



City of Sacramento
Special Event
Permit
Application



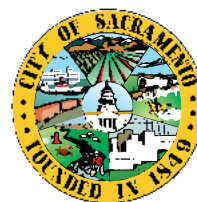
NEIGHBORHOOD SERVICES
Special Events Division

(916) 808-7888 • specialevents@cityofsacramento.org

TABLE OF CONTENTS

Submitting Your Special Event Permit Application	3
Applicant Information	4
Event Details.....	5
Park Use.....	6
Street Closure Information	6
Regional Transit	6
Parking Plan.....	7
Accessibility	7
Security Plan.....	8
Alcohol Management Plan	8
Medical Plan	9
Amplified Sound/Entertainment Related Activities.....	10
Fencing	11
Stages/Platforms	12
Tents/Canopies/Temporary Structures.....	12
Vendors	13
Certified Farmers Market	13
Waste Management/Recycling.....	14
Restrooms	14
Marketing/Advertising/Promotions	15
Notification.....	16
Insurance	17
Signature	17
Form of Payment.....	18
Checklist	18
<i>Addendums</i>	
Addendum A: Park Use.....	19
Addendum B: Fee Schedule.....	20
Addendum C: SPD One-Day Alcohol Beverage Permit Request.....	21
Addendum D: SFD Tent Permit	24
Addendum E: SFD Hot Food Vendor Requirements	26
Addendum F: Notification of Upcoming Special Event.....	27
Addendum G: Notification Certification	28
Addendum H: Advisory Sign	29
Addendum I: Insurance Certificate and Additional Endorsement	30

Cover Photo Credit:
Patrick Storm Photography
Doggy Dash Photo



CITY OF SACRAMENTO

Kevin Johnson - Mayor

CITY COUNCIL

Angelique Ashby - District 1

Allen Warren - District 2

Steve Cohn - District 3

Steve Hansen - District 4

Jay Schenirer - District 5

Kevin McCarty - District 6

Darrell Fong - District 7

Bonnie Pannell - District 8

John F. Shirey - City Manager

SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit Application is required for the use of all or any portion of a public street, sidewalk or alley by an organized assembly of more than 50 people, or if your park activity meets one (1) or more of the following conditions:

- Anticipated attendance is 200 or more people;
- Event is open to the public;
- Alcohol consumption/sales;
- Amplified sound (excluding announcements and boom boxes).

If you are planning a street closure intended for residents only, not the general public, you should complete a Neighborhood Block Party Application in lieu of a Special Event Permit Application. Please call Special Event Services at (916) 808-7888 or visit www.cityofsacramento.org/parksandrecreation/recreation/block.htm for a Neighborhood Block Party Application. If your event is on or includes the use of private property, please contact the Community Development Department at (916) 808-3535 or entertainpermits@cityofsacramento.org for permit information.

A Special Event Permit Application must be completed in full and submitted to Special Event Services at least sixty (60) days prior to your event date, and no more than one (1) year in advance of the event date. Applications are accepted on a first-come, first-served basis. A \$50 non-refundable application fee must be paid upon submission of your completed application. Additionally, a photo copy of the applicant/responsible party's ID is required. Use NA for "not applicable" to questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.

Upon receiving your completed application, ID and application fee, a representative from the City of Sacramento, Special Event Services will contact you and serve as your primary point of contact during the processing of the permit. This person will review your application, determine whether the Special Event Review Board will need to review your event details and set your permit requirements and fees. Your representative will also serve as liaison between City departments and regulatory agencies and you, the event organizer.

After reviewing your completed application, your assigned representative will give you conditional approval to market and advertise your event. Acceptance of your application by Special Event Services is not a guarantee of the date or location nor automatic approval of your event. Please ensure that you have conditional approval before you market or advertise your event. You, the event organizer must complete all requirements before the Special Event Permit will be issued.

Please contact Special Event Services at (916) 808-7888 or specialeventservices@cityofsacramento.org with questions or to schedule a preliminary meeting to discuss your event plans. Fees and requirements may be quoted, but not confirmed until the application is received and reviewed.

APPLICANT INFORMATION

Instructions: Please carefully read "Submitting Your Special Event Permit Application", page 3 before completing this application.

Name of Applicant/Responsible Party (must match the signature on page 17) _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Email Address _____

Daytime Phone _____ Cell Phone _____ Fax _____

Name of Event Organizer/Producer (if different from Applicant) _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Email Address _____

Daytime Phone _____ Cell Phone _____ Fax _____

Sponsoring Organization/Company _____

Contact Name _____ Contact Phone _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Event Contact for Public Information

Name _____ Phone _____

Email Address _____

Website _____

On-site Contact Name _____ On-site Contact Cell Number _____

EVENT DETAILS

Event Name _____

Event Location¹ _____

¹Additional Documentation Required: Please attach a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

Start Area _____ Finish Area _____

Event Date(s): _____ to _____ Event Hours (include registration time): _____ to _____

Step-off Time (applicable only for events with a route): _____ to _____

Set-up Date(s): _____ to _____ Set-up Times: _____ to _____

Tear Down Date(s): _____ to _____ Tear Down Times: _____ to _____

Number of Participants (units and floats for parades): _____ Number of Spectators: _____

Total Anticipated Attendance: _____

Type of Event (check all that apply): ☐ Run/Walk ☐ Park Festival ☐ Certified Farmers Market¹⁰

☐ Concert ☐ Street Festival/Block Party ☐ Parade/Procession ☐ Protest/Rally/Demonstration

☐ Fundraiser ☐ Fireworks/Pyrotechnics ☐ Filming²

☐ Open to the Public ☐ Private Event (not open to the public)

☐ Other _____

Has this event been produced before? ☐ No ☐ Yes

Is this an annual event? ☐ No ☐ Yes

Previous name(s), date(s) and location(s) of event: _____

Will there be an admission or entry fee? ☐ No ☐ Yes Fee per adult: _____ Fee per child: _____

Event Description (Provide a detailed description of your event. Attach additional pages or materials as needed.)

