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# Special Events Permit Application

## Overview

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Please use the following checklist as an aid to insuring a completed application for submission. *An incomplete application can severely slow the approval process.*

- **Have you checked the availability of your chosen venue?**
- **A completed Special Events Permit Application** (*page 4*)
- **Reviewed and Signed Special Events Rules & Regulations** (*Review pages 2-3, sign page 6*)
- **Insurance Certification** (*See 3 page for additional information; fill out and sign page 5*)
- **Site Map** (*Including placement of structures*)
- **Proof of Non-Profit Status** (*if applicable please attach 501 © (3) tax exemption letter*)
- **Events with VENDOR(S) must include the following:**
  - **City of Rio Dell Business License**
  - **County Health Permits**
  - **Rio Dell Fire Protection District INSPECTION FORM** (*Provided by Fire District*)
  - **Booth Layout Map** (*Please include vendor name(s) & locations*)
- **ABC Permit Copy** (*For events serving or selling alcohol*)
- **Waste Handling Plan** (*See page 5 for additional information*)
- **Security Plan** (*See page 2 for additional information*)
- **Adequate Parking & ADA Requirements** (*See page 2 for additional information*)
- **Route Map** (*For Parades, Runs, Walks, Races, Marches or Bike Tours*)
- **Detailed Event Plan, a written description of your event** (*See pages 2-3 for what information must be included*)
- **Letter of Notice to surrounding residents/business** (*If required: see page 3 for additional information*)
- **Completed Encroachment Permit Application** (*If required: see page 2 for additional information*)
- **Application Fee** (*As established by ordinance; check with City Clerk for amount*)
- **Submit completed application to City Hall** (*Pages 4-7 and additional documents*):
  - **675 Wildwood Ave, Rio Dell Ca 95562 Phone# 707-764-3532 Fax# 707-764-5480**

Once applications are submitted, please allow 30 days for the application to be reviewed by necessary city departments. After all department considerations have been met, you will be contacted to go over the permit conditions, at which time the permits can be signed. Permits are only effective once all pages are signed and all fees and deposits have been paid.



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## Additional Information for Special Event Permits

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### Encroachment Permits

If your event requires that private structures be placed on public right-of-way(s) or City controlled property, you may need an encroachment permit. If your event includes this type of use please inquire at the time of your application submission.

### Park Events

If your event is to be held at the Rio Dell Fireman's Park it is your responsibility to make the necessary arrangements with the organization for the use of their facilities. No permits will be approved for Fire District Property without written notification that the district is aware of and has approved the event to take place on property under their control.

### Event Information

Depending on the type of event you are planning, for example: a run, a street fair, a bike tour, a parade, a two or three ring circus, or any other event, your plan may be too complex to describe on this application form. If you have a detailed plan that does not fit in the space provided please attach a plan that includes a time-line of the event, a detailed map of the location describing placement of booths, garbage facilities, toilet facilities, food, electrical equipment, street closures as well as the times and locations that surrounding streets will be impacted.

### Site Map/Diagram

With this application, a site diagram needs to be included. The diagram should include the intended placement of structures, tents, portable toilets, waste stations, table placement, fencing, barriers, cooking booths, cones, generators, vendor booths, platforms or stages, vehicle/trailer locations, eating areas, alcoholic beverage areas, first aid locations, routes of ingress/egress. (A sample site map is available upon request).

Consider the following in your planning:

- Impedance of emergency fire, police, or paramedic vehicles
- Conflict with public transportation such as buses or shuttles
- Interference with people trying ... ex: to move a two to three ring circus

If your event involves street closures (an additional permit may be needed), you will be required to obtain traffic safety equipment. Depending on the type of event, you may need barricades, traffic cones, signs, etc. It is your responsibility to obtain and properly place equipment prior to the commencement of the event. In the event of street closures, you may be required to retain the services of a Rio Dell Police officer for traffic control during your event.

Any application for an event which impacts or requires the closure of a public right of way, such as City streets and sidewalks, will be required to include a plan showing the exact location of impacts and the plan for handling/detouring traffic around the event. In some cases, when there is limited parking at the event a shuttle plan may be required.

### Accessibility Plan

It is the responsibility of the event organizers to ensure that all City, County, State, and Federal Disability access requirements are met.

### Crowd Control and Internal Security

Event organizers are required to provide a safe and secure environment for their event. This is accomplished through solid planning and anticipating potential problems and concerns. The size, type, time of day, and location of the event as well as overall activities are all areas that need to be analyzed in depth. Events having the potential to draw a large crowd, such as street fairs or concerts, are a particular concern. Larger events may require the services of professional licensed security company. A determination shall be made by the police department regarding security needs for planned events.

## **Notices of Your Event**

Your event may impact the neighborhoods and businesses nearby and you may be required to deliver notices of your event. The City requires that notices be sent out or hand delivered to residences and businesses impacted by your event two weeks prior to the event. The notice must reflect the dates, days, times, location, and types of activities taking place during your event. The notice must give detour or alternate route information if normal access is affected or transportation systems are impacted. Attach a draft sample of the notice to your application.

## **Food Concessions or Preparation**

Food concessions and food preparations must meet Humboldt County Health Department guidelines and may require additional permitting. It is your responsibility to obtain any additional permits.

## **Alcohol**

The sale or furnishing of alcoholic beverages will require an additional permit from the State Department of Alcoholic Beverage Control (ABC). The application must obtain authorization from the Chief of Police before a permit will be issued by ABC.

Public consumption of alcohol is illegal. The Special Event Permit from the City will require the consumption of alcohol in a controlled area. Private security may be required based on the number of attendees and an assessment of the event by the Rio Dell Police Department.

## **Toilet Facilities**

Appropriate Facilities are to be provided by and are the responsibility of the event organizers.

## **Garbage and Recycling**

You must properly dispose of waste for the entirety of your event. The area in and around your event must be cleaned upon the conclusion of the event. You may not use public waste containers for the purpose of cleaning your special event. Event organizers will be billed by the City of Rio Dell should the City be required to clean public areas that were not cleaned by event organizers.

## **Noise**

It should be noted that loud and unreasonable noise is unlawful. Events that include entertainment or other activities which may be loud, including music venues, motorized events, events with large crowds (such as free-range circuses), etc., must be included in the application. Any events that include expected noise shall terminate by 10:00 PM.

## **Insurance Requirements**

Insurance for your event will be required before your special event application will be approved. You will need commercial general liability insurance that names "the City of Rio Dell, its officer's, employees and agents" as additional insured and any other public entities impacted by this event (i.e. Caltrans, County of Humboldt, Rio Dell Fire District, etc.). Insurance coverage must be maintained for the duration of the event (including setup and clean-up before and after the event). Minimum insurance requirement will be provided by the City Clerk at the time of your application.

## **Applicant and Sponsoring Organization Information**

In this Application you will need to include information on both the applicant and the sponsoring organization, as applicable.

## **Fees/Proceeds/Reporting**

If you are a non-profit organization, you must attach a copy of the IRS 501© (3) tax exemption letter to your application.

An applicant applying for a seller's permit to sell food or beverages should indicate the City of Rio Dell as the origin of sales.

DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_



## City of Rio Dell

### Special Event Permit Application

**Must be submitted at least 30-days prior to event date requested.**

Check One: ☐ Private Organization ☐ City Event ☐ Co-City Sponsored Event

#### EVENT INFORMATION

Name of Event/Activity: \_\_\_\_\_

- ☐ Parade, Run, Walk, March, Race, Bike Tour. (Attach a complete route map.)
- ☐ Fair or Celebration with Booths. (Attach a map detailing booth layout with vendor name and location.)
- ☐ Other (describe) \_\_\_\_\_

Date(s) of Event/Activity: \_\_\_\_\_

Time of Event/Activity: From: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Time Set-up Begins: \_\_\_\_\_ a.m./p.m. Clean-up Completed: \_\_\_\_\_ a.m./p.m.

Location of Event/Activity: \_\_\_\_\_

Total Number of Persons Expected: \_\_\_\_\_

Maximum Number of Persons Expected at Any One Time: \_\_\_\_\_

Number of Monitors/Security Provided by Organization: \_\_\_\_\_

#### APPLICANT INFORMATION

Name of Applicant/Sponsoring Organization: \_\_\_\_\_

Non-Profit Tax Id # (if sponsored by an organization) \_\_\_\_\_ Attach proof of non-profit status.

Representative of Organization (if applicable): \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Telephone Numbers: Applicant/Organization: Day \_\_\_\_\_ Evening \_\_\_\_\_

Applicant/Representative: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-Mail Address: Applicant/Organization: \_\_\_\_\_

Name(s) of representatives Who Will Be Present at Event and Responsible for Event Activities (**MUST** be immediately available for duration of event):

Name \_\_\_\_\_ Day-time Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Day-time Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Day-time Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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## Insurance Requirements

*Please include a copy of your Insurance Certification*

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Insurance will be required before final approval of permit.

Insurance Agency\_\_\_\_\_

Agent Name\_\_\_\_\_

Phone Number\_\_\_\_\_ Policy Number\_\_\_\_\_



# Special Events Permit Application

## Check List

We have included all the following items, that are applicable to our event.

- ☐ **A completed Special Events Permit Application**
- ☐ **Reviewed and Signed Special Events Rules & Regulations**
- ☐ **Insurance Certification**
- ☐ **Site Map**
- ☐ **Proof of Non-Profit Status**
- ☐ **Events with VENDOR(S) must include the following:**
  - ☐ **City of Rio Dell Business License**
  - ☐ **County Health Permits**
  - ☐ **Rio Dell Fire Protection District INSPECTION FORM**
  - ☐ **Booth Layout Map**
- ☐ **ABC Permit (Copy)**
- ☐ **Waste Handling Plan**
- ☐ **Security Plan**
- ☐ **Adequate Parking & ADA Requirements**
- ☐ **Route Map**
- ☐ **Detailed Event Plan**
- ☐ **Letter of Notice to surrounding residents/businesses**
- ☐ **Completed Encroachment Permit Application**
- ☐ **Application Fee**
- ☐ **Submit completed application to City Hall**

### AFFIDAVIT OF APPLICANT

Advanced notice of cancellation required: If this event is canceled, notify the Rio Dell City Clerk or the Rio Dell Police Department as soon as possible. Otherwise City personnel and equipment may be needlessly dispatched as well as future permit application approvals may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the laws, rules, and regulations governing the proposed Special Event. I agree that I will comply with all requirements as set by the City of Rio Dell related to this Special Event. The permittee/organization agrees to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Rio Dell.

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

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



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## SPECIAL EVENT PERMIT APPLICATION REVIEW FORM

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*\*For Office Use Only\**

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☐ **Approved**

☐ **Not Approved**

Department	Init.	Yes	No	Explanation	Date
City Manager					
City Clerk					
Panning Dir.					
Chief of Police					
Water Sup.					
WasteWater Sup.					
Fire Dist.					