



# SPECIAL EVENT PERMIT APPLICATION

## 1. APPLICANT/ORGANIZATION INFORMATION:

Applicant Name: \_\_\_\_\_

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

Business Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Name (if different from above): \_\_\_\_\_

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

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

Contact Person(s) that will be on-site the day of the event:

(A): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

(B): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

(C): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Safety Compliance Person that will be on-site the day of the event and responsible for ensuring the event is in compliance with all state, county, city, and CDC safety guidelines:

(A): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

## 2. FEES:

An application fee, based on estimated event attendance, must be paid within **five (5) city business days** after submission of your application packet. **Please make checks payable to the "City of Ventura"**.

<input type="checkbox"/>	100 attendees or less	\$175
<input type="checkbox"/>	101-999 attendees	\$275

<input type="checkbox"/>	1,000 or more attendees	\$425
<input type="checkbox"/>	Free Speech event	\$25

Should city services be required for your event such as Police, Fire, Streets, Parks, Event Oversight or Janitorial, you will be notified and all additional charges are due prior to the event date. If additional services are required on the day of the event, these charges will be billed afterwards.

This application and resulting permit reflects your agreed upon and intended use of city and/or private property. Any changes to the initial application must be made in a timely manner prior to the date of the event. Excessive changes and revisions to the permit are subject to additional administrative fees and may result in your permit being denied.

In compliance with the Americans with Disabilities Act, special needs can be met by calling 805-658-4726 or through the California Relay Service.

**3. EVENT INFORMATION:**

- Event Category:  Public     Private     For Profit/Business     Free Speech     Walk/Ride Through
- Non-Profit, 501(c)3; Designation paperwork must be submitted with your application
- Non-Profit, Community service group, organization, club without 501(c)3 designation
- Other: \_\_\_\_\_

Name/Title of Event: \_\_\_\_\_

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

Event Date: \_\_\_\_\_ Event Time: FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Event Set-Up: DATE: \_\_\_\_\_ FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Event Breakdown: DATE: \_\_\_\_\_ FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Estimated Number of Attendees: \_\_\_\_\_ Estimated Number of Vendors: \_\_\_\_\_

- This event is free to the public       This event will charge an admission fee to the public

**A final vendor list must be submitted at least fifteen (15) city business days prior to proposed event.**

**Note:** "vendors" include concessionaires, non-profit organizations, sponsors, entertainment, sound, light and stage providers, and any other company, organization, or individual providing goods, services, and/or equipment.

**4. TYPE OF EVENT:**

- Cycling     Parade     Concert     Running     Walking     Craft Fair     Other: \_\_\_\_\_

Property proposed for event (please list address locations):

(A): \_\_\_\_\_  City Property     Private Property

(B): \_\_\_\_\_  City Property     Private Property

**Event Description** (please be specific and include event social media and website addresses):

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**5. EVENT/SITE MAP:**

**A detailed event and/or route map must be submitted with this application.** The map must include a diagram of where the following items will be located: tables, chairs, stage, sound equipment, vendors, food booths, tents, display vehicles, generators, and anything that could create a hazard.

**Note:** Permittee is responsible for contacting the Fire Department at 805-658-4717 to coordinate required Fire Inspection services connected with the event.

**6. STREET CLOSURES/TRAFFIC CONTROL:**

No: street closures are not proposed for this event.

Yes: street closures are proposed for this event.

**Note: Permittee must submit a professional traffic control plan twenty-five (25) city business days prior to the proposed event.** Once submitted, the Ventura Police Department (805-339-4488) and Engineering Division (805-654-7761) will review the traffic control plan.

**Please list proposed street closures:**

Location (A): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Location (B): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Location (C): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Location (D): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

**Note:** After reviewing the traffic control plan, the Ventura Police Department will determine if Police Services connected with traffic control are required for this event.

