

Prior to submitting your Special Event Application, please consider the following:

- Applications must be submitted to the Community Services Department at least sixty (60) days prior to the event and as early as 1 year in advance. **Annual Events** are encouraged to book early since applications are accepted on a first come first serve basis.
- **Receipt of a completed application does not guarantee approval of event.** All fees must be paid at the time application is submitted.
- An application fee of \$100 for each event is required. For events requiring Public Safety review/coordination/response, an additional \$150 is required. Any changes or modifications to an application once it has been submitted and will require a \$25 non-refundable change fee.
- Use of public facilities (buildings, streets, parks, etc.) will require compliance with City policies and may cause additional fees.
- Street closures or closures of public places will require approval by the Chief of Police and/or the City Council.
- If your event involves a parade or use of the El Dorado Trail, a map of the parade route will be required. Also a map or diagram depicting the event area may be required.
- Events held on the City of Placerville's portion of the El Dorado Trail may only be held on the third weekend of each month between the hours of 8:00 AM and 12 NOON. Event activities should be related to fitness such as fun runs, walks or cycling events.
- Tax exempt organizations must submit proof of tax exempt status.
- Food and/or beverage service may require County Health Department approval.
- Serving alcohol will require approval by the Chief of Police and issuance of a license by the State of California Alcoholic Beverage Control and may also require City Council approval.
- Depending on the size, location, and duration of the event, you may be required to supply toilet facilities. The portable toilet ratio is 1 toilet per 100 attendees and the American with Disabilities Act requires that 10% of all portable toilets be ADA accessible.
- Applicant must comply with the American Disabilities Act provisions.
- Clean up of the site and removal of all waste will be required.
- Events may require mitigation of parking impacts.
- Events may require crowd control and/or encroachment permit that involve additional costs and are the responsibility of the applicant.
- Events with amplified sound may require review and approval of Public Safety and Community Development Departments.
- Placement of signs advertising the event will be subject to Community Development Department approval. Placement of fliers on parked cars in the City or on utility poles is prohibited.
- Proper liability insurance levels will be required and the City will need to be named as an additional insured on insurance policies with appropriate endorsement. Indemnity and hold harmless agreements in favor of the City will be required. **Insurance requirement must be received within 14 days of application submittal.**
- All events must comply with all City ordinances.
- Additional Rules & Conditions have been established for parades and can be provided upon request.
- Applicants may be required to attend a special event committee meeting.
- Applications must be submitted to:

City of Placerville
Community Services Department
549 Main Street
Placerville, CA 95667

**CITY OF PLACERVILLE
SPECIAL EVENT, AND/OR PARADE APPLICATION
(For Non City Sponsored Events)**

**Completed application must be received by the City of Placerville
at least 60 days prior to event at 549 Main Street, Placerville, CA 95667.**

Please Type or Print Legibly

Purpose/Title of Event or Parade: _____

Detailed Description of Event/Parade: _____

Additional Equipment/Props (Equipment, Animals, Vehicles etc.): _____

Date of Event/Parade: _____ Alternate Rain Date: _____

Event Starting Time: _____ Event Ending Time: _____

Street Closure Time: _____ Street Opening Time: _____

Designated Event Location/Parade Route/Facility/Park (provide detailed map): _____

Assembly Area: _____ Wheelchair Access Area: _____

Applicant/Authorized Representative: _____

Daytime Telephone: _____ Evening Telephone: _____

Address: _____

Name of Organization: _____

Is Organization Non-Profit: _____ Non-Profit #: _____

Additional Groups/Co-Sponsors Involved: _____

Is event open to the public? _____ Are you willing to provide/post public notices upon request? _____

Number in Attendance: _____ (Spectators) _____ (Participants) _____ (Employees)

_____ (Volunteers) _____ (Vehicles) _____ (Animals- **must be on a leash**)

Will admission/fee be charged? Yes ___ No ___ Will there be amplified music? Yes ___ No ___

Will alcohol be served? Yes ___ No ___ If alcohol served, will there be a charge? Yes ___ No ___

Will there be food served? Yes ___ No ___ If food served, will there be a charge? Yes ___ No ___

Will event block sidewalk/right-of-ways? Yes ___ No ___

Are you requesting volunteer traffic control? (Shield/Cadets) Yes ___ No ___

A Hold Harmless Agreement is required, will you be able to comply? Yes ___ No ___

- **A 1,000,000 Liability Policy naming the City of Placerville additionally insured with endorsement CG 20 26 04 13 is required. Insurance requirement must be received within 14 days of application submittal.**

Would you like to purchase the policy from the City? _____ Will you provide proof yourself? _____

Will personal/rental property be used/left on site? (Describe) _____

Applicant Signature: _____ Date: _____

Print Name: _____

CITY OF PLACERVILLE

RELEASE AND INDEMNIFICATION AGREEMENT

IMPORTANT – read thoroughly before signing

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of City of Placerville property for the event

_____ to be held on _____.

(Event Name/Description)

(Date)

Applicant shall be responsible for control and supervision of the people in attendance during the event and shall see that no damage is done City property. Any violation of the City’s Rules and Regulations can result in a denial of further permits and, in the case of damage to City property; reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the City’s Rules and Regulations concerning the use of City property and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the property by the applicant organization.

