Permit No: _____

Event: _____

Submittal Date: _____

Date of Event: _____

Approval Date: _____

CITY OF VALLEJO
COMMUNITY EVENTS PERMIT APPLICATION

Complete and return *6-8 weeks in advance* to:

City of Vallejo
Central Permit Center
555 Santa Clara Street, 2nd Floor
Vallejo, CA 94590

Checklist:

- ☐ Processing Fee $150 _____
- ☐ Land Use Fees: $150 per day _____
- ☐ Site Plan
- ☐ Certificate of Insurance w/ attached endorsement page
- ☐ Event Permit Insurance and Indemnity Agreement *(available on the Central Permit Center webpage)*
- ☐ Security Contract (if required)
- ☐ Additional Permits/Requirements (ie. Planning, Building, and Fire)
- ☐ Parade Permit (where applicable)
- ☐ Street Closure Permit and fees, (where applicable): per the Fee Schedule
- ☐ Sound Permit (current Fee Schedule) with COV Police Department and fees, (where applicable)

CITY OF VALLEJO
COMMUNITY EVENTS PERMIT APPLICATION

Event Summary

Name of Event: _____

Date of Event: _____

Location of Event: _____

Type of Event: Run/Walk ☐ Bike Race ☐ Parade ☐ Street Fair ☐ Other ☐

If other, please describe: _____

Brief Event Description, including purpose and target audience.

_____

_____

Dates/Times of Event: _____

Dates/Times of Set Up: _____

Dates/Times of Tear Down: _____

$150 one-time processing fee in addition to $150 per day land use fee including set-up and tear down for use of the area.

If parade, race, run or walk, please indicate route and attach a proposed route map:

_____

_____

A Parade Permit and/or Street Closure Permit may be required.

Estimated Attendance: Spectators: _____ Participants: _____

Will normal operations of residents or businesses be affected by your event? YES☐ NO☐

If yes, attach a copy of the notification letter being set to the affected residents/businesses.

Sponsoring Organization (Applicant)

The applicant for the Special Events Permit must be the authorized representative of the organization/ business conducting the special event. The applicant must be available to work with the City staff throughout the permitting process.

Responsible Organization: _____

Contact Name: _____

Address: _____

City/State: _____ Zip: _____

Telephone (b) _____(h) _____

Cell phone: _____ Fax: _____

Email: _____

Is your organization a tax-exempt nonprofit? YES☐ NO☐

If yes, attach a copy of the IRS 501(c) tax exemption letter certifying your current status as tax-exempt nonprofit organization.

Will admission, entry or participant fees be required? YES☐ NO☐ Per person $ _____

Will vendor fees be required? YES☐ NO☐ Amount $ _____

Has your organization received City funding for the current year? YES☐ NO☐

Entertainment Activities

Will sound amplification be used? YES☐ NO☐

If yes, please describe type of music/amplification. (e.g., DJ, live band, portable system)

_____

A Sound Permit may be required along with an administrative fee in accordance with the most current Fee Schedule.

Food & Beverage

Will food be sold or served at your event? YES☐ NO☐
Each food vendor must obtain a food vendor license.

Will alcohol be sold or served at your event? YES☐ NO☐
If alcohol will be served, liquor liability will be required on the insurance policy in the amount of $2,000,000 as well as a permit from Alcoholic Beverage Control Board (ABC), (510) 622-4970.

Security & First Aid

Describe your internal security procedures (e.g., are you hiring a private security firm?)

_____

_____

Will you request Vallejo Police services? YES☐ NO☐

Will there be a command post at your event? YES☐ NO☐

Will you have an on-site provider of primary first aid? YES☐ NO☐
An executed Security Contract and/or agreement may be required.

Sanitation

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

_____

_____

Will there be portable toilets available? YES☐ NO☐
Please note locations on site plan

Delivery date:_____ Removal date: _____

Describe your arrangements for trash removal:

_____

_____

Depending on the size of your event, you may be required to follow certain State mandates related to event recycling on City property. You must contact the Recycling Coordinator at (707) 648-5346 to discuss your recycling plan before your permit is issued.

