



## Community Services Department

### Special Event Application

(APPLICANT MUST BE 21+YEARS)

The information requested in this application will be used to determine your eligibility based on applicable policies, resolutions, and ordinances which are set by City Council. City staff will work closely with event organizers so that events like the one you are proposing are successful. **Only complete applications will be accepted.** Applications are accepted on a first-come, first-served basis. Incomplete applications may delay processing which could affect the availability of your preferred date, time, or location. Completed applications are considered a **request for permit only; submission does not mean that the event has been approved.** In order for an event to be approved, all required permits must be obtained and all fees and deposit(s) must be paid. Any misrepresentation in this application or deviation from the final permit conditions may result in revocation of the permit and the canceling of this or future events.

“**Special Event**” is any organized formation, parade, procession, demonstration or assembly which will travel upon the street, sidewalk, or any other public right of way owned or controlled by the city which does not comply with traffic laws; or, any organized assembly with **100 or more persons**, under the control of a person for a common or collective use, who will require additional public safety or services and/or which will interfere with the use of public property or right of way. Examples include parades, concerts, community events, sporting events and/or block parties.

***A Special Event Application must be submitted a minimum of 6 months prior to event.***

### Application Guidelines

The Event Organizer is responsible for submitting a complete Special Events Application to the City a minimum of 6 months prior to the proposed event. If an application is submitted less than six months before an event, the City may be unable to deliver the required City services and/or authorize the event. The application must be filled out completely and indicate all City services required/requested to support the event. The following items are required to be submitted with the application:

**Event Site Diagram and/or Route Map** - must accompany the application, indicating the proposed layout of all equipment (food & vendor booths, alcoholic beverage sales locations, food & beverage consumption areas, tent & canopy locations, stages, first aid & lost child facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, bicycle corral, fencing, etc.); all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities.

**Event Description** - A detailed event description should also be submitted describing all aspects of the event including logistics, schedule of events, and any other relevant information. Additionally, a brief event description of 50 words or less should be submitted for possible use in City brochures, websites, or other publications.

### Application Fee Information

**Application Fee varies dependent on the type of event, see below.**

**\$158**-Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)

## Application Fee Information Continued

**\$315**-Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)

Event staff will review your application and determine whether your event can go forward. If staff determine your event can move forward and if you wish to proceed, it is recommended that the applicant meet with City event staff. The *non-refundable* application fee is due (please note that this amount is a fee and is not applied against the final balance due); the initial application now becomes your final application; **from this point forward, the application fee cannot be refunded**, whether your event takes place or not. In the event of rain or external elements/natural disaster that prevents the event from taking place, the application fee may be refunded or transferred to another date dependent on availability.

The Event Sponsor shall pay 100% of the cost of providing City services for special events and may include such services as police, street control, maintenance, and cleaning, etc. An estimate of costs will be prepared by events staff and 25% of the estimated amount is due upon its receipt. This amount is applied against the final balance due. Unlike an estimate for repairs, for example, the total due is still only an estimate. Your final balance due is calculated after your event is over and is based on existing conditions and circumstances at the time of your event. Although every effort is made to prepare the most accurate estimate possible, your final balance may be somewhat higher or lower. It is also important to bear in mind that costs can vary greatly depending on the nature of each event and the City services requested by event applicant and/or required by event staff; event staff make the final determination about services required.

City Staff are not authorized to waive any fees associated with the special event. If the applicant appeals the required payment, the City Council will provide direction to staff on whether they find a public purpose supports the City funding, partially funding or waiving such fees.

## Applicant Information

Full Name of Applicant: \_\_\_\_\_

Full Name of Organization: \_\_\_\_\_

\_\_\_\_\_ Resident    \_\_\_\_\_ Non-Resident    \_\_\_\_\_ Non-Profit

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location: \_\_\_\_\_

*Select rental location if applicable below (rental application must be completed)*

\_\_\_\_\_ Fernandez Park BBQ Area                      \_\_\_\_\_ Fernandez Park Gazebo

\_\_\_\_\_ Pinole Valley Park Baseball Field                      \_\_\_\_\_ Fernandez Park Baseball Field

## Special Event Details

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event/Activity Description *(attach separately)*

Event Hours: \_\_\_\_\_ *(Include set up and take down time)*    Expected Attendance: \_\_\_\_\_

*\*event can't start before 7am or end after 8pm (time can be earlier dependent on event location)*

Is Event Open to the Public?     Yes     No

## Special Event Details Continued

Admission fee? \_\_\_ Yes \_\_\_ No    If Yes, admission fee: \_\_\_\_

Information Booths only \_\_\_ Yes \_\_\_ No    If Yes, number of vendors: \_\_\_\_

Vendor Booths (selling items)? \_\_\_ Yes \_\_\_ No    If Yes, number of vendors: \_\_\_\_

Food Booths? \_\_\_ Yes \_\_\_ No    If Yes, number of vendors: \_\_\_\_

If yes, it is the responsibility of the event organizer to contact the following to obtain the permits required by law:

If you plan to serve or sell food or beverages to the public, you **must** obtain all required permits including a Temporary Health Permit from the Contra Costa Environmental Health Department (CCEHD) **at least four (4) weeks in advance** of your scheduled event. CCEHD offices are located at 2120 Diamond Boulevard in Concord, and their staff can be reached by telephone at (925) 646-5225.

**Include a copy of your CCEHD permit with this application submittal to the City and vendor proof of insurance.**

Will alcohol be served? \_\_\_\_ \*Yes \_\_\_\_ No

Will alcohol be sold? \_\_\_\_ \*Yes \_\_\_\_ No

\*If alcoholic beverages will be consumed or sold, a permit from the State of California's Alcoholic Beverage Control (ABC) authorizing the sale of alcoholic beverages must be provided 30 working days prior to the event. Failure to obtain the permit or failure to abide by any law shall be grounds for denying or revoking this application/permit and the cancellation of the event. Additional insurance will be required. Alcohol is not permitted in any public parks. It is the responsibility of the applicant to contact the ABC; Pinole PD will review your request along with the rest of your completed application at least 30 days prior to event.

Does your event include the use of generators? \_\_\_\_ \*Yes \_\_\_\_ No

If Yes, for what purpose:

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*If portable power/generators are used, they must meet all applicable Building and Fire Safety regulations and may require grounding and inspection. The City of Pinole may advise event organizer on placement of power/generators to meet grounding requirements. Proof of insurance must be provided by the vendor.*

Will amplified sound be used? \_\_\_\_ \*Yes \_\_\_\_ No

If Yes, please describe and provide vendor information: \*Proof of insurance must be provided by the vendor.

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*Amplified sound, if used, must comply with any and all City noise regulations, including but not limited to those set forth in Section 8.35.030 of the Pinole Municipal Code. Obtaining any use permits related to noise generating events is the responsibility of the applicant and failure to obtain the necessary use permits shall constitute grounds for cancellation of the event.*

## City Services Requested

City services being requested by the applicant or required by the City

POLICE			
Traffic Control	Lane Closure	Road Closure	Security/Public Safety
CONTRA COSTA COUNTY FIRE			
Security/Public Safety			
PUBLIC WORKS			
Barricades	No-parking notification	Cleaning	

### Traffic Control

Will you require any street(s) be closed? \_\_\_\_\_ \*Yes \_\_\_\_\_ No

If yes, list street(s):

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Date(s) and Time(s) for street closure: \_\_\_\_\_

### Permit Requirements

The Organizer is responsible for obtaining all necessary permits required but not limited to those outlined below.

- City of Pinole Special Event Parks Permit
- Facility Park Rental Permit
- City of Pinole Temporary Use Permit
- City of Pinole Police Department Parade Permit
- City of Pinole Police Department Alcohol Permit
- Contra Costa County Fire Special Events Permit (separate application required)
- Contra Costa County Temporary Health Permit
- Department of Alcoholic Beverage Control (ABC) permit
- Temporary seller's permit (California State Board of Equalization)

### Alcohol Permit Guidelines/Plan

Alcohol service and consumption on public property must be approved by the City of Pinole. If you are interested in serving or selling alcohol at your event, you will need to obtain an appropriate license from the California Department of Alcoholic Beverage Control (ABC) and Pinole Police Department 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 oz wine 1 oz distilled spirit/hard alcohol in a mixed drink

## Alcohol Permit Guidelines/Plan Continued

- Shots are not permitted.