Permittee is responsible to notify verbally or in writing all businesses and private parties within a 700 foot radius of the event regarding street closures and significant disruptions. In addition, the services of a city street sweeper are required for all Downtown street closures at Permittee's expense.

**7. "NO PARKING-TOW AWAY" SIGNAGE:**

No: "No Parking-Tow Away" signs are not proposed for this event.

Yes: "No Parking-Tow Away" signs are proposed for this event.

**Note:** Permittee is responsible for posting signage no less than seventy-two (72) hours prior to the start of the event. All signage must be on 12" by 18" cardstock with red letters on white background. Permittee is responsible for completing a **daily verification** that all signage is securely posted in required locations. Any signs that have been removed must be replaced.

**Please list proposed locations for signage:**

Location (A): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Location (B): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Location (C): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

Location (D): \_\_\_\_\_ Time FROM: \_\_\_\_\_  am  pm TO: \_\_\_\_\_  am  pm

**8. PARKING:**

**City Parking Lots:**

No: a city parking lot will not be closed to the general public for this event.

Yes: a city parking lot closure to the general public is proposed for this event.

**Note:** Permittee is responsible for paying an administrative fee and the cost of the parking spaces for the number of hours used. In addition, it is the Permittee's responsibility to post no parking signs as described in the "No Parking-Tow Away" section.

If the event is held at the Promenade, parking fees are not waived and the parking attendant will collect a fee per vehicle at time of exit.



### City Parking Meters in the Downtown Core:

- No: using metered parking spaces is not proposed for this event.
- Yes: the use of metered parking spaces is proposed for this event.

**If yes:**

- This event is sponsored by Downtown Ventura Organization (DVO).
- This event IS NOT sponsored by DVO. Permittee is responsible for paying an administrative fee and the cost of the metered spaces for the number of hours used. In addition, it is the Permittee's responsibility to post no parking signs as described in the "No Parking-Tow Away" section.

**Note:** Downtown metered parking area fees must be paid **at least two (2) city business days** prior to your event by contacting the Engineering Division at 805-654-7761.

### 9. FACILITY SERVICES:

#### Electricity:

- No: we will not be requiring electricity or using a generator for this event.
- Yes: we will need electricity. List location and time requested: \_\_\_\_\_
- Yes: a generator is being used for this event. List type (including amps): \_\_\_\_\_

**Note:** Permittee is responsible for acquiring a Fire Permit for generators over 200 amps.

#### Restrooms:

- Yes: we are requesting an extra restroom cleaning (a fee will be charged per cleaning).
- No: we are supplying portable restrooms.
- No: we do not need an extra restroom cleaning or portable restrooms.

**Note:** For events over 150, portable restrooms are required; for events over 200 require portable restrooms and city restroom facility cleaning. Permittee is responsible for all costs and insurance pertaining to portable restrooms.

### 10. ENVIRONMENTAL SERVICES - TRASH/RECYCLING:

Permittee is responsible for clean-up of all trash, debris, litter, and recyclable materials that may accumulate as a result of this event. Permittee is also responsible for hauling all trash and recyclables or contracting with the City's Franchised Hauler, E. J. Harrison & Sons 805-647-1414 for services. No materials shall be put in City or privately owned bins without permission.

According to State legislation (Assembly Bill 2176), any event that serves an average of 2,000 or more individuals per day of operation, including paid staff and volunteers and charges an admission or is run by a local agency, must file a Waste Management/Recycling Plan with the City of Ventura prior to the event. Please contact the Environmental Services Division at 805-652-4584 for forms and assistance with this requirement. For qualifying events under this provision, the event permit may not be issued until this requirement is fulfilled. A follow up report of the types of waste, recycling and weights of materials is to be submitted to the City within thirty (30) days after the event in accordance with the Waste Management/Recycling Plan.

- No, we will supply our own containers or contact E. J. Harrison for service.
- Yes, recyclable containers are needed and we would like to have the City supply the containers.

