

Permit No: _____

Event: _____

Submittal Date: _____

Date of Event: _____

Approval Date: _____



CITY OF VALLEJO SPECIAL EVENTS PERMIT APPLICATION

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

City of Vallejo
Special Events Coordinator
555 Santa Clara Street,
3rd Floor - City Manager's Office
Vallejo, CA 94590

Checklist:

- ☐ Processing Fee:
- ☐ Land Use Fees: per day _____
- ☐ Site Plan
- ☐ Certificate of Insurance w/ attached endorsement page
- ☐ Event Permit Insurance and Indemnity Agreement
- ☐ Security Contract (if required)
- ☐ Additional Permits/Requirements (i.e. Planning, Building, Fire, and Business License)
- ☐ Street Closure Permit and fees, (where applicable): per the [Fee Schedule](#)

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: _____

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

***A 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

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

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 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 Special Event 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
- Processing Fee
- Land Use Fees
- Certificate of General Liability Insurance along with an Additional Insured endorsement page naming City of Vallejo, the State of California, California Department of Transportation, and their respective officers, directors, employees and volunteers as additional insureds. The general liability shall provide a minimum of \$4,000,000 per occurrence and \$4,000,000 aggregate limits of general liability insurance coverage.
- Security Contract (if required)

Department Conditions of Approval

(for office use only)

Organization: _____

Event: _____

Date of Event: _____

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