



**City of Petaluma Police Department**

**SPECIAL EVENT PERMIT**

969 Petaluma Blvd. North  
 Petaluma, CA 94952  
 707-778-4372 · Fax 707-656-4059

**OFFICE USE ONLY**

Permit #: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

EVENT DETAILS			
Event Name:		Address/Route:	
Start Date:	End Date:		
Start Time:	End Time:		
Will a portion of this event take place on private property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, written permission from the landowner must be attached. A temporary zoning permit may be required; contact the Planning Department at 707-778-4470 for information.		Will a portion of this event take place in a City park or building? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Park Permit or Facility Permit may be required; contact the Parks and Recreation Department at 707-778-4380 for information.	
<b>Vehicles (includes attendees, vendors, etc)</b> Approximate # per day:		<b>Participants/Attendees (includes vendors, performers, etc)</b> Adults age 21 and over:	
Total # for event:		Minors / adults under 21:	
<b>NATURE OF EVENT</b> <input type="checkbox"/> Concert / Music Festival <input type="checkbox"/> Exhibit / Trade Show <input type="checkbox"/> Bicycle / Foot Race (see Safety Provisions) <input type="checkbox"/> Athletic / Sporting Event <input type="checkbox"/> Agricultural / Farmers Market <input type="checkbox"/> Carnival / Fair / Circus / Haunted House <input type="checkbox"/> Block Party (see Block Party Instructions) <input type="checkbox"/> Parade <input type="checkbox"/> Aviation / Marine Event <input type="checkbox"/> Free Speech <input type="checkbox"/> Wedding <input type="checkbox"/> Pyrotechnic Display (see Fire Inspection/Permit) <input type="checkbox"/> Wine/Beer Tasting		<b>VENUE</b> <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Parking / Traffic Access <input type="checkbox"/> Festival Seating / Standing <input type="checkbox"/> Tables & Chairs <input type="checkbox"/> Tents <input type="checkbox"/> Heating Provided <input type="checkbox"/> Generator Provided	
		<b>FOOD</b>	
		<input type="checkbox"/> Amplified Sound <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Stage <input type="checkbox"/> Lights <input type="checkbox"/> Structures <input type="checkbox"/> Booths <input type="checkbox"/> Vendors  <input type="checkbox"/> Catered / Prepared Off-Site <input type="checkbox"/> Barbeque / Grill On-Site <input type="checkbox"/> Deep Fryer On-Site <input type="checkbox"/> Ranges On-Site <input type="checkbox"/> Food Truck/ Trailer <input type="checkbox"/> Other:	
SPONSORING ORGANIZATION OR GROUP			
Contact Person (Application and Attachment A signatory):		Organization (Named on the Insurance Certificate):	
Mailing Address:		Phone:	Fax:
City, State, Zip:		Email:	
ALTERNATE / ADDITIONAL CONTACT PERSON			
Contact Person:		Business Name:	
Mailing Address:		Phone:	Fax:
City, State, Zip:		Email:	

**OFFICE USE ONLY**

- Approved     
  Approval subject to Fire Department inspection     
  Denied – Reason for denial:  
 Conditions and Advisements provided

Chief of Police or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**SAFETY PROVISIONS**

<p><b>SECURITY</b></p> <input type="checkbox"/> Event Staff <input type="checkbox"/> Private Security <input type="checkbox"/> Law Enforcement	<p><b>EMERGENCY MEDICAL</b></p> <input type="checkbox"/> Event Staff First Aid <input type="checkbox"/> Advance Life Support (ALS) <input type="checkbox"/> Basic Life Support (BLS)	<p><b>FIRE PROTECTION</b></p> <input type="checkbox"/> Fire Extinguishers / Hoses <input type="checkbox"/> Event Staff Fire Watch <input type="checkbox"/> Fire Department Stand-By	<input type="checkbox"/> Fire Rescue Stand-By <input type="checkbox"/> Sprinklered Building <input type="checkbox"/> Other:
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<b>TENTS OR MEMBRANE STRUCTURES</b>	<b>MONIES COLLECTED</b>
Will any tents, canopies or membrane structures 20'x 20' (400 square feet) or larger be erected at the event? These require Fire Department sign-off. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe (do not describe 10' x 10' pop-ups):	Entertainment activities for a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No Admission charged or tickets sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Donations requested? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe donations:

**PARADES, BICYCLE RACE, FOOT RACE OR OTHER EVENT ALONG A MOVING ROUTE**

Location of assembly area:		Assembly time:
Location of disbanding area:		Disbanding time:
Parade start time:	Parade end time:	Maximum length of parade (in miles or feet):
Describe vehicles/floats (e.g., how many, how powered):		
Number and type of marching units:		
Animals participating in race/parade? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, describe:		

**ADDITIONAL INFORMATION**

Additional important information?

**APPLICATION DEADLINE:** Special Event Permits must be submitted not less than thirty (30) days prior to the event date, in accordance with Petaluma Municipal Code Chapter 13.32. Special Event Permits submitted fewer than thirty days (30) prior to the event date may be denied on that basis.