**Note:** Limited containers are available. Permittee must call the Environmental Services Division at 805-652-4525 to reserve containers **ten (10) city business days** prior to event date. Permittee is responsible for pick up, service, and return of clean containers to the City of Ventura Maintenance Yard at 336 Sanjon Road during regular business hours. Lost or damaged recycling containers will be charged against the deposit at the rate of \$35 per lost container.

**11. PARK SERVICES:**

- No: the event will not impact a city park.
- Yes: the event is being proposed at a city park.

**If yes:**

- We are requesting to place fencing around or in a portion of the city park.
- We are requesting that vehicles be allowed on the turf for unloading and loading only (an additional fee may be charged).
- We are requesting the sprinklers be shut off prior to and on the day of the event (an additional fee may be charged).
- We are requesting an extra park cleaning prior to the event (an additional fee will be charged).

**12. MUSIC/SOUND/ENTERTAINMENT/EQUIPMENT/DRONE USAGE:**

- No: music, amplified sound, entertainment, and/or drone usage is not proposed for this event.
- Yes: music, amplified sound, entertainment, and/or drone usage is proposed for this event.

**If yes, please check the following:**

- Announcements     Music     Other: \_\_\_\_\_

Time            FROM: \_\_\_\_\_  am    pm    TO: \_\_\_\_\_  am    pm

**Note:** The use of a drone to capture event film footage or photography requires a City of Ventura Film Production/Photography permit.

**Type of music, amplified sounds, and entertainment (please be specific):**

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**Stage:**

- Yes: a portable stage is proposed for this event.

Stage dimensions: \_\_\_\_\_ Vendor supplying the stage: \_\_\_\_\_

**13. Alcohol:**

- No: alcohol is not proposed for this event.
- Yes: alcohol is proposed to be included in this event.

**Note:** alcohol on city property is subject to review and approval by the Ventura Police Department. If approved, it is the Permittee’s responsibility to obtain the appropriate ABC alcohol license.. Specific requirements relating to the serving and dispensing of alcohol will be outlined in your Special Event Permit.

**Permittee is required to contact the Ventura Police Department’s Alcohol Enforcement Officer at 805-339-4462 a minimum of twenty five (25) city business days prior to event if alcohol is being proposed for the event.**

**14. BUSINESS LICENSE:**

Most special events require a City of Ventura business license for both non-profit and commercial sponsored activities conducted from a place other than a fixed place of business and for limited periods of time. Proof of a business license is required prior to the issuance of a special event permit. Call 805-658-4715 or visit [www.cityofventura.ca.gov/businesslicense](http://www.cityofventura.ca.gov/businesslicense) for more information and for a business license application.

BUSINESS LICENSE Number: \_\_\_\_\_     None/Not Yet Obtained

## **15. INSURANCE AND INDEMNIFICATION AGREEMENT:**

### **Insurance Requirements:**

Permittee shall procure and maintain in full force and effect all of the insurance required by "**Attachment A**".

The City's Risk Manager will determine the Insurance Tier, in "**Attachment A**", based on the details of the event and its activities.

Yes, we have insurance and will submit the required documents with all necessary endorsements for approval by the City's Risk Manager **ten (10) city business days** prior to the event date.

No, we do not have insurance and would like to purchase insurance through the City of Ventura's Insurance Broker.

**Note:** Insurance coverage through the City of Ventura's Insurance Broker is not guaranteed and is dependent on the type and nature of the event, the activities at the event, and underwriter approval. This coverage may not cover all aspects of your event. Participant waivers may be required.

