



SPECIAL EVENT CHECKLIST

Kindly refer to the Special Event Checklist to help create a timeline and guarantee that your event is planned effectively.

☐ **RESERVATION**

All events planned in the City of Lindsay must have a reservation permit. This can be obtained at the Lindsay Wellness Center, located at 860 Sequoia Avenue, from the Parks & Recreation Director.

☐ **SUBMIT SPECIAL EVENT PERMIT APPLICATION**

The renter is required to sign on the day the reservation is booked, with payment of the deposit made 60 days prior to the scheduled event.

☐ **DEPOSIT**

- \$250 No Alcohol Deposit
- \$500 Alcohol Deposit

The deposit is refunded within 4 - 6 weeks after the event. Provided there are no damages, and the location of the event is left clean. Additional fees may be deducted from your deposit.

☐ **BALANCE**

Must be paid no later than 30 days prior to the event date.

☐ **LIABILITY INSURANCE**

Required for all events. The renter must provide a valid certificate at least 60 days prior to the event. Certificate of Insurance documenting General Liability insurance coverage in the amount of \$1 million coverage and \$2 million aggregate for Class Events I and II. Class III must provide \$2 million in coverage and \$3 million in aggregate coverage. An additional Insured Endorsement is required to reflect that the insurance policy has been amended to include the City of Lindsay as an additional insured.

☐ **ALCOHOL PERMIT**

Issued by Lindsay Parks and Recreation Services upon contract of the security contract. (Lindsay Public Safety signature required)

☐ **SECURITY COMPANY CONTRACT**

Rental(s) with alcohol and/or dance are required to have security present. Renter's responsible for providing a copy of the security contract to adasilva@lindsay.ca.us 60 days prior to the event.

☐ **SPECIAL EVENT ENCROACHMENT PERMIT (TEMPORARY STREET CLOSURES)**

The Special Event Encroachment Permit, with signatures of property owners and/or businesses that will be affected by the proposed street closure, must be submitted. This confirms that at least sixty percent (60%) of the properties and/or businesses affected by the event are in favor of the street closure. If you are uncertain which addresses you are required to notify, you may request the locations.

☐ **TRAFFIC CONTROL PLAN (TCP)**

A Traffic Control Plan is required from a traffic control provider. Example. KRC Safety Co, Inc.

- Rolling Street Closure (Street opens to normal traffic after participants pass)
- Hard Street Closure (Street will be closed for an extended period and/or event equipment will be placed in the street for the duration of the event, meaning no vehicle access)

☐ **ROLLAWAY TRASH BINS & DUMPSTERS**

The renter is responsible for submitting the trash bin and dumpster order, accompanied by a receipt from Mid Valley Disposal 60 days prior to the scheduled event.

☐ **PARKING RESTRICTIONS**

The purpose of NO PARKING signage is to safely control vehicular travel from entering the site of a Special Event and/or reserve public parking space for use by the Special Event. Signs also serve as a notification to the public, allowing them to make alternative parking plans for the day and time of the event. Please review the Parking Restrictions Form for more information.

NOTES:



SPECIAL EVENT PERMIT APPLICATION

Recreation Services Department
860 North Sequoia Avenue, Lindsay, CA 93247
Office (559) 562-5196 / adasilva@lindsay.ca.us
Website: www.lindsay.ca.us

Office Use Only:

- ☐ Date Received: _____
- ☐ Approved: _____ on: _____
- ☐ Fee Paid: _____
- ☐ Permit #: _____

A Special Event Permit Application allows for special events to use city streets, sidewalks, facilities, and/or services. The Director of Recreation will review the application and evaluate the proposed uses to ensure safety and appropriateness.

Prior to applying, the applicant is required to schedule a pre-application meeting with City Staff to determine the Class of special use. This will allow Staff to determine what materials and documentation are required and expedite the process. Class I and II may be approved administratively. Class III events must be approved by Lindsay City Council. Class III events cannot be held in a residential zone. Special Events held in Parks cannot charge an entrance fee. Special Events that inquire for a city park to be closed must be brought forth to City Council.

