Suite #203, Salinas, and the number is (831) 443-3001.

**Police Services & Private Security:**

Some events require Police Services, such as parades and festivals. The Police Department may require police services and/or private security services depending on the event.

**APPLICATION REVIEW**

All applications are reviewed by the Special Events Committee. This committee is made up of City staff from the following departments.

- Administration/City Manager's office
- Community Development
- Finance Department
- Fire Department
- Public Works Department
- Police Department
- Recreation-Park Department
- Human Resources/Risk Management Dept.

The Special Events Committee meets every Thursday in the City Manager's Office at 11:00 a.m. Applications for Amplified Sound Permits can be submitted 3 days prior to the event; for Parade permits at least 10 days prior to the event.

**FEE SCHEDULE: (non-refundable)**

Temporary Land Use Permit:	Fees vary
Amplified Sound Permit:	\$75
Business License	Fees vary
Parade Permits:	\$44
Assembly Permit:	\$35
Special Fire Inspection Permit:	Fees vary
Parks reservations:	Fees vary
City Encroachment Permit:	Fees vary
City Insurance certificate:	Fees vary

Non-profit organizations do not pay fees for Amplified Sound or Temporary Land Use Permits. Proof of non-profit status, 501©(3), from the Internal Revenue Service/Secretary of State office must be submitted with the Special Events application.

**CITY OF SALINAS  
200 LINCOLN AVENUE  
SALINAS, CA 93901  
(831) 758-7202  
FAX: (831) 758-7368**