²Additional Permit Required: In accordance with City Code 5.60.020, the use of any public property for the purpose of making a motion picture or television production requires a film permit. All film and still photography permits are managed by the Sacramento Convention and Visitors Bureau (SCVB). For permit information, please call SCVB at (916) 808-7777 or visit www.discovergold.org/films/permits.cfm.

PARK USE

The City of Sacramento offers many public parks that can be used as the venue for your event. This application can be used to reserve a park for a special event. You do not also need to submit an Application for Park Use. Please see Addendum A for special park use rules and visit www.cityofsacramento.org/parksandrecreation/ for a list of available parks and the amenities each park has to offer.

STREET CLOSURE INFORMATION

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The City's Traffic Engineer will determine whether a professional TCP is required based on the location and type of street closure, if the event will generate additional traffic or if existing traffic will be severely interrupted. The City's Traffic Engineer must approve the TCP before the Special Event Permit can be issued. Applicant is responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory and detour signage to implement the TCP.

Street closure points must be manned at all times. In most cases, Sacramento Police Department officers will be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and a separate contract will be issued for their service. In some cases, adult volunteers must be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by the Sacramento Police Department.

Event will occupy: ☐ one lane ☐ two lanes ☐ half of street ☐ full street

Closure type: ☐ Rolling street closure (street opens to normal traffic after participants pass)

☐ Hard street closure (street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Name of street(s) to be closed:

(Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach a map.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name	between	and	start time	end time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name	between	and	start time	end time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name	between	and	start time	end time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name	between	and	start time	end time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name	between	and	start time	end time

REGIONAL TRANSIT

Any proposed route along or crossing light rail tracks must not impede train movements. Trains must be allowed to proceed without interruption. Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated. If your route impacts Regional Transit or to request a list of service times, please contact Regional Transit Light Rail at (916) 648-8400 or visit www.sacrt.com/.

Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying Regional Transit's bus ridership is required. If your route impacts bus stops, please contact Regional Transit Buses at (916) 321-2895 or visit www.sacrt.com/.

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

The City of Sacramento has a number of parking facilities and discounted event parking or prepay parking may be available for your event. For information on parking facilities and special rates, please contact Off-Street Parking at (916) 808-7475.

You may reserve metered and un-metered parking spaces on a City street for your event. Or, if your street closure denies access to metered or un-metered parking spaces for an extended period of time, you will be required to reserve those parking spaces. When parking spaces are reserved, City staff will post “No Parking/Tow Away” signs 72 hours in advance of the event. There is a fee for this service. Additionally, if the spaces you reserve are metered spaces, and the meters will be in service during the time of your reservation, you will be charged a lost revenue fee per meter. Fees and an application to reserve metered and un-metered parking spaces is available online at www.cityofsacramento.org/transportation/parking/onstreetmeters_request.html.

Applications must be submitted at least 10 business days prior to the effective date.

Parking restrictions requested:

ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see “Restrooms” for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

SECURITY PLAN

You may be required to hire Sacramento Police Department officers, a professional security company, or a combination of both in order to obtain your permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

If you are required to hire Sacramento Police Officers, the Sacramento Police Department, Special Events Unit will issue you a contract for their services. You will be responsible for reimbursing the Sacramento Police Department for the officers' time (see Addendum B Fee Schedule). If you have specific questions pertaining to the hiring of officers, please contact the Special Events Unit at (916) 808-0708.

If you are required to hire private security guards from a private company, per City Code 5.100.020, the company must be listed on the City's Registered Security Patrol List. Please call (916) 808-0700 for a copy of the list or information on how to add your security company to the list.

ALCOHOL MANAGEMENT PLAN

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC) and abide by the following rules:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing).
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two (2) standard drinks at a time. The City defines one (1) standard drink size as:
 - 12 oz beer
 - 5 (five) oz wine
 - 1 (one) oz distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water and food must be available at the event.

Are you requesting permission to serve alcohol at your event?³ ☐ No ☐ Yes

³**Additional Permits Required:** To begin the permit process, please complete the Sacramento Police Department's One Day Alcohol Beverage Permit Request (see Addendum C). Once that permit has been obtained, you may apply for an ABC license. To qualify for a Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (916) 227-2002 for permit information.

Alcohol Management Plan continued on next page

ALCOHOL MANAGEMENT PLAN - *Continued*

Will the alcohol be sold to the attendees? ☐ No ☐ Yes

Type of alcohol (check all that apply): ☐ Beer ☐ Wine ☐ Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method(s) of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages? ☐ No ☐ Yes

Explain how IDs will be checked, wristbands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? ☐ No ☐ Yes **If yes, explain:**

MEDICAL PLAN

Have you made provisions for on-site medical services? ☐ No ☐ Yes

If yes, please describe your medical plan:

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of Sacramento defines “amplified sound” as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound. In accordance with City Code 12.48.090 the following restrictions apply to amplified sound:

- No person shall use amplified sound, including sound checks, before 9am and after 10pm Sunday through Thursday and before 9am and after 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday, unless prior authorization is received and permission is included in your Special Event Permit.
- No person shall use amplified sound exceeding a noise level of either 98 dBA at a distance of 150 feet from a noise source or sources, 80 dBA when measured from the nearest residential property, or 24 dBA above ambient noise levels, whichever noise level is lower.

In some cases, a pre-established amplified sound range will be set for you based on the venue or history of your event. The City may also require that you hire a City Event Attendant (see Addendum B for fee) to visit your event to set the amplified sound range and remain on-site to monitor the approved range.

Will your event include amplified sound?

☐

No

☐

Yes

What times are you requesting amplified sound?

Start:

End:

Will sound checks be conducted prior to the start time?

☐

No

☐

Yes

If yes, what time:

Describe the sound equipment that will be used at the event:

Are there any musical entertainment features related to your event?⁴

☐

No

☐

Yes

⁴**Additional Documentation Required:** Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?⁵

☐

No

☐

Yes

If yes, explain:

⁵**Additional Documentation Required:** The license holder must submit a letter of intent and shoot schedule. Please contact the Sacramento Fire Department at (916) 808-8623 or specialevents@sfd.cityofsacramento.org for more information.

