

## **SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION**

This Special Event Planning Guide is designed to assist event organizers and serve as a guideline for developing event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the productions and management of special events.

Event organizers have the responsibility to assess the venue, environment, anticipated attendees and event components of the proposed event in order to develop and implement management strategies that ensure the safety of the participants, citizens, and the surrounding environment affected by the event.

Special event permit applicants and/or their representatives agree to have sole responsibility, knowledge, understanding and the ability to meet or exceed all city, county, state and federal codes, laws, policies and regulations associated with the proposed event. Applicants and their representatives also agree to accept the venue in an as-is condition, inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees.

## **SPECIAL EVENT PERMIT PROCESS**

The Special Event Permit Process is managed by the Recreation and Park District. The special event permit process provides a coordinated approach to the planning, review, and on-site management of events.

The permit process begins with submittal of the permit application to the District. All attachments and supporting documentation should be submitted with the original application. Acceptance of the permit application or the initiation of the review process does not deem the permit application to be completed, nor should submission of a permit application be construed as final approval of the application.

Throughout the permit review process, additional information or documents may be requested by the District for clarification. Delays in providing the additional required information may affect the ability to complete the permit application review in a timely manner.

The Rio Linda Elverta Recreation and Park District staff will do its best to keep applicants apprised of any issues regarding the permit application throughout the review process. For Major and Moderate events, a Districtwide pre-event planning meeting and post-event evaluation may be required. The purpose of these meetings is to discuss the special needs or issues unique to the event or community. These meetings provide event organizers with valuable feedback regarding events.

## APPLICATION SUBMITTAL DEADLINE

The Rio Linda Elverta Recreation and Park District requires permit applications to be submitted.

**Major** special events that have 2,000 or more total participants and include spectators, vendors, coaches, judges, etc. Special event applications must be submitted annually to the Parks and Recreation Department no later than June 15 for events taking place the following calendar year. The District Staff will review applications in August of each year and select the major events to be held for the following calendar year. Upon approval authorization, permits will be processed and issued by the District.

**Moderate** special events have between 500 and 1,999 total participants and include spectators, vendors, coaches, judges, etc. Special event applications must be submitted to the District between ninety-days (90) and twelve (12) months prior to the event date. Reoccurring event applications must be submitted between thirty-days (30) and twelve (12) months prior to the event date. District approved major special events will take precedence over moderate special event dates. Permits will be processed and issued by District Staff.

**Minor** special events have between 25 and 499 total participants and include spectators, coaches, judges, etc. Special event applications must be submitted to the Parks and Recreation Department between twenty-five (25) days and twelve (12) months prior to the scheduled event. Council approved major special events will take precedence over minor special event dates. Permits will be processed and issued by the Recreation and Park District.

At the sole discretion of the District, applicants may be authorized to submit written amendments to the initial permit application due to unique or changing circumstances related to the event. Amendments to the permit application must be submitted to the District office. Information requested by a designated reviewing authority that clarifies information already provided in the permit application may be submitted directly to the requesting agency.

## APPLICATION MUST BE COMPLETE

It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information in sufficient detail:

- Signed Special Event Application Form
- Supplemental Event Information Checklist
- Non-Refundable Application Fee
- Detailed Event Description
- Event Site Plan (if applicable)
- Traffic Control Plan (if applicable)
- Parking Plan (if applicable)
- Public Notification (if applicable)
- Pollution Prevention Plan (if applicable).

- Portable Recycling Unit Application (if applicable)
- Fire Department Tent/Canopy Approval

Applicants are required to obtain any permits, authorization and/or exemptions required by other agencies with jurisdiction for certain element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, etc.).

## USER CLASSIFICATIONS

Outdoor facilities shall be available for use by the public for recreational, educational, civic and commercial purposes. Users are classified into groups for, the purpose of, assessing fees and determining priority of use as described below.