This comprehensive application has been designed to assist you in developing your event plan while also informing you of your responsibilities as an event organizer and the fees, requirements, and other permits that may be required. All sections must be completed. **Incomplete applications will not be accepted.** Applications for Class I and II Events must be submitted no less than 15 calendar days in advance. Class III Event applications must be submitted no less than 60 calendar days in advance. **Applications that do not meet this time frame will not be accepted.**

APPLICANT INFORMATION:			
PREFERRED COMMUNICATION METHOD (CHECK ONE)			
<input type="checkbox"/> RESIDENCE ADDRESS <input type="checkbox"/> BUSINESS ADDRESS <input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE			
Organizer Name:			
Main Contact Name:			
Residence Address:			
Organizer Address:			
Contact Number:		E-mail:	
Date of Event:		Type of Event:	
Location of Event:			
Estimate Attendance:		Alcohol Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up Time:	to	Event Time:	to
Street Closure:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Clean Up Time:	to
Park Reservation:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security:	<input type="checkbox"/> Yes <input type="checkbox"/> No

CLASS I
<p>Temporary uses of 31 days or less (e.g., Flower sales for Valentine’s Day, Easter, Mother’s Day, Father’s Day and Graduation, or firework sales for Independence Day)</p> <p>Requirements: Special Event Permit application, site plan, business license, property owner’s permission</p> <p>Fee: \$100</p>
CLASS II
<p>Low impact events or road closures.</p> <p>Requirements: Special Event Permit application, site plan, traffic control/parking plan</p> <p>Fee: \$250 + hourly rate of staff</p>
CLASS III
<p>High impact events involving road closures, the sale of alcohol, or events that occupy public space E.g., marathons, fairs, carnivals, rodeos, concerts.</p> <p>Requirements: Special Event Permit application, sit plan, traffic control plan, waste plan, safety plan, insurance certificate, letter of indemnification, ABC (Alcoholic Beverage Control) license, Fire Department inspection, Building and Safety inspection. Additional requirements may be applicable depending on specifics of event.</p> <p>Fee: \$500 + hourly rate of staff</p>

ADDITIONAL EVENT DETAILS			
Type of Event:	<input type="checkbox"/> Parade <input type="checkbox"/> Street Festival <input type="checkbox"/> Carnival <input type="checkbox"/> Concert <input type="checkbox"/> Fundraiser <input type="checkbox"/> Rodeo <input type="checkbox"/> Cycling <input type="checkbox"/> Walk <input type="checkbox"/> Park Festival <input type="checkbox"/> Fireworks <input type="checkbox"/> Run <input type="checkbox"/> Circus <input type="checkbox"/> Filming <input type="checkbox"/> Protest/Rally <input type="checkbox"/> Tournament <input type="checkbox"/> Promotional/Marketing <input type="checkbox"/> Certified Farmers Market		
Set Up Date:	to	Set Up Time:	to
Tear Down Date:	to	Tear Down Time:	to
Number of Participants:		Number of Spectators:	
Total Anticipated Attendance:		Open to Public:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Private Event:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has this event been held in the past? If yes, please provide the previous name, date, and location of the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a fee for attending? If that's the case, please include a comprehensive description of your event. Feel free to attach any extra pages or materials as necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event will Occupy:	<input type="checkbox"/> One (1) Lane <input type="checkbox"/> Two (2) Lanes <input type="checkbox"/> Half a Street <input type="checkbox"/> Full Street <input type="checkbox"/> Sidewalk Only		
Closure Type:	A Traffic Control Plan is required from a traffic control provider. Ex. KRC Safety Co, Inc. <input type="checkbox"/> Rolling Street Closure (Street opens to normal traffic after participants pass) <input type="checkbox"/> Hard Street Closure (Street will be closed for an extended period and/or event equipment will be placed in the street for the duration of the event, meaning no vehicle access)		
Street Name:			
Between:	&		
Start Time:		End Time:	
Street Name:			
Between:	&		
Start Time:		End Time:	