Does the entertainment include any inflatables?

☐

No

☐

Yes

If yes, explain:

Amplified Sound/Entertainment Related Activities continued on next page

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES - *Continued*

Does the entertainment include carnival rides?⁶ ☐ No ☐ Yes *If yes, explain:*

⁶**Additional Documentation Required:** The carnival company must submit a letter of intent with a site plan to the Sacramento Fire Department. Please contact Fire Prevention at (916) 808-8623 or specialevents@sfd.cityofsacramento.org for more information.

Does the entertainment include animals? (petting zoo, pony rides, etc.) ☐ No ☐ Yes *If yes, explain:*

Does the entertainment include vehicles? (car show, displays, etc.) ☐ No ☐ Yes *If yes, explain:*

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Sacramento Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- In addition to the main entrance, two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; three (3) exits for 1,000 to 3,000 attendees; and four (4) exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please contact Fire Prevention at (916) 808-8623 or specialevents@sfd.cityofsacramento.org for more information.

Will your event include the installation of fencing? ☐ No ☐ Yes *If yes, indicate on the site map and explain:*

STAGES/PLATFORMS

Will your event include the installation of stages or platforms? (If yes, please indicate on site map)

☐ No ☐ Yes

How many stages? What are the dimensions?

TENTS/CANOPIES/TEMPORARY STRUCTURES

Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Sacramento Fire Department⁷. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent/canopy/temporary structure.

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? ☐ No ☐ Yes **If yes, indicate on the site map and explain:**

Number of tents/canopies:

Tent/canopy size(s) (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

⁷**Additional Permit Required:** See Addendum D for Tent Permit.

VENDORS

The City of Sacramento defines “vendor” as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three (3) categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of Sacramento Business Operations Tax (BOT) Certificate is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of Sacramento. Please contact the City of Sacramento, Revenue Department at (916) 808-8500 for BOT information. You should require each vendor to provide you, the event organizer, with a copy of their BOT (if applicable) and general liability insurance.

Does your event include food vendors?⁸ ☐ No ☐ Yes How many?

⁸**Additional Permit Required:** A County of Sacramento, Environmental Management Department Health Permit is required to sell or serve food to the general public in the City of Sacramento. Please contact the County of Sacramento at (916) 875-8440 or visit www.emd.saccounty.net/EnvHealth/EnvironmentalHealth.html for permit information.

Will any of the food vendors be cooking or heating food on-site?⁹ ☐ No ☐ Yes How many?

⁹**Additional Documentation Required:** Please read the Sacramento Fire Department’s Hot Food Vendor Requirements (Addendum E). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. A Sacramento Fire Department Inspection may be required (for a fee).

What method(s) will be used? (check all that apply) ☐ gas ☐ electric ☐ charcoal ☐ other

What is your plan for disposing of grease, charcoal and/or waste water?

Does your event include merchandise vendors? ☐ No ☐ Yes How many?

Does your event include information vendors? ☐ No ☐ Yes How many?

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.)

☐ No ☐ Yes **If yes, explain:**

CERTIFIED FARMERS MARKETS

A certified farmers market¹⁰ is a location where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers market may be operated on public property with a Special Event Permit.

¹⁰**Additional Permit Required:** A County of Sacramento, Environmental Management Department Health Permit is required. Please contact the County of Sacramento at (916) 875-8440 or visit www.emd.saccounty.net/EnvHealth/EnvironmentalHealth.html for permit information.

WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as the event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Sacramento community and establish a good reputation for your event in the future.

Should you fail to perform adequate cleanup or damage occurs to City property, you will be billed at full recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or bond. The City may charge a damage deposit of up to \$5,000 for events with a past history of damage or waste problems or for those events with the potential for damage or significant waste.

In an effort to make our City more sustainable, you as the event organizer are responsible for providing a sufficient number of garbage and recycling receptacles at your event. There is a list of several local organizations and haulers that provide these collection services at events, which is attached as "Waste Haulers and Recyclers". The City of Sacramento no longer directly provides commercial services but the City can provide street sweeping services, at a cost. Please call Solid Waste Services at (916) 808-4932 for pricing.

Please indicate what materials will be recycled and how you plan to recycle materials at your event.

<input type="checkbox"/> Bottles and Cans	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Paper
<input type="checkbox"/> Glass	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
<input type="checkbox"/> # of Trash Cans	<input type="checkbox"/> # of Recycling Cans	Other Containers: _____ (ash bin, grease bin, large bin or box, etc.)

RESTROOMS

You are required to provide restroom accommodations for event attendees. Depending on the location of your event, you may need to rent portable restrooms. The City of Sacramento recommends one (1) portable toilet per every 250 anticipated attendees, or portion thereof. When portable toilets are provided, at least one (1) toilet at each location must be ADA accessible. Where multiple toilets are clustered at a single location, 5% of the toilets at each cluster must be ADA accessible.

MARKETING/ADVERTISING/PROMOTIONS

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date or location nor automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled, you may not hold the City of Sacramento responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Please explain how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to include radio or television promotions? ☐ No ☐ Yes ***If yes, explain:***

Do you expect a live broadcast or feed from the event? ☐ No ☐ Yes ***If yes, explain:***

Do you expect media coverage? ☐ No ☐ Yes ***If yes, explain:***

Do you plan to place signs or hang banners on City property?¹¹ ☐ No ☐ Yes ***If yes, explain:***

¹¹***Additional Permit Required:*** If your sign exceeds four (4) square feet or you wish to place a banner, please call the Community Development Department at (916) 264-5011 or email signs@cityofsacramento.org for permit information.

NOTIFICATION

An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify, in writing, all residents and businesses residing within a two (2) City block radius or 300 feet surrounding the event venue and/or route at least 30 days prior to the event. The preferred method of notification is the Notification of Upcoming Special Event (Addendum F). This template should be completed and distributed door to door or mailed to the impacted area.