### **SPECIAL EVENT INDEMNIFICATION AGREEMENT (does not apply to Free Speech Events)**

Permittee agrees, as an express condition of CITY's issuing the special event permit requested by Permittee and as a separate independent covenant to provide the insurance coverage of the type, form, and with the limits set forth in Appendix A, attached hereto and incorporated herein by this reference, that Permittee shall indemnify, defend (at CITY's request and with counsel satisfactory to CITY), and hold CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of or relating to any negligent act, negligent omission, or wrongful conduct, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus), related in any way to Permittee's special event, including the negligent actions, negligent omissions, or wrongful conduct of its vendors and contractors. In the event the CITY determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Permittee shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the CITY should otherwise agree with Permittee to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding. For purposes of this section "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

### **FREE SPEECH EVENT INDEMNIFICATION AGREEMENT (applies to Free Speech Events only)**

Permittee agrees, as an express condition of CITY's issuing the special event permit requested by Permittee and as a separate independent covenant to provide the insurance coverage of the type, form, and with the limits set forth in Appendix A, attached hereto and incorporated herein by this reference, that Permittee shall indemnify, defend (at CITY's request and with counsel satisfactory to CITY), and hold CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus), arising out of or resulting from: (a) any act or omission on the part of Permittee relating to Permittee's use of the public place, right-of-entry area or premises; (b) any failure on the part of Permittee to maintain the public place, right-of-entry area or premises and areas adjacent thereto in Applicant's use and control; and (c) Permittee's failure to follow or comply with the terms of this special event permit or any local, state or federal laws, and regulations. Claims, actions, damages, costs, injuries, and liabilities resulting from any reaction to the Permittee's expressive activity are specifically excluded from this Agreement. In the event the CITY determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Permittee shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the CITY should otherwise agree with Permittee to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding. For purposes of this section "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

**PERMITTEE ACKNOWLEDGMENT AND AGREEMENT**

I, \_\_\_\_\_, the authorized representative for this special event "Permittee", do hereby acknowledge that I have read the terms and conditions of this application; that the terms and conditions are acceptable, that I have the legal authority to bind Permittee to the terms hereof, and Permittee agrees to abide by, comply with, and accept full and complete responsibility therefore.

Authorized Representative: \_\_\_\_\_  
 Signature Date  
 \_\_\_\_\_  
 Printed Name Title

**APPLICATION PACKET CHECKLIST:**

The following materials must be submitted for your special event application to be eligible to move through the review and approval process:

1.  **Completed Special Event Permit Application**
2.  **Detailed Site Map**
3.  **Detailed Route Plan** (if applicable): for events such as walks, marathons, bike rides, etc.
4.  **City of Ventura Business License** (if applicable): required for all events other than private events and free speech events
5.  **Non-Refundable Application Fee:** must be paid within five (5) city business days after application packet submission
6.  **Professional Traffic Control Plan (TCP)** (if applicable): for events involving any street closures; due at least twenty-five (25) city business days prior to event date
7.  **Certificate of Insurance, Additional Insured and Primary Noncontributory endorsements;** due at least ten (10) city business days prior to event date

**Note:** The City may deny any permit due to an incomplete or incorrect application, lack of qualified insurance, limited resources, or previously scheduled events.

\_\_\_\_\_  
 Applicant Name (please print) Applicant Signature Date

<b>OFFICE USE ONLY</b>	<b>PERMIT NO</b>		<b>ROUTED FOR REVIEW</b>		<b>INSURANCE SUBMITTED</b>	
	<b>STAFF RECEIVED</b>		<b>FINAL ROUTED</b>		<b>INSURANCE PURCHASED</b>	
	<b>AMOUNT RECEIVED</b>		<b>BALANCE DUE</b>		<b>INSURANCE APPROVED</b>	
	<b>CHECK NUMBER</b>				<b>INTERNAL RECEIPT #</b>	

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**Attachment A  
INSURANCE REQUIREMENTS SPECIAL EVENTS**