TENTS/CANOPIES/TEMPORARY STRUCTURES	
<p>The standard canopy allowed at events without a special permit is 10x10. These canopies can be grouped into clusters of no more than seven. There must be a minimum 12-foot space between each cluster of canopies. Tents larger than 200 sq ft must be permitted and inspected by the Lindsay Fire Department.</p>	
Will your event include tents or canopies? If so, please specify the quantity and sizes, and make sure to include this information on the site map or plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No

STAGES/PLATFORMS	
Stages/platforms may require an inspection by the City Building inspector for a fee. Will your event include the installation of stages or platforms? If yes, indicate the number of stages and their corresponding sizes. Please include it on the site plan/map.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ALCOHOL MANAGEMENT PLAN

Alcohol services and consumption on public property are allowed by Special Event Permit only. If you are interested in *serving* alcohol at your event, you will need to receive approval and signature from the Director of Public Safety for a California Alcoholic Beverage Control (ABC) license.

Commercial enterprises and caterers are subject to different requirements. Please contact ABC's Fresno District Office at (559) 225-6334 or visit www.abc.ca.gov for more information.

The following rules apply to alcohol service or sales on City of Lindsay public property:

- RBS (Responsible Beverage Service) certification in California is required for **all on-premises alcohol servers and their managers**, including bartenders, servers, cashiers, bouncers, and anyone checking IDs or delivering drinks at places like restaurants, bars, hotels, stadiums, and tasting rooms, within 60 days of hiring, to prevent alcohol-related harm.
- If the alcohol area is accessible to all ages wishing to purchase or consume alcohol, they must present a current ID, and if that attendee is 21 years old or older, they must be issued a nontransferable 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 standard drinks at a time. The City of Lindsay defines one standard drink size as:
 - 12 or 16 oz. beer
 - 5 oz. of wine
 - 1 oz. of distilled spirit/hard alcohol in a mixed drink
 - Shots are not permitted on public property.
- Alcohol cups must be paper or plastic and be distinguishable from other beverages.
- Service must end a minimum of 30 minutes before the scheduled event's end time.
- City staff may establish a start and end time when alcohol may be served.
- Non-alcoholic beverages and water must be available at the event.

Are you requesting permission to serve alcohol at your event? If so, which kind.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Hard Mix Drinks
Will alcohol be sold to attendees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the event open to all ages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain your sales plan (ticket system, cash at service area, how IDs will be checked, etc.).	
Explain who will be serving the alcohol (professional bartenders, volunteers, etc.).	
How many alcohol service locations will you have and where will they be located? Please include locations on the site plan/map.	
Do you have an alcohol sponsor? If yes, please provide their information.	<input type="checkbox"/> Yes <input type="checkbox"/> No

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of Lindsay defines “amplified sound” as speech, music, or other sound projected or transmitted by electronic equipment including amplifiers, loudspeakers, 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 Lindsay Municipal Code 8.20 Noise Control, the following restrictions apply to amplified sound: no person, shall use amplified sound, before 7am and after 10pm unless prior authorization is received, and permission is included in your Special Event Permit.

Will your event include amplified sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What time are you requesting amplified sound?	to
Will sound checks be conducted prior to start time? If yes, state the start time and end time.	<input type="checkbox"/> Yes <input type="checkbox"/> No to
Describe the sound equipment that will be used at the event.	
Will there be any musical entertainment-related features at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entertainment include the use of fireworks, strobes, lasers, or other electrical equipment? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entertainment include any inflatables (bounce houses)? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entertainment include any carnival rides? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entertainment include animals (petting zoo, pony rides, etc.)? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entertainment include any vehicles (car show, displays, etc.)? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No

VENDORS

The City of Lindsay defines "vendor" as an organization or business that sells or advertises products and/or services to event attendees. Generally, there are three categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of Lindsay Business License is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of Lindsay. Please contact the Lindsay Department of City Services at (559) 562-7102 ext. 4 for business license information. You should require each vendor to provide you, the event organizer, with a copy of their business license (if applicable).