Fire Safety

Will any fireworks be used? YES☐ NO☐

If yes the following fees apply:

Fireworks display fee per the current Fee Schedule

$170 per hour stand-by fee (minimum 2 hour coverage)

Will there be any propane gas or open flame? YES☐ NO☐

Will there be any fenced or limited access areas? YES☐ NO☐

Will there be any compressed gas cylinders in use? (helium, etc) YES☐ NO☐

Equipment

Will there be any tents or inflatables at your event? YES☐ NO☐

If yes, does the area exceed 400 square feet ($37m^2$) YES☐ NO☐

If yes, a permit is required and the following fee applies:

Review fee for tents and air supported structures per the current Fee Schedule

Will other temporary structures be used YES☐ NO☐

If yes please describe the type of structure (e.g., bleachers, stages, etc.)

_____

Please note locations on site plan.

Traffic Control & Parking Resources

Please describe your traffic, parking and overflow plan:

_____

_____

Will the services of the Vallejo Police be required? YES☐ NO☐

List specific locations of use:

_____

Will you request on-street parking removal? YES☐ NO☐

Will vehicles be parked on unpaved areas? YES☐ NO☐

Will you request that any street(s) be closed? YES☐ NO☐

If yes, please list street(s):

_____

Date(s) & Times(s) for street closure: _____

A Street Closure Permit may be required with an administrative fee per the current Fee Schedule.

Signage

Will this event require temporary No Parking signs? Qty_____ YES☐ NO☐

Will you be posting directional signage? YES☐ NO☐

Will there be signage advertising your event? YES☐ NO☐

If yes, please provide the location(s):

_____

Electrical

Will you use electricity? YES☐ NO☐

Will you a Generator be used? YES☐ NO☐

If yes please indicate voltage, and wattage of generator: _____

Outdoor extension cords must be 3-prong UL listed extension cords

Please describe electrical usage: _____

The City of Vallejo does not provide additional connections other than the power sources available, nor will they provide any additional power sources that may be required.

An electrical permit may be required if a generator is being used, and a fee will be assessed per the current Fee Schedule.

Agreement and Authorization

The undersigned Organization has read the Community Events Guidelines of the City of Vallejo and agrees to follow and abide by the regulations and procedures therein. It is also agreed that the undersigned Organization does hereby agree to assume the defense of and indemnify and save harmless the City of Vallejo, its Council members, boards, commissions, officers, employees and agents, for all suits, actions, damages or claims to which the City may be subject of any kind or nature whatsoever resulting from, caused by, arising out of, or as a consequence of such issuance of a Community Events Permit, and all underlying permits issued by the City of Vallejo and the activities permitted in connection therewith.

_____

Organization Name

_____

Authorized Signature Date

Attachments Required:

- Site Plan
- $150 Processing Fee (Copy of check)
- $150/day Land Use Fees (Copy of check)
- Certificate of Insurance with attached endorsement page naming City of Vallejo, its officers, directors, employees, etc., 555 Santa Clara Street, Vallejo, CA 94590 as additional insured to the applicant's policy. Refer to Insurance and Indemnity Agreement document for insurance and general liability requirements.
- Security Contract (if required)

Department Conditions of Approval

(for office use only)

Organization: _____

Event: _____

Date of Event: _____

DEPARTMENT	APPROVAL AND/OR ADDITIONAL CONDITIONS / REQUIREMENTS	DATE
Risk Manager		
	Certificate of Insurance – Liability (received and approved)	Date
	Certificate of Insurance – Liquor (received and approved)	Date
	Certificate/Exemption , Wks Comp (received and approved)	Date
PW/Traffic Engineer		
	Approved	Date
Transportation Mgr.		
	Approved	Date
Recycling		
	Approved	Date
Police Department		
	Security Plan (received and approved)	Date
	Parking Plan (received and approved)	Date
	Personnel Estimated Costs (received and approved)	Date
Fire Prevention		
	Site Plan – (received and approved)	Date
Asset Manager		
	Approved	Date
Building Division		
	Approved	Date
City Engineer		
	Approved	Date
PW Director		
	Approved	Date
City Manager		
	Authorizing Approval	Date