Door to door written notification may not be practical for all event venues. Under some circumstances (for example apartments or office buildings with numerous tenants) the City will allow you to use an alternate method of notification, such as email blasts or posting the notification on a community or shared board. The alternative notification must include the following information:

1. Proposed date, time and duration of the event;
2. Use of amplified sound or pyrotechnics, if applicable;
3. Proposed street closure(s) and alternative route(s), if applicable;
4. Applicant and City contact information.

To complete the notification requirement, you must submit a Notification Certification (Addendum G)¹² listing the residents and businesses that received your notification and the method of notification that was used per resident or business.

Advisory signs are another method of notification that will be required for all events that impact a major use roadway. The applicant will be provided with a list of required advisory signs and placement specifications. You, as the event organizer are responsible for providing and placing advisory signs. Advisory signs must meet the following Manual on Uniform Traffic Control Devices (MUTCD) standards (see Addendum H for example):

- Must be orange with black lettering and include the date and length of street closure and contact information of event organizer.
- Must be posted seven (7) days prior to the event date.
- Must be professional in appearance.
- Must not exceed 16 square feet.
- Must have a minimum letter size of 2.5 inches.
- May not be attached to traffic control signs or other authorized highway signs.
- Must be located a minimum distance of 30 feet from street intersection.
- Must be removed within two (2) days following the conclusion of the event.

¹² **Additional Documentation Required:** A copy of the completed Notification Certification and either a completed Notification of Upcoming Special Event or alternate notification must be provided to Special Event Services.

INSURANCE

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of Sacramento, its officials, agents, employees and volunteers from and against all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 10 days prior to your event. You must submit two (2) documents to satisfy insurance requirements (see Addendum I):

1. **Certificate of Insurance** in the amount of \$1 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.
 - The standard proof of insurance is the ACORD certificate form.
 - The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
 - If alcohol will be sold or consumed at the event, a \$1 million liquor liability is required.
 - Certificate holder must be listed on the certificate as City of Sacramento, Special Event Services, 4623 T Street, Sacramento, CA 95819.
 - Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
2. **Additional Endorsement** is required to reflect that the insurance policy has been amended to include the City of Sacramento as insured.
 - The Additional Endorsement must reference the policy number as it appears on the certificate.
 - "The City of Sacramento, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

If you do not have insurance, the City of Sacramento's Risk Management department can provide insurance at a reasonable cost or provide a list of private companies that can provide event insurance. Please contact Risk Management at (916) 808-5556 for more information.

SIGNATURE

I have read the rules and regulations contained in this document and agree to abide by these rules and regulations. I am duly authorized by the Organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Sacramento. I certify that the information that I have provided on this application is true and to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Name (please print) _____

Signature _____

Date _____ Drivers License Number¹³ _____

¹³**Additional Documentation Required:** Please attach a current copy of your Drivers License or California ID to completed application.

FORM OF PAYMENT

A non-refundable application fee of \$50 is due at the time you submit your application. Permit fees are due sixty (60) days in advance of your event. Applications submitted within sixty (60) days of an event require a \$50 non-refundable late processing fee in addition to the \$50 application fee and payment in full. Checks must be made payable to "City of Sacramento" and will not be accepted less than thirty (30) days prior to the event.

Please indicate the type(s) of payment method you wish to use:

- ☐ Cash - must be presented to clerk
- ☐ Personal/Business Check - attach or present to clerk
- ☐ Money Order/Cashiers Check - attach or present to clerk
- ☐ Visa / Mastercard / Discover - must be presented to clerk or indicate a phone and name for clerk to call to get card information.

Phone: _____ Name: _____

Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellation. Payments made by cash or check will be refunded with a check. Payments made by credit card will be returned to the credit card.

CHECKLIST

Thank you for completing the Special Event Permit Application. Before you submit your application to the City of Sacramento, Special Event Services, please make sure you have completed the following steps:

- ☐ Signed AND dated your application
- ☐ Attached your event site map (and route map if applicable)
- ☐ Included the \$50 non-refundable application fee (if you are submitting less than 60 days prior to the event date, please include a \$50 late processing fee for a total of \$100)
- ☐ Attached a copy of your current Drivers License or California ID

Submit your completed application to:

By mail:

City of Sacramento, Special Event Services
4623 T Street
Sacramento, CA 95819

or by: Fax: (916) 808-3565

or by: Email: specialeventservices@cityofsacramento.org

Questions?

Please call
Special Event Services
at (916) 808-7888

Best wishes for a successful event!

Addendum A - PARK USE

The City of Sacramento offers many public parks that can be used as the site for your event. In addition to being beautiful, a City park offers a large, neighborhood-centered venue for your event. If you plan to use a City park for your event, please review the following rules that apply to park use:

Decorations - Signs, banners and party decorations may be used at your event. The use of glue, nails, tacks, screws, staples or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Tacks, screws, nails or other fasteners are not allowed on trees. Paint and chalk marks are not allowed on sidewalks or other surfaces.

With prior approval, signs advertising your event can be placed within the park 30 days prior to the event as long as the sign does not interfere with normal park use. Signs must be removed immediately following the conclusion of your event.

Electricity - Electricity is available with amphitheater use only. Electricity is not available at parks without an amphitheater. You may bring in your own generators for power.

Jump Tents - A permit is required to have a jump tent in the park. Jump tents are defined as a four-walled jump house without any attachments. Slides, obstacle courses, sumo wrestlers, water features and bungee jumps can be allowed as part of a special event permit but will require insurance from the provider. You must supply adequate supervision so the use is in compliance with the manufacturers recommendations and reflect safe levels of operation. You are responsible for providing a generator for inflation of the amenity; the City of Sacramento does not provide electricity.

Overnight Access (Camping) - Normal park use hours are sunrise to sunset (except at lighted recreational facilities). Under special circumstances, park use outside of the normal hours can be permitted in your Special Event Permit. You may be required to provide lighting or extra security.