Does your event include food vendors? If yes, how many?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event include food trucks? If yes, how many?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any of the food vendors or food trucks be cooking or heating food on-site? If yes, how many?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What cooking method(s) will be used?	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Other:
What is your plan for disposing of grease, charcoal and/or wastewater?	
Does your event include merchandise vendors? If yes, how many?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event include information vendors? If yes, how many?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any items or services sold at your event present any unique liability issues (massages, pony rides, tattooing, piercing, etc.)? Please describe the services.	

MARKETING/ADVERTISEMENT/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 *does not* guarantee 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 guaranteed and the event is therefore cancelled, **YOU MAY NOT HOLD THE CITY OF LINDSAY RESPONSIBLE OR LIABLE FOR ANY OF THE COSTS INCURRED FROM YOUR MARKETING, ADVERTISING, OR PROMOTIONS.** Applicants may not use the City of Lindsay's logo for promotional purposes unless authorized by the City Council.

Do you plan to place signs or hang banners on city property?

If yes, please explain and submit conceptual design of proposed signs and a sign permit application.

☐ Yes ☐ No

LIABILITY INSURANCE

Verification of insurance must be submitted along with the Special Event application. You must submit two documents to satisfy insurance requirements:

1. Certificate of Insurance documenting General Liability insurance coverage in the amount of \$1 million coverage and \$2 million aggregate for Class Events I and II. Class III must provide \$2 million coverage and \$3 million aggregate. The coverage should extend from the event date to 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 is to be sold at the event, an additional \$1 million in liquor liability insurance is required. Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
2. An additional Insured Endorsement is required to reflect that the insurance policy has been amended to include the City of Lindsay as additional insured. The Additional Endorsement must reference the policy number as it appears on the certificate. "The City of Lindsay, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Insured Endorsement. Your permit will not be issued until both the Certificate of Insurance and Additional Insured Endorsement have been received.

The promoter and/or vendor must agree to indemnify, save, hold harmless, and at City's request, defend the City, its officers, agents, and employees from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to the City in connection with the performance, or failure to perform, by Promoter and/or Vendor, its officers, agents, or employees under this agreement arising out of the event.

MEETING WITH CITY STAFF

A meeting is required with City Staff before completing the City of Lindsay Special Event Permit Application. Please be sure to schedule a meeting 90 days prior to your scheduled event.

Date:

Time:

Location:

Scheduled by:

In Attendance:

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 Organizer or Sponsoring Company to submit this application on their 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 Lindsay. I certify that the information that I have provided on this application is true and to the best of my knowledge.

Printed Name _____

Signature _____ Date _____

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the special event permitting process and agree that all information contained in this application is correct and to the best of my knowledge.

Date _____ Driver's License/ID Number _____

CITY USE ONLY

PLANNING APPROVAL:

Date:

BUILDING APPROVAL:

Date:

RECREATION APPROVAL:

Date:

OTHER:

Date:

PAYMENT

Your application is not considered complete until the application fee is received.

Checks must be payable to “City of Lindsay.”

Balance:

Payment Amount:

Date:

New Balance:

Received by:

Payment Amount:

Date:

New Balance:

Received by:

Payment Amount:

Date:

New Balance:

Received by:

Payment Amount:

Date:

New Balance:

Received by:

Payment Amount:

Date:

New Balance:

Received by:

Payment Amount:

Date:

New Balance:

Received by:

Payment Amount:

Date:

New Balance:

Received by:

Notes:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A :	NAIC #
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		01-CP-003190-01-14	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors and Office			01-CP-003190-01-14	3/1/2025	3/1/2026	
B	Accident Policy			MHH010307	3/1/2025	3/1/2026	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is listed as additional insured as required by written contract.

Play at Sweet Briar Plaza Stage scheduled for September 4, 6, 11, and 13.

CERTIFICATE HOLDER**CANCELLATION**

The City of Lindsay
251 E Honolulu Street
Lamont, CA 93241

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED 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 Lindsay

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 for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.