- FEES:** All fees must be received prior to the issuance of the permit. See Petaluma Municipal Code Chapter 13.32 for details:
- The sponsoring organization will be invoiced for payment of a nonrefundable permit application fee after the application is received. Payment of the fee does not indicate or guarantee approval or issuance of the permit.
  - If the Chief of Police or designee determines that the event requires the assignment of overtime officers for traffic control, the sponsoring organization shall be required to prepay the estimated costs of providing the officers.
  - Certain events involving food/beverages, erection of structures, or large animals, may be required to provide a cleanup deposit.

**RESERVATIONS:** This contract is issued in accordance with the policies as established by the City of Petaluma City Council. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis, but the requested date is not confirmed until the Permit is approved.

**BLOCK PARTY INSTRUCTIONS:** Must include a separate form with name, address and signature of the residents of all dwellings along the street which will be closed; the day, date, and time of the planned block party; and a description of all activities. Block parties apply only to residential streets, and may not be approved if they create a substantial disruption of traffic flow (PMC 13.32.080).

**INSURANCE REQUIREMENTS:** Event organizers are to acquire and submit required general liability, liquor liability, and automobile insurance with correct verbiage and endorsements or Waiver of Insurance request. See the "Attachment A: Special Conditions for a Special Event Permit" for details and submit signed Attachment A with this application.

**SITE MAP:** Permit package must include a site map with the following:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration, including booth identification of all vendors cooking with flammable gases, fryers and/or barbeque grills.
- Generator locations and/or source(s) of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Any other related event components not listed above.

**FIRE INSPECTION/PERMIT:** A special operational permit is required for facilities and special uses that meet the criteria of the California Fire Code (CFC) Chapter 1, Sec 105-105.7.13 as adopted by the Petaluma Fire Prevention Bureau. An inspection to verify compliance with applicable codes is required prior to issuance of a permit. A two-hour minimum inspection fee will apply as adopted in the fee schedule. Contact the Petaluma Fire Prevention Bureau at 707-778-4389 for more information. No event permit will be approved until a food vendor list with complete contact information (name of responsible individual, mailing address, email address and phone number) are provided to the Fire Department a minimum of two weeks in advance of the event.

**Application Information:** The permit application process begins when an application is submitted to the Petaluma Police Department. The acceptance of the application shall in no way be construed as final approval. After the completed application has been submitted, it will be determined if. An inspection of the venue is required before and/or during the event and a final approval will be issued at the time of the final inspection.

**Site Plan / Route Map:** To ensure appropriate review for each event, it is required to submit a site plan and/or route map with the application. This is applicable for moving routes and fixed venues. The site plan shall be submitted in a clear and legible manner and on a standard 8 1/2" x 11" or 8 1/2" x 14" format; larger maps or blueprints may be necessary. If the scope of work proposed for the event includes portable structures, prefabricated structures or site built structures (bleachers, elevated platforms, temporary pedestrian bridges, tents / membrane or similar structures).

**Public Safety Plan:** If the Fire Code Official determines that an indoor or outdoor event has an adverse impact on public safety (diminished access to buildings, structures, fire hydrants and fire apparatus access roads) or public safety services, the Fire Code Official shall have the authority to order the development of, or prescribe a plan for the provisions of an approved level of public safety. The public safety plan shall address such items as emergency vehicle ingress and egress; fire protection; emergency medical services; public assembly areas; directing of attendees and vehicles (including the parking of vehicles); vendor and food concession distribution; the need for law enforcement, and fire and emergency medical services personnel for such event. (CFC Sec. 403)

**Fire Watch Personnel:** One or more Fire Watch personnel shall be provided at every event at the rate of at least one for each event, and at least one per each 1,000 participants or spectators, to remain on duty during the times such places are open to the public, or when such activity is being conducted. Fire Watch personnel shall have access to an emergency services (911) alert system; fire extinguishers and firefighting equipment as necessary; keep diligent watch for fires, obstructions to means of egress and other hazards during the event when accessible to the public or such activity is being conducted, take prompt measures for remediation of hazards, extinguishment of all fires, and assist in the evacuation of the public from the structures (if needed). (CFC Sec. 403)

**Standby Personnel:** One or more trained crowd managers or other qualified persons, at a ratio of one crowd manager/supervisor for every 250 occupants shall be provided during the event when such places are open to the public, or activity is being conducted. (CFC Sec 2404)

**Medical:** The Coastal Valley Emergency Medical Services Agency (EMS) - Sonoma County Office has final authority to determine the event medical services requirements. Contact the Sonoma County Emergency Medical Services at (707) 565 - 6501 for EMS requirements. If appropriate medical services are not provided, or prove inadequate, the Petaluma Fire Marshal maintains the right to shut down any or all components of the event and/or to request additional medical services that will be billed directly to the Host Organization. (CFC Sec. 403)