PRIORITY	TYPE OF GROUP	EXAMPLE
1	RLERPD District	Rio Linda Elverta Recreation and Park District
2	<i>Resident:</i> Recreational, Private Party, or Non-Profit	Resident Individual, Private Group, Political Group or Tax Exempt Group (located in 95626 or 95673)
3	<i>Resident:</i> Private Party for profit or Commercial Business	Individual sponsored Craft Fair, Shop, Bank, Realtor or Dealership located in 95626 or 95673
4	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	Non-Resident individual, Private Group, Political Group or Tax Exempt Group residing outside 95626 or 95673
5	<i>Non-Resident:</i> Commercial Business	Individual sponsored Craft Fair, Shop, Bank, Realtor or Dealership located outside 95626 or 95673

## APPLICATION FEE

A non-refundable \$50.00 application deposit is due at the time of submittal. The deposit will be applied toward the application fee total.

PRIORITY	TYPE OF GROUP	DAILY FEE
1	RLERPD District	No Charge
2	<i>Resident:</i> Youth, Senior Groups and Non- Profits	\$100
3	<i>Resident:</i> Service, Educational, Recreational, or Private Party	\$150
4	<i>Resident:</i> Private Party for profit or Commercial Business	\$200
5	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	\$300
6	<i>Non-Resident:</i> Private Party for profit or Commercial Business	\$300

Payment of the application fee does not guarantee the special event permit application is complete nor does it guarantee any or all aspects of the application will be approved.

## REFUND POLICY

The application fee is non-refundable once a permit is approved and issued. Additional service fees are due prior to the event date and may be refunded if the event is cancelled and no services are incurred.

## ADDITIONAL SPECIAL EVENT PERMIT FEES

In addition to the application fee additional charges may apply including but not limited to, cleaning/damage deposits, insurance costs, staffing costs, trash and restroom services, etc.

## HOST ORGANIZATION

The following information has been assembled to assist in the development of the proposed event plans and in completing the Special Events Application. The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization can be a non-profit tax-exempt organization or commercial business and is referred to as the Permit Holder.

### **Host Organization Authorized Representative**

An Authorized Representative designated to bind the Host Organization must be identified on the permit application and sign the permit application. The Authorized Representative declares that he/she is a designated representative of the applicant and has the authorization to apply for this permit on behalf of the Host Organization.

The Host Organization must designate a Primary Contact that may or may not be the Authorized Representative. If the Primary Contact is not the same as the Authorized Representative of the Host Organization, the Authorized Representative signature on the permit application, authorizes the Primary Contact to sign permits and other documents as well as make financial and operational commitments on behalf of the Host Organization. The Primary Contact, if different from the Authorized Representative, must also be identified on the permit application.

The Primary Contact works closely with the Recreation and Park District throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

### **Non-Profit or Tax Exempt Organization**

To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as non-profit or tax-exempt by the Internal Revenue Service (IRS) and be in good standing with the IRS. If the Applicant or Host Organization is a non-profit or tax-exempt organization, a copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.

### **Billing Information**

The Applicant or Host Organization is legally responsible and financially liable to the Rio Linda Elverta Recreation and Park District for all District fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The Applicant or Host Organization maintains ultimate liability for payment of all fees and costs assessed by the District.

## EVENT SUMMARY

The section of the permit application is intended to provide District staff with an overview of the special event.

### **Event Date & Time**

Please include the set-up and cleanup times when completing your permit application. The time denoted on the final permit is based on the times indicated in this section. Set-up and cleanup must be completed by the time indicated on the permit. Insurance documents must cover all times as well.

For efficient and effective event management, the District may require separate permit applications for events with plans that vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival).

### **Attendance**

Providing the estimated attendance for an event helps in the review of the event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. Estimated attendance should include the total number of people anticipated to attend, participate, provide support services and/or watch the event.

### **Event Venue**

Applicants must contact the District Office to ensure availability of the proposed venue prior to application submittal when events are held on a public street, public right-of-way or park. A Special Event Permit Application will not be considered complete without authorization from the District for use of the requested venue.