ALCOHOL BEVERAGE PERMIT APPLICATION

Parks & Recreation Services Department
860 North Sequoia Avenue, Lindsay, CA 93247
Office (559) 562-5196 / adasilva@lindsay.ca.us
Website: www.lindsay.ca.us

Office Use Only:

- ☐ Date Received: _____
- ☐ Approved: _____ on: _____
- ☐ Fee Paid: _____
- ☐ Permit #: _____

APPLICANT INFORMATION:

Event:				Event Date:	
Renter(s)/Sponsor(s):				Serving Time:	
Mailing Address:					
Email:				Attendance:	
Contact Number:		E-mail:			
Signature:				Date:	

1. A state license is required to sell alcoholic beverages.
2. Both the service and sales of alcoholic beverages at a City Facility shall be subject to the rules and guidelines contained in California Department of Alcoholic Beverage Control Publication 532 (ABC-532), which are incorporated herein by reference.
3. All alcoholic beverages must be under the control of the renter(s)/sponsor(s) signing this Permit at all times and shall be removed from the location immediately following conclusion of the event.
4. Alcoholic beverages may only be served and/or sold during the Serving Time identified in this Permit.
5. Each renter/sponsor signing this Permit is personally responsible and must see that all requirements outlined in this Permit are met and complied with. One renter/sponsor must have the Permit in his/her possession while using the location and shall, upon request, produce the Permit for Police Officer, Security Agent, or City of Lindsay staff for inspection.
6. Security is required when alcoholic beverages are served at any City property. Security Company must be a City of Lindsay approved Security Company. There shall be at least one Security Agent for every one hundred guests.
7. No alcohol may be served at a function for a minor. No alcoholic beverage may be served by or to minors.
8. No alcohol may be served to persons who are obviously intoxicated.
9. Alcoholic beverages may be brought onto the premises only by the person(s) whose signature(s) appear on this Permit.
10. All alcoholic beverages must be served from the bar.
11. Person(s) serving and/or selling alcoholic beverages may not be under the influence of alcohol or any narcotic while at the City property.
12. Failure to follow the rules and requirements of this Permit may result in serious injury or death, and the Lindsay Public Safety Department has the authority to immediately terminate the event if a condition of this Permit is violated or the manner in which alcoholic beverages are served, sold, or consumed at the event threatens public safety or City property.
13. Each applicant signing this Permit shall indemnify, defend, and hold the City and its officials, officers, employees, agents and volunteers from and against all claims, demands, actions, injuries, liabilities, losses, costs and damages, direct or indirect, and any and all attorneys' fees and other expenses arising from or related to: (i) a violation of this Permit; or (ii) any incident occurring solely or partially as a result of alcoholic beverages served at the event.
14. Permit is valid only for the date and time specified above.



ENCROACHMENT PERMIT SPECIAL EVENT

TEMPORARY STREET CLOSURE INFORMATION:			
Event:		Event Date:	
Closure Start Time:		Reopen Time:	
Street Name(s):	between		
Street Name(s):	between		
Street Name(s):	between		
Street Name(s):	between		
Street Name(s):	between		
Street Name(s):	between		
APPLICANT INFORMATION:			
Name:			
Mailing Address:			
Email:		Attendance:	
Contact Number:		E-mail:	
Signature:		Date:	

Public Safety Department:		Date:	
Public Works Department:		Date:	
Parks & Recreation Department:		Date:	
Lindsay City Council:		Date:	



Special Event Petition

Event:		Page:	of
Event Date:		Event Hours:	to
Location:			

Address (please print)	Name (Please Print)	Authorized Signature	Date	Yes	No
1					
2					
3					
4					
5					
6					
7					
8					
9					
9					



