

Event Application

Sacramento City Code 12.16/12.48/12.72

Applicant and Sponsoring Organization Information			
Name/Responsible Party			
Street Address			
City, State, ZIP Code			
Day Phone	Cell Number:	Fax:	
E-Mail Address			
Sponsoring Organization/Company			
Tax Exempt No			
Driver's License (Copy of I.D. Required)		CA I.D. Number:	
Contact Person "on site"		Cell Number:	
Alternate Contact Person		Cell Number:	
Event Information			
Type of Event (Check all that apply):			
<input type="checkbox"/> Private Party	<input type="checkbox"/> Park Festival	<input type="checkbox"/> Filming	
<input type="checkbox"/> Street Fair	<input type="checkbox"/> Concert	<input type="checkbox"/> Other (specify):	
Event Title			
Event Date			
Event Location			
Event Hours	Start:	End:	
Set-up	Date:	Time:	
Break Down	Date:	Time:	
Attendance	Participants:	Spectators:	Total:
Will you have a Jump Tent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many?
Is this event a fundraiser?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will food be at your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will there be entertainment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

Overall Event Description

Parking restrictions requested:

Event Details

Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe:

Will items or services be sold at the event? If yes, please describe:

Will event have amplified sound? If, yes please describe:

Is the event free to the public?

Admission Cost:

Will Vendors be cooking or heating food? If yes, please describe:

Will there be any fenced areas? If yes, please describe:

What is your clean up plan after the event?

Safety/Security/Accessibility Information

Please describe your procedures for both crowd control and internal security:

Have you hired a Security company to handle security arrangements for this event?

Is your Security Company on the City of Sacramento, Registered Security Patrol List?

Company Name:

Phone Number:

Number of Guards:

Safety/Security/Accessibility Information Continued

Guard Schedule:

Do you plan on utilizing volunteers? If yes, in what capacity?

Promotional Information

Please Describe marketing and promotional effort for the event:

Rules and Regulations

- Initial ____ A non-refundable processing fee is required at the time the application is submitted to the Downtown Sacramento Partnership. Special events with 500 or less spectators and/or participants the application fee is \$25, for special events with 500 or more spectators and/or participants the fee is \$100.
- Initial ____ A copy of photo identification (California Driver's license or I.D. card) of the applicant and the responsible Person will be required to complete the application process.
- Initial ____ A site plan of your event must be included with your application identifying the location of stages, vendor Booths, portable toilets, registration area, etc.
- Initial ____ Permit Applications may require review by the City of Sacramento Permit Review Board for approval or Denial. Need for review is based on size, scope and impact of event.
- Initial ____ A certificate of insurance must be filed with Downtown Sacramento Partnership ten (10) working days Before the event. The City of Sacramento requires all certificates of insurance to be submitted on a standard Accord form, or on the insurance company's letterhead. The Downtown Sacramento Partnership and the City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The Downtown Sacramento partnership and the City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The Endorsement page is often referred to as page CG 2011 11 85. If alcohol will be served, a liquor liability Endorsement is also required. If you do not have insurance, the City of Sacramento is able to provide you Insurance, at a cost, through Robert F. Driver and Associates.
- Initial ____ A minimum of one (1) adult must be present at the reserved site at all times. Bring your Park Event Permit And contract to the park with you on the day of your reservation.
- Initial ____ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an event will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease.
- Initial ____ For each fee based reservation that is cancelled; a \$15 administrative fee will be assessed. If the cancellation is made later than three (3) days before the event date the entire fee is non-refundable. Damage deposits will be refunded less the \$15 administrative fee. Only after all fees and required documents are turned in, will a Park Event Permit be issued. Final date for full payment of reservation will be 30 days prior to reservation date. No refunds for undesirable weather. During questionable weather, applicant may reschedule the reservation three (3) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the responsible party listed on the "Application for Park Use."
- Initial ____ All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event. When the applicant uses City recyclable receptacles all rights of ownership are forfeited. All expenses will be the responsibility of the event applicant.
- Initial ____ In some cases, the hiring of officers from the Sacramento Police Department, a professional security company, or a combination of both may be required by the Department of Parks and Recreation in order to obtain a Special Event Permit. The Sacramento Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, and the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- Initial ____ The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.
- Initial ____ In case of general maintenance or vandalism the picnic tables or other structures may be removed at anytime prior to your reservation without liability.

Rules and Regulations Continued

Initial ____ Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Sacramento recommends one (1) chemical toilet for every 250 people, or portion thereof. The figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis.

Initial ____ You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.

Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the Downtown Sacramento Partnership and/or City of Sacramento for damages to City property; (2) be financially responsible to reimburse the Downtown Sacramento Partnership and/or City of Sacramento reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the Downtown Sacramento Partnership and/or City of Sacramento for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any Downtown Sacramento Partnership and/or City of Sacramento costs that exceed fees and deposits already collected by the Downtown Sacramento Partnership and/or City of Sacramento for enforcement of provisions related to this application or reservation.

Initial ____ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the Downtown Sacramento Partnership, Inc. City of Sacramento, their officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the Downtown Sacramento Partnership's and/or City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial ____ The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.

Initial ____ The applicant(s) shall assume and reimburse the city for any and all costs and expenses determined by City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:

- A. The cost of providing, erecting, and moving barricades and/or signs;
- B. The cost of providing and moving garbage or waste receptacles;
- C. The cost of city personnel who are required by the city to work overtime hours

The City may require, as a condition to issuance of a permit, that a sum be deposited with the city to meet such costs. The required deposit shall not exceed one thousand dollars (\$1,000.00).

Initial ____ I agree to report any discrepancies, complaints, or concerns within 48 hours of park use. Refund requests other than your deposit will not be returned if the request is made more than 48 hours after your event. These instances can be reported by telephone at (916) 442-8575, by fax at (916) 442-2053 or through E-mail at dsp@downtownsac.org.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

City of Sacramento

PARK PERMIT AND RESERVATION EVENT FEES

Event Type	Park Use	Park Monitor	Damage/Cleaning Deposit	Standards
Amplified Sound	\$25 / hour	\$20 / hour per monitor	NA	Sponsor must provide sound equipment with a noise governor or similar device
Small Event Total attendance: Less than 500	<u>Basic Event Fee</u> \$100 / day (first 100 persons) + \$10 / each add'l 100 persons Maximum \$140 / day <u>Commercial/fundraising fee</u> \$100 / day (first 100 persons) + \$10 / each add'l 100 persons Maximum \$140 / day	\$20 / hour per monitor	\$150 (first 100 persons) + \$25 / each add'l 100 persons Maximum fee: \$250	<u>Security personnel</u> Minimum of (2) two <u>Dumpsters (1.5 yard)</u> 2 dumpsters every 500 persons <u>Chemical toilet</u> 1 chemical toilet required + 1 / every add'l 200 persons
Mid-Size Event Total attendance: 500 – 3,000	<u>Basic Event Fee</u> \$140 / day (first 500 persons) + \$10 / each add'l 100 persons Maximum \$390 / day <u>Commercial/fundraising fee</u> \$150 / day (first 500 persons) + \$15 / each add'l 100 persons Maximum \$540 / day	\$30 / hour per monitor	\$250 (first 500 persons) + \$10 / each add'l 100 persons Maximum fee: \$500	<u>Security personnel</u> 2 required (first 500 persons) + 1 / each add'l 300 persons <u>Dumpsters (1.5 yard)</u> 3 dumpsters every 3,000 persons <u>Chemical toilet</u> 3 required (first 500 persons) + 1 / each add'l 400 persons
Large Event Total attendance: 3,000 – 7,000	<u>Basic Event Fee</u> \$390 / day (first 3,000 persons) + \$10 / each add'l 100 persons Maximum \$790 / day <u>Commercial/fundraising fee</u> \$540 / day (first 3,000 persons) + \$12 / each add'l 100 persons Maximum \$990 / day	\$40 / hour per monitor	\$500 (first 3,000 persons) + \$7.50 / each add'l 100 persons Maximum fee: \$800	<u>Security personnel</u> 5 required (first 3,000 persons) + 1 / each add'l 500 persons <u>Dumpsters (1.5 yard)</u> 5 dumpsters every 7,000 persons <u>Chemical toilet</u> 10 required (1st 3,000 persons) + 1 / each add'l 500 persons
Major Event Total attendance: 7,000 or more	<u>Basic Event Fee</u> \$790/ day (first 7,000 persons) + \$10 / each add'l 100 persons No maximum fee <u>Commercial/fundraising fee</u> \$990 / day (first 7,000 persons) + \$10 / each add'l 100 persons No maximum fee	\$50 / hour per monitor	\$800 (first 7,000 persons) + \$5 / each add'l 100 persons No maximum fee	<u>Security personnel</u> 11 required (1 st 7000 persons) + 1 / each add'l 500 persons <u>Dumpsters (1.5 yard)</u> 1 dumpster every 200 persons + 1 / each add'l 1,000 persons <u>Chemical toilet</u> 20 required (1 st 7,000 persons) + 1 / each add'l 500 persons