If staff, volunteers and/or private security guards plan to stay overnight (camp) in the park, special permission is required. Please notify your Special Event representative who will be staying in the park and whether any vehicles will remain in the park overnight. Permission to camp will be included in your Special Event Permit.

Park Safety Rangers - The mission of Park Safety Services is to provide park guests and park neighbors with a safe and trouble-free environment. A Park Safety Ranger will be in or near the park during your event. In some cases, you will be required to hire Park Safety Rangers to assist with park access, security or traffic within the park. Park Safety Rangers have the authorization to stop or modify any activity if deemed necessary. If you have questions or concerns during your event, you can contact Park Safety Services through the City Operator by dialing 311 or (916) 264-5011.

Smoking - Smoking is prohibited in City parks, however, with prior approval smoking can be permitted as part of your Special Event Permit. You will need to identify a designated area (please indicate on your site map) and the area must be prominently marked with signs.

Vehicular Access - Gasoline or other fuel-powered vehicles (except golf carts where authorized) are not allowed to enter a park without prior permission. If a vehicle needs to enter a park, a parking pass must be issued to the event organizer in advance of the event. You will be required to provide a list of the vehicles and a description of why access is requested to your Special Event representative. Only those vehicles that need to access the park (BBQ trailer, health screening van, display vehicle, food vendor that vends directly from their vehicle, etc.) will be permitted to enter the park. The pre-issued parking pass must be displayed on the dashboard at all times.

Any vehicles that will remain inside the park during the event hours will need to be parked prior to the event start time and cannot leave the park until all event attendees have left the event. Each vehicle must have a drip pan or piece of cardboard placed underneath the vehicle at all times to collect any drippings.

Vehicles in the park without a permit will be cited and could be towed at the event organizer's expense.

Addendum B - FEE SCHEDULE

Department of Parks and Recreation Fees

Permit Fee*

<u>Attendance</u>	<u>Permit Fee</u> (per event day)
-------------------	-----------------------------------

50 – 1,000.....	\$250
-----------------	-------

1,001 – 5,000.....	\$550
--------------------	-------

5,001 – 10,000.....	\$950
---------------------	-------

10,001 +	\$1,350
----------------	---------

Certified Farmers Market Permit.....	\$250 (annual fee per Certified Farmers Market location)
--------------------------------------	--

** Includes ability to have alcohol and/or amplified sound included in Special Event Permit (special rules and additional permits apply).*

Additional Fees

Application Fee (non-refundable)\$50

Late processing Fee (non-refundable) ...\$50

Additional Set-up or Tear Down Day\$200 per day

Amphitheater Use\$200 per day

Park Safety Services.....\$35 per hour (7am-10pm) or \$52.50 (10pm-7am)

Event Attendant.....\$20 per hour

Refundable Damage Deposit.....Up to \$5,000

Cancellation Fee

For each fee based reservation that is cancelled a \$10 administrative fee will be assessed. If the cancellation is made later than five (5) days before the activity date the entire fee is non-refundable. No refunds for undesirable weather. During questionable weather, applicant may reschedule the activity three (3) days prior to the planned date. Once an application is assigned a permit number then the cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing.

On-Street Parking Fees

Bagging/Posting Fee.....\$50 first meter/parking space, \$5 each additional meter/parking space

Daily Fee\$6 per meter per day

\$68 per hour for an officer, four (4) hour minimum per officer

Sacramento Police Department Fees

\$83 per hour for a sergeant, four (4) hour minimum per sergeant

\$35 per vehicle, per day

Fire Prevention Fees

Carnival/Circus Permit.....\$379

Fireworks Permit\$394

Tent Permit\$188

Fire Prevention Inspection.....\$200 per hour, three (3) hour minimum per inspector

Convention and Visitors Bureau Fees

Film Permit\$100

Community Development Department Fees (Private Property)

Special Entertainment Permit (one-time event)..... \$702

Entertainment Permit (on-going entertainment; two-year permit) ... \$1,428

Entertainment Permit Renewal (two-year renewal)..... \$743

All fees effective January 1, 2013. All fees are subject to change.

Addendum C - SPD ONE DAY ALCOHOL BEVERAGE PERMIT REQUEST

1. TYPE OF LICENSE (Check all that apply)		<input type="checkbox"/> BEER	<input type="checkbox"/> WINE	<input type="checkbox"/> GENERAL (Includes beer, wine & distilled spirits)
2. NAME OF ORGANIZATION		3. TAX IDENTIFICATION NUMBER (If Tax Exempt)		
4. EVENT ADDRESS		5. EVENT FACILITY NAME		
6. EVENT TYPE (ex: Dance, Festival, Fundraising Dinner, Second Saturday)		7. EVENT DATE	8. HOURS OF EVENT FROM: TO:	
9. EVENT CONTACT PERSON			PHONE:	
10. EVENT OPEN TO PUBLIC <input type="checkbox"/> Yes <input type="checkbox"/> No	11. OUTDOOR <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If event is outdoors a site map must be attached</i>	12. WILL PEOPLE UNDER AGE 21 BE ALLOWED INTO THE EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		
13. ESTIMATED ATTENDANCE	14. ADMISSION FEE \$	15. DRINK TICKET FEE \$	16. WHO RECEIVES PROCEEDS	
17. HOURS OF ALCOHOL SERVICE FROM: TO:	18. STREET CLOSURE <input type="checkbox"/> Yes <input type="checkbox"/> No	19. LIVE MUSIC <input type="checkbox"/> Yes <input type="checkbox"/> No	20. AMPLIFIED SOUND / DJ <input type="checkbox"/> Yes <input type="checkbox"/> No	
21. HOW MANY EVENTS HAS APPLICANT HELD IN PREVIOUS 12 MONTHS? _____ IF APPLICABLE, PLEASE LIST LAST TWO EVENT DATES AND LOCATIONS:				
22. HAS THERE BEEN A POLICE RESPONSE TO PREVIOUS PERMITTED EVENT(S)? <input type="checkbox"/> Yes <input type="checkbox"/> No IF "YES" PLEASE EXPLAIN:				
23. WILL UNIFORMED SECURITY BE PRESENT DURING EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No				
24. NAME OF SECURITY COMPANY:		25. NUMBER OF UNIFORMED SECURITY OFFICERS:		
THIS SECTION FOR SACRAMENTO POLICE DEPARTMENT USE ONLY				
26. APPLICATION RECEIVED BY:			DATE	
27. APPLICANT NOTIFIED BY:			DATE	
28. MANDATED EVENT CONDITIONS: <input type="checkbox"/> The licensee will provide licensed, uniformed security. <input type="checkbox"/> The licensee will provide security from The Sacramento Police Department. <input type="checkbox"/> Alcohol will be served in plastic/paper cups <input type="checkbox"/> Alcohol cups will be identifiable from soft drink cups <input type="checkbox"/> Cups will not be larger than 16oz. <input type="checkbox"/> Only two (2) cups per sale to a person <input type="checkbox"/> For outdoor events, no alcoholic beverages beyond designated fenced in area <input type="checkbox"/> Signs must be posted at all exits: "NO ALCOHOL BEYOND THIS AREA" <input type="checkbox"/> Volunteers are prohibited from consuming alcoholic beverages while working				
29. PERMIT REQUEST APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No				
30. APPROVED BY:			DATE	

