

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 (i.e. Planning, Building, Fire, and Business License)
- 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](#).***

Business License

Do you have a business license? YES NO

Business License No.: _____ Expiration Date: _____

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 (37m²) 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](#).***

Maintenance

Will a quick-coupler be needed? YES NO

Will you need the irrigation sprinklers turned off? YES NO

****Call Grounds Maintenance at (707) 648-4501 to schedule the above items.***

Signage (Provided by City for City-Sponsored Events Only)

Will this event require temporary No Parking signs? YES NO

Quantity of signs will be determined by the City

Will you be posting directional signage? YES NO

Will there be signage advertising your event? YES NO

If yes, please provide the location(s):

****Event group must provide Type I, Type II, or Type III barricades as directed by the Public Works Director***

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. The general liability must be \$2,000,000 per occurrence and \$4,000,000 per aggregate (2 page minimum).
- 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
Business License	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