TRAFFIC CONTROL PLAN (TCP) SPECIAL EVENT

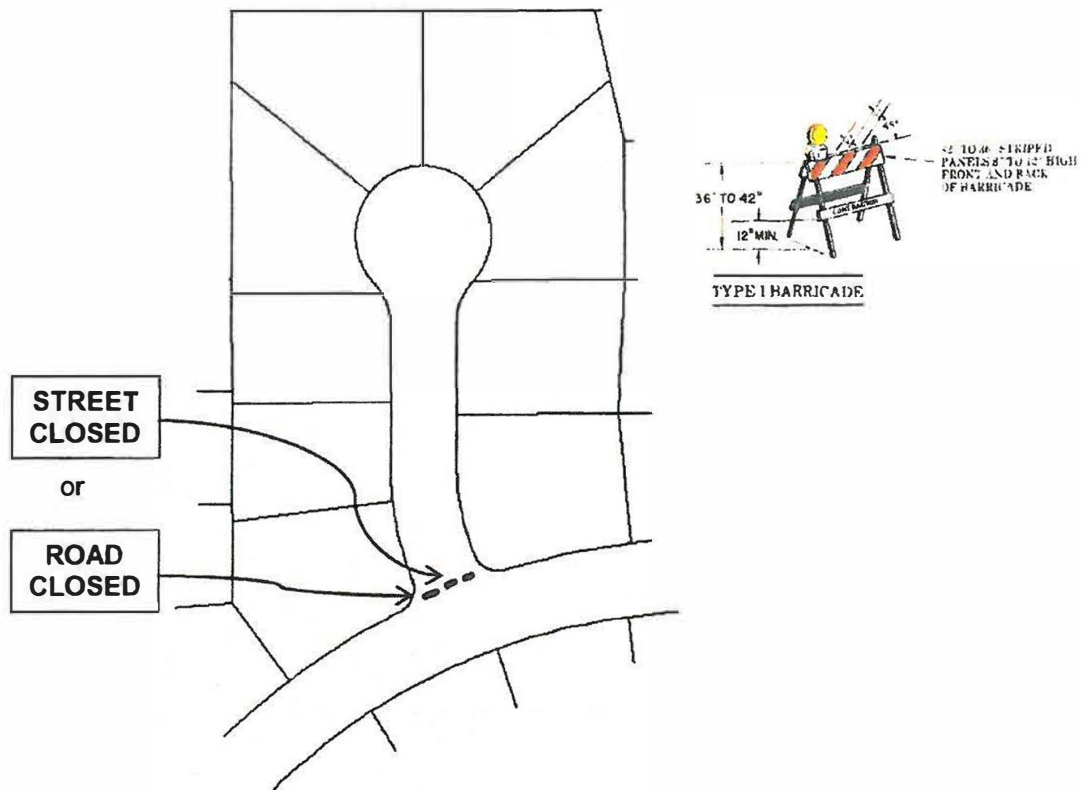
PURPOSE

The purpose of the Traffic Control Plan (TCP) is to safely control all modes of travel (vehicle, pedestrian, bicycle) around the special event site, parade, or route that is held within the public right-of-way.

TRAFFIC CONTROL PLAN REQUIREMENTS

- Be legible, include a North arrow, and submit on paper 8.5"x11" minimum or 11"x17" maximum.
- Show all moving routes, indicate direction of travel, show all street or lane closures, and include plans for barricades and signage, and parking restrictions if needed.
- Depending on the location and size of the event, a detour route may be required.
- Standard Barricades & Signage - Barricades with "ROAD CLOSED" signs must be placed across the street at each intersection of the designated closure. See [SAMPLE TRAFFIC CONTROL PLAN for COMMUNITY EVENTS](#).
- Some road closures (depending on location and duration) may require Portable Changing Message Signs (PCMS) to be placed up to five (5) days in advance of the event.
- **Barricades, signs, and PCMS boards will not be furnished, nor placed by the city. The event organizer is responsible for meeting this requirement.**
- The event organizer is responsible for removing all traffic control equipment within one hour of the end of the event.
- Parking Restrictions – When restrictions for on-street parking and/or parking spaces within a public parking lot are part of the Traffic Control Plan, NO PARKING signs are required to be in place to notify the public 24 hours in advance of the event and shall be noted on the plan. For information on signage and placement requirements, see [PARKING RESTRICTIONS](#).
- Depending on the size and complexity of the event, a logistics schedule may be required detailing times for various phases of the event, such as setup, take down, etc.