Addendum C - SPD ONE DAY ALCOHOL BEVERAGE PERMIT REQUEST - *Continued*

- Box 1 Type of License: Check all that apply.
- Box 2 Name of Organization: Provide name of organization.
- Box 3 Tax Identification Number: If your organization is non-profit provide the tax identification number. If your organization is for profit, write N/A.
- Box 4 Event Address: Provide the address of the location where the event is being held. Do not use the organization's mailing address.
- Box 5 Event Facility Name: Provide the name of the building/business where the event is being held.
- Box 6 Event Type: Identify the type of event. Second Saturday events are limited to the Friends of the Arts Commission and affiliated Arts Organizations.
- Box 7 Event Date: Provide event date.
- Box 8 Hours of Event: Indicate the start time and end time of the event. (e.g. 6:00pm – 10:00pm)
- Box 9 Contact Person & Phone Number: Name of person responsible for application and a phone number where he/she can be reached for verification of information provided on application.
- Box 10 Event open to the Public: If the event is open to the public check the YES box, if the event is private, check the NO box.
- Box 11 Outdoor: If the event will be held outdoors, check the appropriate box.
- Box 12 Under age 21: Will persons under the age of 21 be admitted into the event and will they be present where alcohol is being served.
- Box 13 Attendance: Indicate estimated number of attendees for event.
- Box 14 Admission Fee: Indicate the price for admission to the event?
- Box 15 Drink Ticket Fee: If drink tickets are sold, indicate the price for drink tickets. If tickets are not sold, write "N/A".
- Box 16 Who Receives Proceeds: Provide name of the organization to receive the net funds raised at the event.
- Box 17 Hours of Alcohol Service: List the start and finish time that alcohol will be served.
- Box 18 Street Closure: If the event requires the closure of City streets, check the YES box. If it does not require City street closures, check the NO box.
- Box 19 Live Music: Will there be live music played at the event?
- Box 20 Amplified Sound/DJ: Will there be a public address system, disc jockey or amplified music of any kind played at the event.
- Box 21 How many events has applicant held in previous 12 months? State number of events.
If applicable, list last two event dates and event locations.
- Box 22 Police Response: Has there been police response to previous permitted event(s)? Check the appropriate box. If there has been a police response at prior events, check the YES box and include a brief summary of the incident(s).
- Box 23 Will uniformed security be present during event? Check YES or NO.
- Box 24 Name of security company. List the name of the security company that will be working the event.
- Box 25 Number of uniformed security officers: List the number of security officers working the event.
- Box 26-30 For SPD use only.

Upon approval, the application will be returned to the contact person listed on this form, or his or her authorized representative.

It is the applicant's responsibility to complete and submit ABC-221 to the local ABC office in the time period required by ABC.

In addition to the Alcoholic Beverage Control (ABC) guidelines for daily licenses, the Sacramento Police Department (SPD) requires the following conditions are met before approving a request for a One Day Alcohol Beverage Permit:

- Applicants must be at least 21 years of age.
- Permit requests must be submitted at least fourteen (14) calendar days, but no sooner than thirty (30) calendar days prior to the date of the event to allow for proper processing. If application is received less than fourteen (14) calendar days in advance, SPD will try to accommodate the applicant, but cannot guarantee the application's approval.
- For each permit request received, there will only be one (1) event date listed. If requesting multiple permits for a series of events, please use individual forms for each date.
- Each permit request received is subject to approval from the Area Captain or his/her designee.
- For those applicants who have already arranged security for a permitted event, please be advised that the security firm is also subject to approval from SPD. To obtain a list of approved security providers, please contact the nearest police patrol facility.
- For those applicants who have not arranged security for a permitted event, please be advised that SPD may require that security and/or uniformed police officers be present for the duration of the event. This decision is at the discretion of the Area Captain or his/her designee and can be based on venue, past history, number of attendees, and/or other circumstances. For a list of approved security providers, please contact the nearest police patrol facility.
- Permit requests may be faxed or e-mailed to the appropriate police patrol facility. Please contact each police patrol facility individually for an e-mail address. If you would like to hand deliver your applications, please contact the appropriate police patrol facility for an appointment. Permits requests may be forwarded to other police facilities upon receipt, depending on the location of the event. Below is the contact information for the three police patrol facilities:

Joseph E. Rooney Police Facility

South Sacramento Area

PH: (916) 277-6001

FX: (916)455-6572

William J. Kinney Police Facility

North Sacramento Area

PH: (916) 566-6401

FX: (916) 566-6467

Central Command

Central/East Sacramento Area

PH: (916) 808-4500

FX: (916) 808-7532

- Permit requests for Second Saturday shall be faxed or e-mailed to the Central Command police patrol facility. If you would like to hand deliver the request please contact the Central Command police patrol facility for an appointment.
- Permits will be returned only to the contact listed on the permit request, or his/her authorized representative.