**APPLICANT SIGNATURE**

*I declare under penalty of perjury, to the best of my knowledge and beliefs, the responses made herein are true and correct.*

Applicant Signature:

Printed Name:

Date:



## City of Petaluma Police Department

### ATTACHMENT A: SPECIAL CONDITIONS FOR A SPECIAL EVENT PERMIT

969 Petaluma Blvd. North

Petaluma, CA 94952

707-778-4372 · Fax 707-656-4059

*The City is obligated to manage citywide special events in order to ensure that the rights of all persons in the surrounding areas of use are protected, and organizers and attendees are mindful and respectful of the adjacent residences so not to cause unreasonable noise or disturbance. The requested use of City facilities and public rightaways constitutes a request for exclusive use in a designated area(s) for an activity which has and requires special City services. As such, the activity requires a Special Event Permit and the activity shall be carried out in accordance with the conditions of the Special Event Permit, City ordinances including but not limited to Petaluma Municipal Code chapter 13.32, and these Special Conditions incorporated herein and identified as Attachment A.*

#### 1. **Conditions:**

- A. Submit a route/street map that shows the route to be used for event activity.
- B. City approval is required for all activities, additional structures, furnishings, and decorations, use of music, props, signs, and changes made to the location or venue.
- C. Make arrangements and cover costs for additional toilets to accommodate the number expected to attend including volunteers, participants, staff, and security.
- D. Must arrange for private security or City of Petaluma Police and Fire Departments during the event to maintain access to event location, facilities, and parks, enforce restrictions, and respond to possible incidents.
- E. Deposit fees for damage, City services, cleanup, business license, and permit fees approved by the Council shall apply as stipulated on Special Event Permit application.
- F. Roadway and sidewalks must be clear at all times.
- G. A Hold Harmless and Release Agreement as stated in the Special Event Permit regulations will be on file.
- H. A leadership team is to form to administer and manage the event, volunteers, participants and vendors.
- I. Vehicles are prohibited from entering a park or site without preapproval.
- J. The event location shall be maintained and left clean as found.

#### 2. **Insurance Requirements:** Event organizers are to acquire and submit required general liability, liquor liability (if applicable), and automobile insurance (if applicable) with correct verbiage and endorsements or Waiver of Insurance request. Requirements to be met are as follows:

- A. **Minimum Scope of Insurance.** Coverage shall be at least as broad as:
  1. Insurance Services Office Commercial General Liability Coverage
  2. Automobile Liability
  3. Liquor Liability
- B. **Minimum Limits of Insurance**
  1. General Liability
    - General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
    - Damage to Rented Premises: \$300,000
    - Personal & Advertising Injury: \$1,000,000
    - General Aggregate: \$2,000,000
    - Products Completed/Operations: \$1,000,000
  2. Automobile Liability (*Required if Permittee owns autos or if autos are used in the activity or event*)
    - \$1,000,000 per accident for bodily injury and property damage.
  3. Liquor Liability (*Required if alcohol will be available at the event*)
    - \$1,000,000 for each Common Cause or Occurrence; \$1,000,000 Aggregate
- C. **Other Insurance Provisions.** The required general liability and automobile policies are to contain, or be endorsed to contain the following provisions:
  1. The City of Petaluma, its officers, officials, employees, agents and volunteers are to be covered as Additional Insureds as respects liability arising out of or in any way connected with participation in the

Special Event Agreement and program, including injuries or property damage due to the active or passive negligence of the City, its officers, officials, employees, agents and volunteers.

- D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.
- E. **Verification of Coverage.** The City of Petaluma is now using an online insurance program, PINS Advantage. Once you have been awarded a contract with the City of Petaluma, you will receive an e-mail from PINS Advantage/City of Petaluma requesting that you forward the e-mail to your insurance agent(s). Event organizer(s) shall furnish the City with Certificate of Insurance along with Endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before the Services commence.

- 3. **Hold Harmless and Release Agreement:** In consideration of participation in this Agreement, the undersigned representative of (*organization*) \_\_\_\_\_ agrees to indemnify and hold harmless, and to release, waive, and discharge the City of Petaluma and its officers, officials, agents, employees and volunteers, from any and all liability for any injury including death, or property damage, arising out of or in any way connected with participation in this Agreement and program, including injuries or property damage due to the active or passive negligence of the City of Petaluma and its officers, officials, agents, employees and volunteers. (*Contact name*) \_\_\_\_\_ ACKNOWLEDGES HAVING READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTANDS THAT THEY ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE. The undersigned agrees that the event/activity will be conducted in accordance with and subject to the terms and conditions of this Agreement. To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and/or waiver shall expressly include the City, its employees, agents and representatives as released parties. Said provision(s) shall confirm that the City, its employees, agents and/or representatives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.

**SIGNATURE OF AUTHORIZED OFFICER OF SPONSORING ORGANIZATION**

***My signature below signifies that: I am 21 years old or older; I agree to abide by all conditions, policies, and City ordinances; and I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.***

Signature:

Printed Name:

Date: