



**CITY OF SALINAS
MINOR SPECIAL EVENT--PERMIT APPLICATION**

DATE OF EVENT: _____ **START/ENDING TIME:** _____

LOCATION OF EVENT(S): _____

PERSON OR ORGANIZATION REQUESTING PERMIT

Name: _____

Address: _____ State: _____ Zip Code _____

Telephone Number: _____ E-mail Address: _____

Tax Exempt/Non-Profit Entity: Yes Tax Exemption Number _____ No

City of Salinas Business License Number _____

ON-SITE RESPONSIBLE PARTY:

Same as Above

Name: _____

Address: _____ State: _____ Zip Code _____

Telephone Number: _____ E-mail Address: _____

EVENT DESCRIPTION: (check type of event)

Dance Assembly Food Vendor Race Radio Remote/Remote Broadcast

Photo Promotional/Fundraising Activity _____

Other

Sound/Entertainment: (check type of sound entertainment)

D.J. Live Band P.A. System Other _____

Will admission be charged? No Yes Amount _____

Will tickets be sold? No Yes *In Advance or Day of Event?* _____

Identify locations of advance sale box offices _____

Projected Attendance: _____

Will the event require:

Street Closure Traffic Detours Parking Police Enforcement Fire Enforcement

Encroachment Permit Other _____

Applications must be submitted at least 10 days prior to the event.

PROPERTY OWNER CONSENT: No Permit shall be issued unless the owner of the property upon which the proposed Special Event will be held, or that person's representative or agent, has first given their express written consent by signing below.

Printed Name _____

Signature _____

Date _____

No Permit shall be issued until this Application is approved and is signed by an authorized representative of the City of Salinas. A meeting may be required prior to approval. Please complete this Application in full and return it no later than ten (10) days prior to the proposed event. This event shall be conducted in strict accordance with all applicable local, state, and federal laws and regulations including but not limited to, the noise restrictions imposed under the Salinas City Code upon amplified sound.

A site plan must be attached to this Application. No alcohol may be served/sold at this event.

Ten (10) copies of this Application must be submitted with payment of a *non-refundable* application fee. Checks should be made payable to CITY OF SALINAS.

If you have any questions, please contact Sheila Molinari, Recreation-Parks Division at 831.758.7351.

CERTIFICATION OF APPLICANT

I declare that I am 18 years of age or older and the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the rules and regulations governing Special Events under the Salinas City Code and I understand this application is made subject to the rules and regulations established by the City Council and/or the City Manager or their designee. I also understand that misrepresentation of facts will cause this Permit to be null and void. I also understand that if an emergency Police or Fire response is generated to this event, I may be charged for the Police or Fire services required.

I further declare that I am authorized to enter into this Application for and on behalf of myself and the organization described above.

Signature _____

Date _____

For Internal Use Only

Fees Paid: _____

Account Code 10:00 56121

Permit Number: _____

Date of Application _____

Approved: [] Yes [] No _____

Signature: _____

Date _____

Sheila Molinari

Applications must be submitted at least 10 days prior to the event.

GENERAL INSTRUCTIONS AND INFORMATION

PURPOSE

The City of Salinas's Special Event process is designed to ensure that your event is successful while taking into consideration the protection of the public's health and safety. All events, both for profit and non-profit, contribute to the community's overall quality of life.

PERMIT PROCESS

The Special Event Process begins when a completed application is submitted to the City. Please note that an application will be deemed complete for consideration only when all information has been provided and all fees have been paid and that applications received less than ten (10) days prior to the date of the proposed event will not be considered. The City may request, based on the information provided in the application, a meeting to discuss pre-planning and event day activities. The City's acceptance of your application should in no way be construed as final confirmation of the event or a guarantee of the dates and times you selected.

A Minor Special Event Permit issued in response to this application shall be valid for the site and for the calendar year during which such application was submitted and shall be applicable to all Minor Special Events held at that site pursuant to such Permit. No less than ten (10) days prior to the date of any Minor Special Event held during such calendar year pursuant to such permit the permittee shall submit to the City all required information and shall otherwise comply with all applicable provisions of the City Code including, but not limited to, meeting all insurance and indemnity requirements and providing a site plan to identify the site, location, date and time of such event.

FEES

This Special Event Permit Application must be accompanied by a non-refundable permit application fee. Additional costs incurred by the City for specific activities related to the Special Event including, but not limited to, police and fire services, traffic control services, and other costs associated with the Special Event are the responsibility of the Applicant and will be due and payable no later than completion of the Special Event. Fees associated with the issuance of an amplified sound permit may also apply.

All fees associated with the submittal of this Special Event Permit Application and with the City's review and processing of this Special Event Application are established by the Salinas City Council.