### **Admission**

Include all admission information related to the event. Examples of information include:

- Free to the public
- Ticket price structure (e.g. list by age, activity, etc.)
- Discounts for children, seniors, early ticket purchase
- Entry/participant fee schedule
- Donation/pledge
- Parking/shuttle fee
- Entry to age 21 and up only
- Private event/invitation only

### **Event Site Plan**

Include a detailed map/site plan with the application illustrating the proposed event and include the following: location and description of structures, placement and number of any refuse and recyclable containers, portable restrooms, fences, barricades, sound system, canopies/tents, staging, parking areas, location of all street closures and detours, etc. For races, show routes to be followed and location of staging area from which participants will exit, information/aide booths, check points, route monitor locations, spectator areas, etc.

## **Traffic Control**

Events requiring street closure, traffic modification, or events that pose a significant impact to vehicular traffic must submit a traffic control plan. All traffic plans are subject to final approval by the Sacramento County Sheriff's Department. Events taking place in a portion of a parking lot that remains open, are subject to traffic control plans and final approval by the Sheriff's Department. In addition, should an event pose a significant impact to public parking, a parking and shuttle plan will be required. Parking plans include use agreements for alternative parking lots, shuttle service, and other alternative methods of transportation.

## **Insurance and Indemnification Requirements**

Applicants and Event Organizers must provide proof of liability insurance that names the Rio Linda Elverta Recreation and Park District as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page at least 30 days prior to the event. The required endorsement amounts are:

General Liability Insurance	\$1 million
Each Occurrence	\$1 million

The policy shall also contain the statement that the District will be notified thirty (30) calendar days prior to termination, reduction, cancellation, suspension, or expiration of the policy. Applicants and Event Organizers must agree to hold the District harmless and to indemnify the District. Approved events will require the authorized applicant or event organizer to sign a Hold Harmless Statement on the permit itself. Events with the vendors or active participants require a vendor and or participant waiver that indemnifies the District. Please include a copy of the waiver for District review and approval.

## **Security**

District staff or law enforcement may deem an activity warrants the presence of one or more security personnel and the cost of such service shall be borne by the applicant. Security personnel must be licensed, in uniform and are subject to approval by the District. Proof of obtaining the required security personnel must be provided to the District no later than two (2) weeks prior to the event, the District representative in charge may revoke the permit and the permit holder will be required to leave.

All events serving alcohol will require security personnel and no alcohol will be served to anyone under the age of 21 years. All personnel serving alcohol must complete Responsible Beverage Service and Sales Training (RBSS) conducted by the California Department of Alcoholic Beverage Control or by a certified RBSS Training Provider (EMC 9.43.010). The number of security personnel will be determined during the review process.

Special events requiring Sheriff Services will be negotiated under a separate written contract with the Sacramento County Sheriff's Department.

## **Amplified Sound**

Amplified Sound (Public Address system for announcements, etc.) is allowed between the hours of 8:00am and 9:00pm only. Amplified music is allowed between the hours of 10:00 am and 8:00pm only. Events must comply with County of Sacramento Noise Ordinance.

### **Public Notification**

Public notification for the event may be required. When required, residents/occupants within 500 feet from the site of the event shall be notified fourteen days prior to the event date. Events affecting parking or requiring street closures or street modifications on a Sunday will require special notification to churches in the event area.

## **POLLUTION PREVENTION**

Designated recyclables include beverage containers and cardboard. Event organizers are responsible for arranging for recycling of these items.

## **CROWD MANAGERS**

Trained crowd managers can potentially be the difference between a successful event and disaster. Trained employees equipped with a comprehensive emergency plan can assist in successful evacuation and provide a safe entertainment venue. Crowd managers may be required for Major and Moderate events in compliance with the 2010 California Fire Code Section 403.3

## **SPECIAL EVENT RELATED PERMITS**

There are varieties of different permits that may be issued independent of a Special Event Permit or may be required in conjunction with a Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types. The following is a summary of the most common permit types that may be required when planning a special event or an activity associated with a special event.

### **Alcohol Use Permit**

If the sale of alcohol is included in a special event, authorization from the State of California Department of Alcohol Beverage Control (ABC) is required and a copy of the ABC License must be provided to the District prior to the issuance of a permit. District may place restrictions on the way in which alcohol is managed at a proposed event. Additional information about Alcohol Beverage Control licensing and permit requirements can be found at <http://www.abc.ca.gov/Forms/PDFSp.html>.