	<b>TIER I</b>	<b>TIER II</b>	<b>TIER III</b>
	<b>Special Events Permittees and High-Risk Vendors: NO Alcohol present and up to 1000 attendees</b>	<b>Special Events Permittees and High-Risk Vendors: Events with Alcohol or 1000+ attendees</b>	<b>Unusual Risks and Exposures to be determined by City's Risk Manager and/or Attendance greater than 10,000 people</b>
<b>COVERAGE TYPES AND LIMITS</b>			
<b>a) Commercial General Liability (CGL)</b>	\$1 million per occurrence AND \$2 million aggregate	\$2 million per occurrence AND \$2 million aggregate if policy is written for a single event  OR \$2 million per occurrence AND \$4 million aggregate if policy covers multiple events	\$5 million - \$10 million per occurrence & aggregate at Risk Manager's Discretion
<b>b) Blanket Additional Insured Endorsement</b>	X	X	X
<b>or</b> Additional Insured Endorsement for Premises and Ongoing Operations such as form CG 20 26 04 13 or equivalent on General Liability, Umbrella and Liquor Liability policies	X	X	X
<b>c) Primary and Non-contributory Endorsement on General Liability, Umbrella, and Liquor Liability policies</b>	X	X	X
<b>d) Liquor Liability per occurrence if alcohol is served or sold at event</b>	N/A	\$2 million per occurrence/aggregate at Risk Manager's discretion	up to \$5 million per occurrence/aggregate at Risk Manager's discretion
<b>e) Auto Liability for commercial vehicles on City property (other than a public street)</b>	\$1 million per occurrence	\$1 million per occurrence	\$1 million per occurrence
<p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Policies must be written by an Insurance Company with an AM Best rating of at least A:VII</li> <li>• The Description of Operations box on the Certificate of Insurance shall contain this language: <i>The City of San Buenaventura, its officials, officers, agents, employees and volunteers shall be named as an additional insured under the All Liability policies are Primary and Non-Contributory. 30 day notice of cancellation will be provided to the Certificate Holder.</i></li> <li>• The Certificate Holder section of the Certificate of Insurance shall specifically state: <i>The City of San Buenaventura, its officers, officials, employees and agents 501 Poli Street VENTURA, CA 93001</i></li> </ul>			

Revised 09/24/2019

For questions connected with insurance requirements, please contact:

**Risk Management Division**  
805-654-7760  
riskmanagement@cityofventura.ca.gov





# **SPECIAL EVENT PERMIT APPLICATION REMINDERS**

## **Please keep this sheet for reference**

The following is a partial list of the general Terms and Conditions of the Special Event Permit and is provided for your information only. Additional Terms and Conditions will be outlined on the issued Special Event Permit.

Note: It is unlawful for any person to conduct, sponsor, or knowingly participate in any event on or within any city street, sidewalk, parking facility, or other public right-of-way that obstructs or interferes with the normal flow of vehicular or pedestrian traffic or which does not comply with the applicable traffic laws.

**Permittee** must comply with any and all direction from the Ventura Police Department.

**Permittee** must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their businesses/residences at all times unless otherwise authorized by the permit.

**Permittee** will be required to supply all signs and traffic control equipment specific to the event as detailed in the permit. In addition, Permittee is responsible for the removal of all signs and equipment at the conclusion of the event.

**Permittee** will be required to provide adequate parking, emergency personnel, trash & recycling containers, and restroom facilities based on the size and type of the event. Specifications will be listed in the permit.

**Permittee** shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing prior to the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of the event.

**Permittee** shall promptly report to the Special Event office any injuries or property damage that occurs directly or indirectly as a result of the permitted event.

**Permittee** shall ensure that all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables or other objects shall be placed so they may be removed quickly for emergency equipment.

**Permittee** shall not allow the sale, serving, or consumption of alcoholic beverages on city property in conjunction with the event unless authorized by the permit. Alcohol must be served in accordance with ABC specifications.

## **SPECIAL EVENT PERMIT CONTACT:**

**Allyson DesBaillets**, Recreation Coordinator  
adesbaillets@cityofventura.ca.gov  
805-654-7749  
501 Poli St, Rm 226, Ventura, CA 93001