



SPECIAL EVENT PERMIT APPLICATION

Please return completed application to the Parks and Recreation Department, 530 West Main Street, Santa Paula, CA 93060 (805) 933-4226 ext:353. Santa Paula is a city that is proud to host many events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Santa Paula through the support of special events.

PERMITS REQUIRED

Special Event Permits are required for any person, group, or organization that wants to conduct, manage, aid, or solicit attendance for an event on city property that has 50 or more attendees; or any event that requires the use of City services.

Applications must be received no less than 60 calendar days before the first day of the event and no sooner than 2 years before the first day of the event. Applications received less than 60 calendar days before the event are subject to a \$87 late filing fee. Annual events must reapply for each recurring event. Special Event Permits may be denied during holidays and peak season.

Incomplete applications will not be reviewed by the Special Event Committee. Any incomplete applications will be returned to event organizers.

Special Event Permit Applications and supporting documentation along with application fee can be submitted to the Parks and Recreation Department, 530 West Main Street, Santa Paula, CA 93060, Monday-Friday 8am-5pm, via email to events@spcity.org.

A staff member from the Parks and Recreation Department will contact your event coordinator to schedule an appointment with our Special Events Committee (SEC). During this appointment, you will have an opportunity to present and discuss the details of your event.

SPECIAL EVENT APPLICATION, INSURANCE & FEES

Please keep in mind that there may be additional information you will be required to submit to receive a permit; review the list below for examples. It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process. There is a \$217 penalty fee if all documents are not received 30 days prior to your event.

- Park/Facility Application and Fees (if applicable)
- Alcohol Beverage Control (ABC) License (if applicable)
- Copy of Security Guard Contract (if applicable)
- Vendor List (if applicable)
- Business Licenses and insurance for event coordinators and vendors

All Special Events must have Insurance Coverage naming the City of Santa Paula as additionally insured, and supply an additional endorsement certificate with the following wording: The City of Santa Paula, and its employees, officers and agents, are added as additional insured.

The Special Event Permit Non-Refundable Application Fee partially offsets the cost of reviewing your permit application and coordinating the event review process.

In addition to the permit application fee, you may be assessed other City permit fees, department rates and fees, cost and fees associated with personnel or resources provided to your event by a City department, program or division, as well as fines that may be assessed by the City for the cost to repair and/or restore any public property damaged by an event. The current Schedule of Fees is included with this Planning Guide and Application.

APPLICATION PREPARATION CHECKLIST:

All applicants must include the following:

- Event Name
- Event Date
- Signed Application / Hold Harmless Agreement
- Non-Refundable Application Fee
- Insurance and Endorsement Certificate for Event and all Vendors in the amount of \$2 million

If you will be using city facilities, you must include the following:

- Fees for Reserved Parking
- Park/Hall Rental Application • Park/Hall Fees

If you will be serving alcohol:

- Alcoholic Beverage Control License
- Santa Paula PD Alcohol Use Application
- Security Guard Contract

If you will need road /parking lot closures / special circumstances:

- Traffic Safety Plan and/or Fire Safety Plan
- Map/Layout of Event

If you will have vendors at your event:

- Vendor List
- Insurance and endorsement for all Vendors
- Ventura County Health Permit for Food Vendors
- Vendor's must have Santa Business Business Licenses
- Signed Fire Regulations Form
- Map layout of event

If you are a non-profit:

- Proof of Non-Profit Status



SPECIAL EVENT APPLICATION

Please return completed application to the Parks and Recreation Department, 530 West Main Street, Santa Paula, CA 93060 (805) 933-4226

Name of Event: _____

Location: _____

Date / Days: _____ Estimated Number of Participants: _____

Starting time of event: _____ Set-up time of event: _____

Ending time of event: _____ Take-down time of event: _____

Organization / Sponsor: _____

Contact Person(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

Event Description, please include event flyer if available:

Is this event for a non-profit? _____ Or for-profit? _____

Name or non-profit organization or business: _____

Please include a copy of your 501(c) determination letter from the IRS for non-profit status.