### **Food Permit**

A Temporary Food Facility Organizer Permit is required when selling, serving, giving away, or sampling food or consumable products, including water or other beverages, at a public event. Additionally, each food vendor at the event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on the classification and the number of days of the event. As part of the food handling requirements, applicants or event organizers are required to include public safety features in the event plans such as hand-washing sinks. The County of Sacramento Department of Environmental Health issues food permits. It is the responsibility of the applicant to ensure all vendors have current permits.

### **Tent and Canopy Permits**

The use and/or rental of Tents, Canopy and Air Supported Structures shall comply with the following requirements and with current Fire and Life Safety Codes. For specific or detailed requirements, refer to Chapter 24 of California Fire Code, and Chapter 2, Title – 19, Regulations of the State Fire Marshal. Other 2010 California Fire Code Sections may apply to some permits. An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet (CFC 105.6.43).

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

For events that require street closures, the assembly of 50 or more people, cooking, open burning, electricity or temporary membrane structures (tents or canopies), a separate plan or permit may be required from the fire department. Inspection fees may apply.

A copy of the Fire Department Application is included in this application as described in Attachment C.

## **SIGNAGE**

Events may require or include different types of signage. Please include a signage and or traffic control plan for events including parking signs, detour signs, or other traffic signs.

Events including promotional signs/banners and other signage items shall not be placed on District facilities or premises without prior written approval from the District and must include a temporary sign/banner permit and site plan.



## **ATTACHMENT A**



**RIO LINDA ELVERTA RECREATION AND PARK DISTRICT  
SPECIAL EVENT APPLICATION**

To be completed by applicant (Please type or use black ink)

EVENT TITLE/TYPE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

ANTICIPATED ATTENDANCE: (e.g. all participants, spectators, coaches, judges, etc.) \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

TIME OF EVENT: (include preparation and cleanup times) \_\_\_\_\_

ADMISSION: \_\_\_\_\_

HOST ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

EVENT ORGANIZER: \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

EVENT DAY CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Office Use Only

Date Rec'd: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

**ATTACHMENT A CONTINUED**

**Signature**

The person signing below declares that he/she is a designated representative of the applicant and has the authorization to apply for this permit on behalf of the applicant.

My signature below signifies that I have read and understand the Special Event rules and understand the definitions and policies stated in the Special Event Application.

I also agree to pay the District all costs the District may incur resulting in failure to fully comply with all these conditions.

I agree that photographs or audio/videos taken during special event hours may be used for future District promotional purposes. I also understand that no employee or agent is authorized to modify this waiver. I agree to release the District from any and all legal claims a third party or I may have arising from the use of photographs and or audio/video recording.

I understand the Sacramento County Sheriff Department may be informed of this event. I agree to pay the Sheriff Department all costs that may be incurred in the event that a Sheriff response is required.

I agree to indemnify and hold harmless the Rio Linda Elverta Recreation and Park District, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of District property and I further agree to defend and indemnify the Rio Linda Elverta Recreation and Park District from and against any injury, damage, claims, actions or lawsuits.

The undersigned declares under the penalty of perjury that the information presented in the application, including attachments, is true and correct.

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Printed Name	Title	Signature	Date
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## ATTACHMENT B

### SUPPLEMENTAL EVENT INFORMATION CHECKLIST

This form is to be completed by the applicant and submitted with the application. Please answer each question. Unanswered question may render the application incomplete and the application may be returned to the applicant for completion.