OTHER HELPFUL TIPS & GENERAL INFORMATION:

- An approved SPD One Day Alcohol Permit (SPD 595) request is supplementary to the "Law Enforcement" signature portion of the ABC license request (ABC-221).
- Please be advised that an approved SPD One Day Alcohol Permit (SPD 595) does not necessarily entitle the applicant to an approved ABC Daily License (ABC-221). To review ABC's instructions and guidelines for obtaining a daily license, please go to www.abc.ca.gov or contact ABC's Sacramento District office at (916) 419-1319. The ABC's Sacramento District office is located near Truxel Blvd at 2400 Del Paso Blvd Ste 155 Sacramento, Ca 95834

Be advised that The Sacramento Police Department may deny One Day Alcohol Permits based on; incomplete application, inaccurate application, late application, venue, past history, number of attendees, and/or other circumstances.

Frequently Asked Tent Questions

Note: These are the Fire Department requirements; the Building Department may assess additional fees and requirements

Do tents need permits?

The following tents and canopies are subject to permits:

Tents that are larger than 200 square feet.

Canopies that are larger than 400 square feet.

What qualifies as a tent?

For the purposes of this information, a tent shall be defined using the 2007 California Fire Code, section 2402.1. Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Who needs to apply for a permit?

Any group that uses a tent for any reason.

How do I apply for a tent permit?

Fill the Tent Permit Application form out completely

The following items are needed in addition to the application:

- A site plan for the location of the tent, with measurements showing distances to buildings and property lines. A minimum 20-foot separation and fire access is required.
- A floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables and other objects.
- Certificates showing the tent to be flame retardant and the State Fire Marshal's seal.
- A copy of your Insurance liability for this event. The City of Sacramento shall be listed as a co-insured or hold harmless
- Any cooking or open flames.
- Heaters and ventilation
- Any other information that may be required specific to your event.

What fees can I expect?

One (1) of the following fees may apply to your tent permit:

\$188 – for the permit

\$200 per hour (minimum 3 hours) – for an overtime inspection (if applicable)

Please note that not all fees may apply to your specific event. Fees are payable at the time of application for the permit.

Who is responsible for the fees and permit?

That is something you must cover with the rental company. Some companies will do this for you. Remember, the renter is ultimately responsible for the permit.

What happens if I don't get a permit for my tent?

There is a broad range of options. They may range from modification of the tent to meet the code to closure and citation. Please note that a permit shall be required for the continued use of the tent.

Where do I apply for a tent permit?

You may apply for your permit at the Fire Department Headquarters, located at 5770 Freeport Blvd., during normal business hours. Please have permit applications in a minimum of fifteen days prior to the event.

How long is the permit good for?

Tents, canopies, and temporary membrane structures cannot be used more than 180 days in a 12-month period. The permits are for the specific event they are issued for and the period of use will be specified on the permit.

When will I receive my permit?

A representative from the Fire Prevention division will set a time for an inspection.

The inspection will only occur after the application has been approved and the fees paid.

You will be issued your permit upon the successful completion of the field inspection. The permit shall be posted in the tent for the duration of the event.

Generators

Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing enclosure or other approved methods. The refueling of hot generators or other equipment is not permitted. Electrical cords and connections shall be protected.

Tent Permit Addendum D continued on next page

Flammable and Combustible Liquids

- Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies.
- Flammable and combustible liquids shall be stored outside and in an approved manner no less than 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

Sources of Ignition

Smoking is prohibited in tents, canopies, and temporary membrane structures and in adjacent areas where combustible materials are stored or used. "No Smoking" signs shall be conspicuously posted.

Fireworks, open flames and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures, tents or canopies unless otherwise approved.

Why is the Fire Department so concerned with tents?

Due to the tragic history of tent fires and the loss of life, tents are heavily regulated.

Who do I call if I have any questions?

Please contact Fire Prevention Division at (916) 808-8623 or specialevents@sfd.cityofsacramento.org.

TENT PERMIT APPLICATION		
Location of tent:		
Date of set-up:	Date of take down:	
Event Date(s):	Start Time:	
Event Sponsor:		
Sponsor Address:		
City:	State:	Zip:
Sponsor Contact:	Phone:	
Rental Company:		
Address:		
City:	State:	Zip:
Rental Contact:	Phone:	
Brief Description of Event:		
Estimated attendance:		
Applicant signature:	Date:	
Tent Permit Fees are \$188.00. A check made out to the City of Sacramento shall be submitted with this application.		
* Permits that require after hours inspection will be billed by invoice for the inspection. Normal inspection hours are Monday –Friday 8:00 AM to 5:00 PM		

Addendum E - HOT FOOD VENDOR REQUIREMENTS

Sacramento City Fire Department

The use of food booths is regulated by the Fire Department and the Sacramento County Health Department. These requirements apply to single vendor, freestanding booths. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to an event. Failure to comply with the following regulations may result in closure of the location.

Flame Retardant Requirements

The sidewalls, drops and tops of tents and canopies shall be of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.

Open Flame

Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft. of the tent, canopy or membrane structure while open to the public unless approved by the fire code official.

Portable Fire Extinguishers

A portable fire extinguisher shall be provided for each food booth. The minimum size for the extinguisher is 2A 10B: C (5 lbs.). If a Deep Fat Fryer is being used, a K TYPE extinguisher shall also be provided. Extinguishers shall have a current California State Fire Marshals tag. The extinguishers shall be attached in an accessible and visible location, between 3 and 5 feet above the ground.

Location

Food booths shall have a clearance of at least 20 feet on two sides. The booth shall not be located within 20 feet of any rides or devices. Cooking that produces sparks or grease-laden vapors shall not be conducted within 20 feet of a structure.

Gas Stoves

All gas stoves, BBQ's and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).

Deep Fat Fryers

Deep Fat Fryers shall not be used in food vendor tents. If a Deep Fat Fryer is to be used it shall be outside the tent and at least 20 feet from the outside wall of the tent. If a Fryer is used in conjunction with a BBQ, it shall be at least 3 feet away from the BBQ. Deep Fat Fryers also require the addition of a K TYPE fire extinguisher.

Bar –B –Q's

BBQ's are not permitted within the food booth. Fuel for the BBQ shall be kept at least 10 feet away from the BBQ. BBQ's shall be located at least 20 feet from a structure or combustible materials. BBQ's and other open flame devices, located outside of structures shall be secured from falling and contact by the public.

Fuel

Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall also be located away from public access. The size of the tank shall be limited to 7 gallons, unless otherwise approved. Fuel tanks shall be secured from falling. Safety release valves shall be pointed away from the structure.

Smoking

Smoking is not allowed at anytime within the food booth, or within 25 feet of any fuel source.

Generators

Generators shall be located a minimum of 20 feet from tents or canopies. They shall also be isolated from contact with the public by approved means. The refueling of hot generators is not allowed.

A copy of these regulations shall be posted in the structure and signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the Fire Department.

Should you have any questions, contact Fire Prevention at (916) 808-8623 or specialevents@sfd.cityofsacramento.org.

Vendor Signature

Date

Booth Name

Rev: 3-10

Addendum F - NOTIFICATION OF UPCOMING SPECIAL EVENT

Organizer(s) Information

Sponsoring Organization _____

Event Contact _____ Phone Number _____

Event Web-Site _____ Expected Attendance _____

Event Information

Type of Event - (check all that apply) ☐ Run/Walk ☐ Street Festival/Block Party ☐ Parade/Procession
☐ Park Festival ☐ Concert ☐ Private Party ☐ Fundraiser ☐ Other: _____

Event Name _____

Event Date (s) _____

Event Location _____

Event Hours Start: End:

Set-up Date: Time:

Break Down Date: Time:

Name of Street(s) to be Closed:

between and

between and

between and

between and

between and

Overall Event Description

***Event Flyer and Site Map and/or Route Attached

Addendum G - NOTIFICATION CERTIFICATION

Event Information

Sponsoring Organization _____

Event Name _____

Event Date _____

Event Location _____

Signature of Sponsor or Authorized Representative

I certify that the entities listed below have been notified about my upcoming event.

Name (printed) _____ Signature _____

Name/Business	Location or Address	Phone #	Method of Notification (check one)
			<input type="checkbox"/> E-mail
			<input type="checkbox"/> Mail
			<input type="checkbox"/> Hand Delivered
			<input type="checkbox"/> Posted
			<input type="checkbox"/> E-mail
			<input type="checkbox"/> Mail
			<input type="checkbox"/> Hand Delivered
			<input type="checkbox"/> Posted
			<input type="checkbox"/> E-mail
			<input type="checkbox"/> Mail
			<input type="checkbox"/> Hand Delivered
			<input type="checkbox"/> Posted
			<input type="checkbox"/> E-mail
			<input type="checkbox"/> Mail
			<input type="checkbox"/> Hand Delivered
			<input type="checkbox"/> Posted
			<input type="checkbox"/> E-mail
			<input type="checkbox"/> Mail
			<input type="checkbox"/> Hand Delivered
			<input type="checkbox"/> Posted
			<input type="checkbox"/> E-mail
			<input type="checkbox"/> Mail
			<input type="checkbox"/> Hand Delivered
			<input type="checkbox"/> Posted

Attach additional pages as needed



COLOR
BORDER & LEGEND - BLACK (NON-REFLECTIVE)
BACKGROUND - ORANGE (REFLECTIVE)

Business'
Insurance Broker

Sample Certificate of Insurance

Name of
Insured (it
should match
the name as
written on
application)

Claims Made
or Modified
Occurrence
is not
acceptable

This
section
should
reference
the event
and date of
event

ACORD		CERTIFICATE OF LIABILITY INSURANCE		Date (mm/dd/yy) 08/01/00	
PRODUCER Agency Manager, Inc. 2500 Bond Street University Park, IL 60466		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
Phone No. 800-999-5368		COMPANIES AFFORDING COVERAGE			
NSURED Valet Business 123 Main Street San Francisco CA 45678		COMPANY A Blue Sky Insurance COMPANY B COMPANY C COMPANY D			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS
<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL CLAIMS MADE <input checked="" type="checkbox"/> OCCUR		123456789	01/01/12	01/01/13	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGG \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any One Person) \$ 5,000 COMBINED SINGLE LIMIT \$ BODILY INJURY (Per Person) \$ BODILY INJURY (Per Accident) \$
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS					AUTO ONLY -EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$ EACH OCCURRENCE \$ AGGREGATE \$
GARAGE LIABILITY <input type="checkbox"/>		SAMPLE	ONLY		AUTO ONLY -EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$ EACH OCCURRENCE \$ AGGREGATE \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					WC STATUTORY LIMITS OTHER EACH OCCURRENCE \$ EL DISEASE-POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$
WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/>					
DESCRIPTION OF OPERATIONS /LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS RE: <Event Name>, <Event Date> Certificate holder is an Additional Insured as listed on the attached Form					
CERTIFICATE HOLDER City of Sacramento Special Event Services 4623 T Street Sacramento, CA 95819			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED PLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		
ACORD 25-S (1/95)			ACCORD CORPORATION 1998		

Current dates
are required

Total CGL
amount
should be
\$1mill

Signed by the Broker or
Insurance Company only

POLICY NUMBER: *(GL Policy Number must be referenced here)*COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART**SCHEDULE**

Name of Additional Insured Person(s) Or Organization(s)

The City of Sacramento, its officials, agents, employees, and volunteers.

Information required to complete this schedule, if not shown above, will be shown in the Declarations.

- A. Section II - **Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability out of ongoing operations performed for that insured.
- B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:
2. Exclusions
- This insurance does not apply to "bodily injury" or "property damage" occurring after:
- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations as been completed;
- or
- (2) That portion of "your work", out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.