Number of other events by the organizer _____

Is this an annual or One-time event? _____

Does this event fall on a holiday? _____



City of Santa Paula

Special Events Vendor Business Tax Information and Application

Every person or company who does business in the City of Santa Paula is required to purchase an annual business license. This includes vendors who may do business only on selected days. The minimum license tax, which covers sales of up to \$25,000 annually, is \$20. The business license tax is in addition to the business license application fee of \$30, and SB1186 \$4 Fee. One license is good for the twelve months beginning October 1st and ending September 30 of each year, and covers all events in which the vendor may participate during that year. If application is made for business to be conducted after April 1 of any year, the prorated tax is \$10, covering events between April 1 and September 30. Special event vendor fees are due for each event. Each license will carry a statement that the vendor is required, and by accepting the license agrees, to properly report his/her sales within the City of Santa Paula to the State Board of Equalization. This application is for use by vendors with no permanent place of business in the City of Santa Paula.

NAME OF APPLICANT _____ TITLE _____

BUSINESS NAME _____ PHONE# _____

ADDRESS _____

_____ ZIP _____

SALES TAX RESALE NUMBER _____ TYPE OF BUSINESS _____

Number and date of previous Santa Paula business license:

Number _____ Date issued _____

Date of expected first sale in Santa Paula this year _____

\$30.00 Process Fee plus \$20 For sales between Oct 1st and Sept 30th. \$4.00 (SB1186) \$54.00 Total

\$30.00 Process Fee plus \$10 For sales between April 1st and Sept 30th. \$4.00 (SB1186) \$44.00 Total

\$30.00 Process Fee plus \$10 One-Time Event Only \$4.00 (SB1186) \$44.00 Total

I declare under penalty of perjury that this statement has been examined by me and to the best of my knowledge and belief, is a true, correct and complete statement.

Signature of applicant

Date Signed

Please send completed form and payment to: Finance Department, 970 Ventura Street Santa Paula, CA, CA. 93061. Please allow two weeks for processing and mailing of this form.

Facilities: Check all that apply

- Community Center
- Ebell Park
- Las Piedras Park
- Harding Park
- Veteran's Park
- Streets
- Parking Lot
- Other _____

City Services Requested: Check all that apply

- Police
- Public Works
- Fire/First Aid
- Traffic Control
- Electricity
- Portable Restrooms
- Dumpsters
- Banners
- Other _____

Additional Event Requests: Check all that apply

- Vendors
- Food Vendors
- Alcohol for sale
- Alcohol no-charge
- Security Guards
- Amplified Sound
- Tents/Pop-Ups
- Other _____

PROVISIONS - This application is made according to the rules set forth in Santa Paula Municipal Code Section 12.16, regarding Special Event Permits. In this application, the phrase "Special Event Code" shall be used to refer to these Code requirements.

An application for a Special Event Permit is deemed completed when the applicant has provided all of the information required herein including any additional information requested, such as payment(s), insurance and endorsement certificates, park/hall application and fees, copy of ABC license, copy of security guard contract, insurance certificates, business licenses from vendors and any other documents required by the City. Application must be approved by City Manager.

1. Santa Paula Municipal Code Section 12.16. By submitting this application, the applicant understands that the City shall review the application under the procedures set forth in the Special Event Code. If the City approves the application, the CVB will issue a Special Event Permit.

2. Application Fee. Application must be submitted to the Parks and Recreation Department within 60 working days prior to the date of the event along with the application fee of:

\$346.00 for a Major Event (>50 people) /+\$245.00 (if encroachment permit is required)

\$173.00 for a Minor Event (<50-people)/\$183

and required insurance. Applications will not be processed or reviewed until application fee has been paid in full. All fees, schedules and permits are subject to change without notice. Late applications may be accepted on a case-by-case basis and are subject to a \$53 fee. Acceptance of late applications depend on there being time to process and review the application. Make check payable to: "City of Santa Paula".