1. YES  NO  Has the event been held in District before?
2. YES  NO  Will the event be open to the public?
3. YES  NO  Does the event applicant/host organization have a non-Profit status, if so provide proof of non-profit status.
4. YES  NO  Have insurance documents been obtained?
5. YES  NO  Will alcohol be on event premises? If so sold  Free
6. YES  NO  If alcohol is sold, has an ABC Permit been obtained?
7. YES  NO  Will there be amplified music or a P.A. System?
8. YES  NO  Will the event impact parking?
9. YES  NO  Will any public or private streets be closed or modified?
10. YES  NO  Will the event require traffic control?
11. YES  NO  Will pre-event signage be used?
12. YES  NO  Has a temporary sign permit application been included?
13. YES  NO  Is a signage plan completed and attached?
14. YES  NO  Will there be cooking at the event?
15. YES  NO  Will there be any temporary membrane structures (tents or Canopies)? If so, include these structures on the site plan. Will there be any platforms or stages?
16. YES  NO  Will there be any platforms or stages?
17. YES  NO  Will there be seating for 50 or more people?
18. YES  NO  Will electrical power be used?
19. YES  NO  Has this event utilized Sheriff's services in prior year(s)?

## ATTACHMENT C

### FIRE DEPARTMENT TENT/CANOPY PERMIT APPLICATION

Sacramento Metro Fire Department: Phone: (916) 859-4300 • Fax: (916)859-3702

Tent or Membrane Structure

Canopy

A permit is required per 2010 California Fire Code Section 105 for temporary membrane structures and tents.

NAME OF SPONSORING ORGANIZATION:

DATES OF USE:

ORGANIZATION ADDRESS:

LOCATION (ATTACH SITE PLAN)

PURPOSE OF TENT OR CANOPY

NAME OF APPLICANT:

PHONE:

ADDRESS:

The USE and/or RENTAL of Tent, Canopy, and Air Supported Structures shall comply with the requirements listed below AND with current Fire and Life Safety Codes. For specific or detailed requirements, refer to Chapter 24 of California Fire Code, and Chapter 2, Title -19, Regulations of the State Fire Marshal. Other 2010 California Fire Code Sections may apply to some permits. An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet. (CFC 105.6.43).

1. Tents or 4 membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, generators or internal combustion engines. (CFC 2403.8.2 CFC 2404.19).
2. An approved certification of the fire-resistive treatment must **accompany this application**. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material used. (CFC 2404.2 CFC 2404.3)
3. NO SMOKING signs with block letters shall be conspicuously posted. (CFC 2404.6)

**ATTACHMENT C CONTINUED**

4. Fire extinguishers and other fire-protection equipment shall be provided as required. (CFC 906 CFC 2404.12)
5. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the manner specified by CFC 2403.12.6.1
6. A detailed site and floor plan for tents and membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. (CFC 2403.6).
7. All combustible decorative material, floor coverings and any other effects must be noncombustible or treated and comply with CFC 807 and CFC 2404.5.
8. When more than 200 seats are used, seats shall be fastened together in groups of not less than three or the seats shall be securely fastened to the floor (CFC 1028.12).
9. All heating and cooking equipment shall be approved by the Fire Marshal (CFC 2404.15.1).
10. Heating and cooking equipment shall not be located within 10 feet of exits or combustible materials. (CFC 2404.15.3). Outdoor cooking that produces sparks or grease laden vapors.
11. Shall not be performed within 20 feet of a tent or membrane structure. (CFC 2404.15.6)
12. Obtain an electrical permit from the Building Department prior to commencing any electrical work.
13. Membrane structures having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure. (CFC 2403.8.3)
14. Guy wires and other support members shall not cross a means of egress at less than 8 feet.
15. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. (CFC 2403.8.2)

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERMIT APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDITIONAL CONDITIONS:** \_\_\_\_\_

## ATTACHMENT D

### POLLUTION PREVENTION QUESTIONS

**Please answer the following questions and describe methods of pollution prevention that will be implemented at the proposed event.**

1. Describe how trash, recycling and debris will be managed (i.e. extra bins, temporary fencing, etc.) Portable recycling units are available to assist with event recycling.

2. If the event will include food production, describe how excess oil and grease will be disposed of. These materials cannot be dumped into the streets or storm drain system.

3. Please identify any other pollutant generating activities that may take place (e.g. portable toilets).

**ATTACHMENT E**

**PUBLIC NOTICE TO OCCUPANT**

SPECIAL EVENT:

We are writing to notify you that the above special event will be held on (include event date(s) and times:

For additional information please contact (include applicant name, event day contact name and number):

This event will have the following impact in the neighborhood (include street closures and ingress/egress routes):