In consideration of the City’s permitting the use of its property, I, individually and on behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release the City, its governing board, employees, officers, and agents, from any and all actions, demands, and/or claims for damage or injury, including claims for negligence, which may arise from or in connection with the use of said property. Furthermore, I hereby agree that the City, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail.

Applicant agrees to return said property in the same condition as the property was before use of it.

Signature of Applicant

Date

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
CITY PROPERTY FOR SPECIAL EVENTS**

APPLICATION FEE	\$100
EVENT MONITOR	\$52 per hour, during business hours \$75 per hour, past normal business hours
LOST REVENUE	As calculated by City
RESTORATION	As calculated by City
EQUIPMENT & MISC.	As calculated by City
ADDITIONAL PERSONNEL	As calculated by City

1. Completed application packet along with application fee must be submitted to The City of Placerville, Community Services Department, 549 Main St., Placerville, CA 95667. Application fee is non-refundable. Complete application packet may also include:
 - a. City Business License (Finance Department)
 - b. City Encroachment Permit (Engineering Department)
2. All Events must comply with all City ordinances.
3. The City reserves the right to cancel an event or contract if there is false or incomplete application information that will substantially affect the risks, or circumstances of use.
4. Proof of liability insurance with Endorsement CG 20 26 04 13 naming the City of Placerville as additionally insured in the amount of \$1,000,000 is required. The Insurance Certificate must also specify the location of use, date of event and event name. **Insurance requirement must be received within 14 days of application submittal.**
5. Special event shall mean any meeting, assembly, group of 51 or more (private or public), street fair, parade or other event open to the public and proposed to be conducted in or upon public property to include, but not limited to streets or parks of the City where City services may be impacted.
6. A Collection Agreement may be required if it is determined that applicant's event will result in the need for additional City resources, lost revenue, restoration or overtime hours past normal business hours. Additional City resources may include, but is not limited to, personnel, equipment and supplies.
7. **Receipt of a completed application does not guarantee approval of event.** All fees must be paid at the time application is submitted. All fees are non-refundable once application has been approved by Community Services Department Director.
8. The applicant shall designate a representative on site at the event before activities may commence, who shall be the sole field representative of the applicant in dealing with the authorized City of Placerville monitor. Said representative shall be employed on behalf of the applicant's employees or contractors to communicate with the monitor, and to receive and comply with all communications and decisions of the monitor.

9. A copy of the application and the stipulations shall be kept available on location at all times, for review by City personnel upon request. All persons (e.g., applicants, contractors, subcontractors) working at the site will be familiar with the application stipulations. Non-compliance with application stipulations may result in cancellation of the event, or other adverse actions against the applicant. Any changes to an approved application will require re-submittal of application accompanied by a \$25 fee made payable to The City of Placerville.
10. Availability of all authorized areas for event activities is subject to the restrictions based on their compatibility with other authorized activities as well as area carrying capacity limits.
11. The applicant shall confine all activities within areas specifically defined by the map at the specified times and dates. That includes public lands adjacent to permitted property. If the location or other limitations in this special event authorization are deemed not appropriate by the applicant, no action shall be undertaken by the applicant at other times or on other areas or lands within the City of Placerville until said changes are approved by the City of Placerville.
12. The area shall be kept clear of trash and debris and all trash and debris generated by the special event shall be removed immediately after the event concludes.
13. Applicants are required to adhere to all local health and safety regulations. The consumption and sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Community Services Department. In addition, all sales of food or other concessions must be approved by the Community Services Department.
14. No person will sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service or property or sell tickets for any event nor will any person solicit or collect donations of money to other goods from the public without prior approval from the City's Parks & Recreation Division. City approval must be obtained at least 30 days before the scheduled use to sell any non-food product or goods.
15. Animals must be on a leash and under control of their owner at all times.
16. Event operations shall be conducted in such a manner as to avoid creating safety hazards to other visitors and users and to the event participants. The applicant shall use signs, flagging, help of individuals, or other authorized safety devices for the safe conduct of the event and the protection of other users and visitors before, during and after event activities. Extra caution shall be used by the applicant during the "dry" season (July through October) with regard to vehicles or equipment used around dry grasses.
17. Application and rental fees will not be refunded once a special event application has been processed.
18. Applicant is responsible for any damages associated with the use of said property. Total costs of repairs and restoration will be the sole responsibility of applicant.
19. There is no power source or water source available for use.
20. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
21. Facilities may be scheduled a maximum of 1 year in advance.
22. The Recreation and Parks Commission may make exceptions to these stipulations for extraordinary conditions.
23. Applicants shall select an alternate "rain date" in the event of inclement weather. The City reserves the right to cancel any activities due to weather, unsafe conditions, or other reasons that might endanger the health, safety, or welfare of the public.