Alcohol service and consumption on public property must be approved by the

- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 11am and must conclude by 8pm
- 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.
- Alcohol consumption areas need to be included in event diagram.

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

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Explain your method(s) of serving:

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

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

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Is the event open to all ages? Yes \_\_\_\_\_ No \_\_\_\_\_

*Explain how IDs will be checked, wrist bands applied and how you will monitor and prevent underage drinking:*

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Do you have an alcohol sponsor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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## Waste Requirements

To minimize waste going to landfill and maximize material recovery, all events held on City property must offer recycling, composting, and trash collection services. The waste plan must follow the guidelines below. To support successful materials management, Republic Services provides trash, recycling, and composting bins for rental. All materials generated or provided by vendors and event organizers must meet the guidelines below.

**City policy prohibits use of polystyrene (Styrofoam) on City property, including use for events.**

### **Event Setup and Monitoring –**

- Create a central waste collection area to consolidate materials. Depending on the event size and quantity of vendors, multiple consolidation areas may be ideal.
- If not already arranged, place containers side-by-side in the same order for each station. (Compost>Recycle>Landfill) Ensure signage is visible so that event attendees can identify materials to be placed in trash, recycling, and composting bins.
- Event organizers may designate a materials monitor to oversee each waste station for the event duration. This individual would educate attendees and vendors on what materials can be placed in each container to maximize onsite recycling and composting. In addition, they would monitor and replace bags as they become full or heavy

## Sanitation

Describe your clean-up plans both during and after the event:

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Describe your arrangements for trash removal:

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Waste Removal Company Name: \_\_\_\_\_

*For community events with more than 100 attendees, contact Richmond Sanitary Service 3260 Blume Drive, Richmond, CA (510) 262-7100, to rent garbage, compost, and recycling containers.*

Are you planning to provide restrooms at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please identify the following: Total number of portable toilets \_\_\_\_\_

Total number of ADA accessible rest rooms (10% minimum required): \_\_\_\_\_

Portable Toilet Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*Depending on the location of your event, you may be required to supply at your expense a minimum of one portable toilet per 250 persons in attendance. If only one unit is supplied, it must be ADA compliant; 10% of the total number of units supplied must be ADA compliant. Event organizer is responsible for ensuring the port-a-potties are serviced and fully equipped.*

**Please attach contracts for port-a-potty and garbage collection services.**

## Accessibility Plan

It is the applicant's responsibility to comply with all City, county, state, and federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities. 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](http://www.ada.gov).

## Security and Medical Plan

Event organizer may be required to hire City of Pinole 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 City of Pinole Police Officers, the City of Pinole Police Department will issue you a contract for their services. Event organizer will be responsible for reimbursing the City of Pinole Police Department for the officer's time. Contracted security companies will be required to provide proof of insurance.

Event organizer must evaluate the possible medical response needs for your event. In some cases, these services will be provided by the Contra Costa County Fire. Event organizer will be responsible for reimbursing Contra Costa County Fire. (fee determined by Con Fire)..

Please describe your medical and security plan, Contra Costa County Fire will evaluate the plan and provide comments.

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## Marketing Information

Applicant is required to submit a copy of promotional materials advertising this event. If materials have not been developed at the time of this application submission, then applicant must submit copies when they are created. Event cannot be publicized until it has been approved by the City.

How and where do you plan on promoting your event? Please explain all forms of promotion materials being used and where they will be posted/displayed/distributed (e.g. Instagram, Nextdoor, website, banner, flyers). Include website/social media URLs if available.

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## Decision Process

The event organizer will be notified within 45 days of application submission whether the application has been approved or denied. All event applicants will receive a “Letter of Conditions” related to their event. All conditions must be met, or the event will be cancelled.

## Meeting Requirements-Pre and Post Event

Once the organizer receives City approval, a pre-event meeting with the organizer and representatives from City departments will be scheduled. The meeting will be scheduled a minimum of 90 days prior to the event. The organizer must attend this meeting. Failure to attend a pre-event meeting may constitute grounds for the event to be cancelled. At this meeting, the organizer will walk City staff through the proposed event plan in more detail. City staff will advise and approve an event plan that meets public health and safety standards, provides for the delivery of City services, and addresses the concerns of the community. The organizer will be informed of all required fees, conditions of use, and insurance. Note: Additional pre-event meetings may be held as necessary. The City will also conduct a post-event evaluation and review this with the Organizer at the post-event meeting held within 30 days of the event. The organizer must attend this meeting. At this meeting, City Staff will review the post-event evaluation with the organizer—both parties will debrief the overall event. Special Event Evaluation notes will be taken into consideration in whether to approve future special events, and in setting conditions of use for event and facility permits.