NON-PROFIT/TAX EXEMPT ORGANIZATIONS

The Salinas City Code exempts Non-Profit/Tax Exempt organizations from various fees. In order to receive this exemption, the organization must have federal tax-exempt status. This refers to organizations that are recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to the date of the proposed event and are in good standing with the IRS. All non-profit organizations claiming a fee exemption must submit a copy of the IRS 501(c) letter certifying

current tax-exempt status with the application. Please note that all entities/organizations without IRS 501(c) tax-exempt status are considered commercial entities.

OTHER PERMITS

Specific components of your permit may fall outside the City's jurisdiction and may require a permit(s) from other agencies. For example, permits to serve food must be obtained from the Monterey County Health Department. City staff will inform you with regard to these permits and assist you by providing contact numbers.

SITE PLAN/ROUTE MAP

A Site Plan must be submitted with this application. The Site Plan should be detailed and should include all information that will assist City staff in reviewing your application in a timely manner including, but not limited to, entry points, parking, staging areas, fencing and barricades, restroom facilities, trash receptacles, canopies and platforms, and placement of vehicles. Note that restroom facilities are not required for Minor Special Events.

SIGNAGE/ADVERTISING

All signage related to the proposed Special Event must conform to those codes and ordinances in effect at the time of the event and no signs, including directional signs, shall be placed on public property without the prior written consent of the City.

AMPLIFIED SOUND

All users of amplified sound must obtain an Amplified Sound Permit and must conform to all applicable noise restrictions and regulations prescribed in Salinas City Code Chapter 21A in effect on the date of the Special Event. The applicant must pay for and obtain an Amplified Sound Permit for each site at which amplified sound will be provided.

SPECIAL EVENT ON CITY-OWNED PROPERTY

There are special requirements for holding an event on City-owned property, such as parks, recreation facilities, and streets.

If a Minor Special Event is proposed to be held at a City park, please contact the specific facility that you want to use before completing the Special Event application. A completed Park Application is required indicating your intention to reserve the facility before the City will accept your Special Event application. Please call 831.758.7351 to reserve park space at the following City facilities: El Dorado Park, Natividad Creek Park, Sherwood Park, La Paz Park. To reserve other park facilities, call 831.758.7217.

All Minor Special Events that are proposed to take place in the public right-of-way, i.e., City streets, City sidewalks, and City parking lots, require an Encroachment Permit. City staff will internally review requests to hold a Minor Special Event in the public right-of-way. The Encroachment Permit is approved as part of the Special Event application. The applicant is responsible for paying for the Encroachment Permit fee, which varies depending on the location and spacing. It is the

responsibility of the event holder to comply with all conditions of the Encroachment Permit including acquisition and placement of all equipment prior to the beginning of the event. This equipment includes the placement of barricades, traffic cones, directional signs, etc. **Please note that depending on the scope of the event, the City may bill for police and other City services to ensure public safety as they relate to street closures.**

INSURANCE AND INDEMNITY REQUIREMENTS

Special event activities conducted on public or private property in the City of Salinas are required to have liability insurance. The City requires proof of liability insurance, pursuant to all terms and conditions established by the City, prior to the issuance of a Special Event permit. You must also enter into an Agreement whereby you indemnify and hold the City harmless from any and all claims. The City will not issue a Special Event Permit to an individual or organization under any circumstances without an original Certificate of Insurance and completion of the City's Hold Harmless Agreement.

ALCOHOL

No alcohol may be served, sold or otherwise distributed at any Minor Special Event.

DISABILITY/ACCESSIBILITY PLAN

Disability access may include parking, rest rooms, telephones, clear paths of travel, transportation, transportation, signage, and vendors and booths. As an event organizer, you are required to comply with all federal, state and local disability access requirements applicable to your event. All temporary venues, related structures, and outdoor sites for Minor Special Events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in an accessible area.

SANITATION AND RECYCLING

You are responsible for the cleanup and removal of all waste, garbage and recyclable goods both during and after your event. You may be held responsible for all costs and expenses associated with the cleanup and removal of any waste, garbage or recyclable goods left after the end of your event. The City recommends that all Minor Special Events that generate waste products include opportunities for recycling. Events that serve beverages that come from California Refund Value (CRV) beverage containers must provide a recycling plan and that recycling plan must be followed during your event. This plan will include how you propose providing recycling opportunities for your participants and where you plan to place your recycling containers. These should be shown on the Site Plan. At a minimum, each booth, vendor, concessionaire or serving area that provides beverages from CRV containers must have a recycling can or station next to a garbage/waste receptacle.

BUSINESS LICENSE

A City of Salinas business license is required for each person hosting a Minor Special Event. Please contact the City's Finance Department at 831.758.7211 for more information.