SAMPLE TRAFFIC CONTROL PLAN for COMMUNITY EVENTS



Notes:

1. There shall be a minimum of three (3) Type I barricades at the point of closure.
2. There shall be at least one (1) ROAD CLOSED or STREET CLOSED sign attached to the middle barricade at the point of closure.
3. Each barricade shall be equipped with a flashing yellow light after dusk.
4. The applicant is responsible to maintain the barricades during the event.
5. The street closure approval can be rescinded at any time by the Lindsay Public Safety Department, or any other City of Lindsay official if any problem occurs at the event.
6. Any alternate means of closing the roadway shall be submitted to the City of Lindsay prior to the event for review.
7. The right of ingress and egress shall be maintained during the event for each parcel of land affected by the permitted temporary street closure.
8. An eighteen (18) foot unobstructed roadway must be maintained along the closed section of roadway.

This example is for a typical Cul-de-sac configuration. If your street does not meet this configuration, you may be required to submit a detailed traffic control plan with your Temporary Street Closure application.

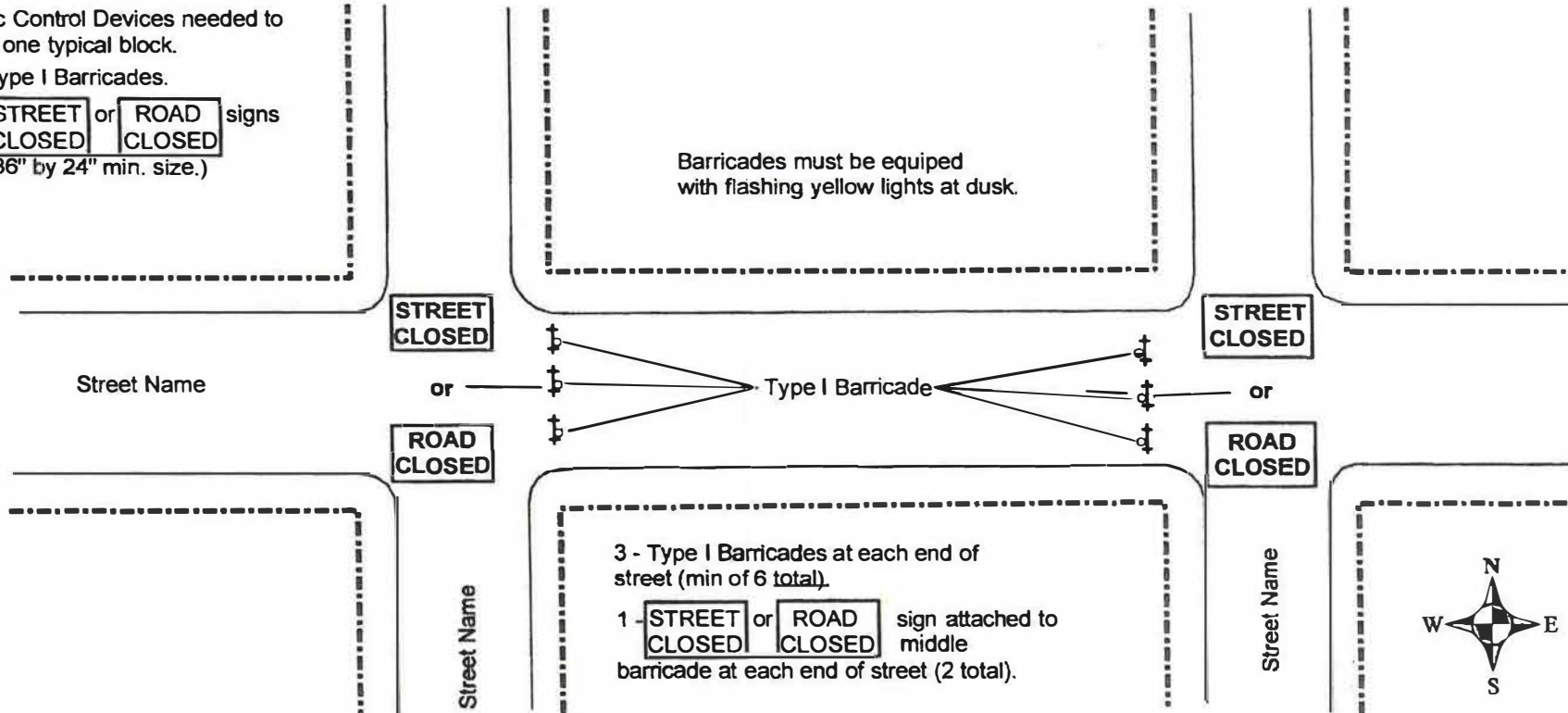
EXAMPLE TRAFFIC CONTROL PLAN for COMMUNITY EVENTS

For locations that involve more than one block, a site specific traffic control plan will be required.

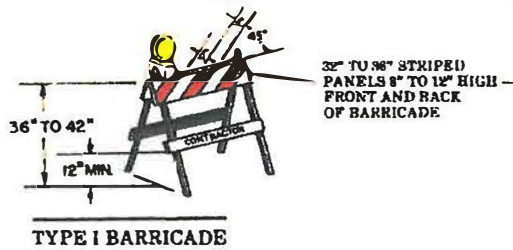
Traffic Control Devices needed to close one typical block.

6 - Type I Barricades.

2 - **STREET CLOSED** or **ROAD CLOSED** signs
(36" by 24" min. size.)



**THIS EXAMPLE IS FOR A TYPICAL BLOCK CONFIGURATION
IF YOUR STREET DOES NOT MEET THIS CONFIGURATION. YOU MAY BE REQUIRED TO
SUBMIT A TRAFFIC CONTROL PLAN WITH YOUR APPLICATION.**





PARKING RESTRICTIONS SPECIAL EVENT

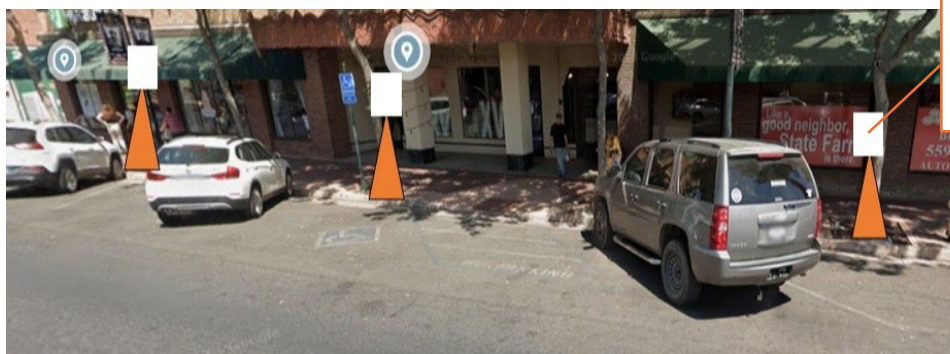
PURPOSE

The purpose of NO PARKING signage is to safely control vehicular travel from entering the site of a Special Event and/or reserve public parking space for use by the Special Event. Signs also serve as a notification to the public, allowing them to make alternative parking plans for the day and time of the event.

NO PARKING REQUIREMENTS

When restrictions for on-street parking and/or parking spaces within a public parking lot are a necessary part of the Traffic Control Plan, NO PARKING signs are required and shall adhere to the following:

- NO PARKING signs are to be in place 24 hours in advance of the event to notify the public.
- Use City City-provided NO PARKING template. Template in Excel format to be provided at the time of Encroachment Permit approval.
- No part of the sign may be handwritten. Use the same font and size as given on the template.
- Signs are to be placed either on traffic cones or flexible traffic delineators set on the curb, at every other parking stall line. When parking stall lines are not marked, signs shall be spaced no more than 100-150' apart.
- When an entire public parking lot is restricted, signs may be placed at the entrance.
- See Exhibit below for example placement of NO PARKING signs.



Set the cone on the curb. Place at every other stall line.

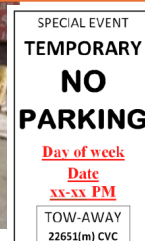


Exhibit - Example of On-Street Parking Restrictions

NO PARKING Sign
(Template to be provided by City)

TEMPORARY NO PARKING

DATE: _____

TIME: _____

**VIOLATORS WILL BE
TOWED AT OWNER'S
EXPENSE**

CVC §22651(m)