## Appeals Process

Any applicant may appeal any decision, condition, fees, or charges by filing a written notice with the City Manager via the City Clerk’s office within five (5) business days of the decision and needs to contain the name, address, phone number of the applicant with a detailed description of the specific action or grounds to be reviewed. The City Manager will have five (5) business day to respond in writing and may consult with the City Attorney. The City Manager’s decision may be appealed in writing to the City Council via the City Clerk within five (5) business days and shall include the same information as the original appeal. Any appeals not filed within the listed time frames will not be considered. Failure to file an appeal constitutes a failure to exhaust administrative remedies unless the applicant can establish by a preponderance of the evidence that due to timeliness or other circumstances recognized by law, the filing of such appeal would be futile.

## Indemnification

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of Pinole, 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

## Indemnification Continued

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 associated with this Special Event.

## Insurance Requirements

For safety precautions, the City of Pinole requires proof of insurance (a certificate of liability in the amount of \$1 million per occurrence, \$2 million aggregate). A separate endorsement document naming City of Pinole as additional insured must be provided along with the insurance form and must be approved by the City Attorney's Office; ample time must be allowed for the City Attorney to review these documents. Your event can not be approved or take place unless the City Attorney's office has reviewed and approved your insurance documents. Proof of insurance must be submitted at least 60 days prior to the date of the event. The Certificate of Insurance must include and list the City of Pinole as additional insured.

Note: Without proof of insurance, the event will be cancelled. **Special Risks or Circumstances** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**Proof of insurance may be faxed to (510) 724-1528 or emailed to [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us).**

I, acting on behalf of the organization I represent, state that I am a legally responsible adult authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I also understand that the falsification or misrepresentation of any information on this application may result in the immediate termination or cancellation of this event at the sole discretion of an authorized representative of the City of Pinole. I understand that I am responsible for meeting all the requirements of my special event as set forth by the City of Pinole including, but not limited to the following: adequate public sanitation facilities ("porta-potties"), Contra Costa County Health and Fire Protection District permits and inspections, appropriate A.B.C. permits, and impact to surrounding neighborhoods, especially noise. I understand it is my responsibility to provide proof of adequate liability insurance which names the City of Pinole on a separate endorsement as "additional insured" or which provides a blanket additional-insured document as part of the policy, the validity of which is to be determined by the Office of the City Attorney of Pinole, CA.

Name of Applicant (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Staff Only

Application Received on: \_\_\_\_\_

Complete Application

Incomplete Application

Sent to the following Departments:

Police Department

Public Works Department

Contra Costa County Fire

City Manager

Community Development Department

City Attorney

Application Approved on: \_\_\_\_\_

Application Denied on: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Estimate of Costs sent on: \_\_\_\_\_

Copy of Insurance Received on: \_\_\_\_\_

Copy of ABC License received on: \_\_\_\_\_

Copy of City of Pinole PD Alcohol Permit received on: \_\_\_\_\_

Copy of Contra Costa County Fire Special Events Application received on: \_\_\_\_\_

Copy of Food Vendors Permit Received on: \_\_\_\_\_

Rental Application Received on (if applicable) \_\_\_\_\_

Promotional Material Received on (if applicable) \_\_\_\_\_

Copy of Restroom Contract Received on: \_\_\_\_\_

Copy of Republic Services Contract Received on: \_\_\_\_\_

Parade Permit Application Received on (if applicable) \_\_\_\_\_

## Staff Only Continued

Pre-Event meeting Date: \_\_\_\_\_

Post-Event meeting Date: \_\_\_\_\_

## Payment Information

Payment Received on: \_\_\_\_\_

Parade Permit Payment Received on: \_\_\_\_\_

Rental Payment Received on: \_\_\_\_\_

Proposed event fee waiver presented to City Council (if applicable)

Meeting Date: \_\_\_\_\_

Fees Waived by City Council Yes \_\_\_\_\_ No \_\_\_\_\_

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