



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"/> Fundraiser <input type="checkbox"/> Fireworks <input type="checkbox"/> Tournament	<input type="checkbox"/> Street Festival <input type="checkbox"/> Rodeo <input type="checkbox"/> Run <input type="checkbox"/> Promotional/Marketing	<input type="checkbox"/> Carnival <input type="checkbox"/> Cycling <input type="checkbox"/> Circus <input type="checkbox"/> Certified Farmers Market	<input type="checkbox"/> Concert <input type="checkbox"/> Walk <input type="checkbox"/> Park Festival <input type="checkbox"/> Protest/Rally
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:	<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 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	
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.	
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 *selling* 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:

- 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 wishing to purchase or consume alcohol 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 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. <u>Checks must be payable to “City of Lindsay.”</u>			
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:	
Notes:			