3. Insurance Requirements. All events must request a Certificate of Liability Insurance policy naming the City of Santa Paula as additionally insured and an additional Endorsement Certificate with following wording: The City of Santa Paula, and its employees, officers, agents and volunteers, are added as additional insured. Coverage must be at minimum: Each Occurrence: \$1M, Damage to Premises: \$100k, Med Exp: \$10k, Personal Injury: \$1M, General Aggregate: \$2M.

4. Applicants Financial Responsibility. By submitting this application, the applicant understands that he/she will be financially responsible for any City fees or costs that may be imposed for the event.

5. Designee of Organization. If the application is submitted on behalf of an organization, written documentation giving authority to the applicant to sign this application on behalf of the organization by the head of the organization must be supplied.

6. Sales/Vendors. If selling of any sorts will be conducted, all vendors must provide and pay for a Special Events Vendor Business Tax License, and insurance certificate if vendor(s) is/are not covered by event organization. All booths and activities will be monitored by the City of Santa Paula and upon request vendor must provide proof of this license.

7. Use of Private Property. If private property is to be used for the event, applicant must provide written authorization of the property to be used, with dates and time from beginning to end.

8. Display of Special Event Permit. A copy of the special event permit shall be displayed in the special event venue and shall be presented upon demand of any City official. Organizers may not advertise or market their event until final approval of permit.

9. On-site Presence of Event Organizer. The event coordinator or a designated representative is required to be on-site for the duration of the event for coordination and management purposes.

10. Accessibility. It is the event coordinator's responsibility to comply with all City, County, State and Federal accessibility requirements pertaining to the Americans with Disabilities Act (ADA). Questions? If the Applicant has any questions regarding the requirements of the Special Event Code, or this application, a request for clarification should be made to the Parks and Recreation Department, 805-933-4226, events@spcity.org. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.

HOLD HARMLESS AGREEMENT

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of his/her/its use of City property.

The applicant certifies that he/she/it has read and agrees to the City's Special Event procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless, defend and indemnify the City of Santa Paula, its elected officials, officers, employees, agents and volunteers from any damages that may arise as a result of the conduct of the special event for which the permit is being sought. The applicant agrees to defend, protect, indemnify and hold the City of Santa Paula, its elected officials, officers, employees, agents and volunteers free and harmless from against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or allegedly arising out of, related to, or resulting from the conduct of the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City of Santa Paula, its elected officials, officers, employees, agents and volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City of Santa Paula, its elected officials, officers, employees, agents and volunteers resulting from the permitted event or activity.

I hereby submit this Application for a Special Event Permit for the event described in this application.

Applicant Name	Applicant Signature	Date
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SEC Chairperson	Date
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City Manager	Date
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_____ Approve Event _____ Deny Event

SEC Comments:

Stipulations for issuing permit:

Reason for denial:

STREET CLOSURE EVENT

Please Note: Access for other visitors must not be impeded during event. A Special Event Permit does not grant exclusive use. Special Event Permits may be denied during holidays and peak season.

Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notification to local residents and businesses in the form of a postcard, mailed within a two block radius of event.

Name of Event: _____ Date: _____

List the names of streets to be closed and include map of closures:

Include map to identify all aspects of the event with the general location and name of features.

- Electrical Generators Vendors and Booths Mobile Stage
- Sound Systems Comfort Stations First Aid Station Portable Restrooms
- Electrical Power Sources Food Booths Entertainment Bounce House
- Alcohol to be sold
- Alcohol to be distributed Extra parking Grey Water

Date of the event: _____ Estimated number of participants: _____

Starting time of event: _____ Set-up time of event: _____

Ending time of event: _____ Take-down time of event: _____

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted.

Will the event require City personnel, service or equipment?
If so, there may be an additional fee assessed per SPMC 4.40.070:

Are there any unusual activities associated with this event that should be brought to the attention of the City of Santa Paula to evaluate this application?
