

CITY OF SAN JACINTO
SPECIAL EVENTS PERMIT APPLICATION

A non-refundable processing fee of \$25.00 must be submitted ***no less than sixty (60) days prior to the event*** nor more than twelve (12) months prior to the event. The applicant shall pay all the direct costs of the city, including, but not limited to, traffic control and police services prior to the issuance of the permit. If space is insufficient, supply information of separate sheet(s) and attach hereto.

Organization Name _____ Telephone _____

Mailing Address _____ Business Tax Certificate No. _____

Event Contact Person _____ Telephone _____

Mailing Address _____

Alternate Contact Person _____ Telephone _____

Mailing Address _____

Event Location _____ Proposed Date _____

Event Name _____

Proposed starting and ending times _____

Nature and purpose of the event _____

Estimated number of participants _____ Estimated number of vehicles _____

Estimated number of animals (describe types of animals) _____

Previous events by this organization _____

Estimated number of structures _____ Number of water aid stations _____

Describe sound amplification equipment, times of use, and measures to comply with city noise regulations _____

Describe food and beverages to be sold _____

Describe alcoholic beverages to be sold and compliance with California Department of Alcoholic Beverage Control _____

Describe expected parking requirements and parking plan for the event (show parking on a site plan) _____

Describe cleanup after event, including contracts for cleanup _____

Describe sanitary facilities for the event _____

Has any prior permit held by any named organization ever been revoked? _____

If yes, give reason(s) _____

List streets or rights-of-way which will need to be closed to the public _____

IF AN ATHLETIC EVENT:

Proposed Route/Location _____

Start Date _____ End Date _____ Proposed Day(s) _____

Proposed Starting Time _____ Estimated Completion Time _____

Estimated number of entrants _____ Estimated number of attendees _____

Names and assigned locations of all officials and a description by which they may be identified _____

I SWEAR UNDER PENALTY OF PERJURY THAT THE FOREGOING AND ANY ATTACHED PAGES ARE TRUE AND CORRECT.

Signature of Authorized Representative

Date

DO NOT WRITE BELOW THIS LINE

Approved/Denied _____
Planning Director

Approved/Denied _____
Police Chief

Approved/Denied _____
Public Works Director

Approved/Denied _____
Fire Chief

Approved/Denied _____
Risk Management

Approved/Denied _____
Building Official

Approved/Denied _____
City Manager or Designee

Conditions: _____

Receipt No. _____ Permit No. _____ Issue Date _____

CHECK LIST
SPECIAL EVENTS PERMIT

APPLICABLE ITEMS MUST BE SUBMITTED WITH THE PERMIT APPLICATION SIXTY (60) DAYS BEFORE THE EVENT:

COMPLETED APPLICATION SIGNED BY AUTHORIZED REPRESENTATIVE OF APPLICANT ORGANIZATION.

SPECIAL EVENTS PERMIT AGREEMENT SIGNED BY AUTHORIZED REPRESENTATIVE OF APPLICANT ORGANIZATION.

INSURANCE CERTIFICATE (CONTACT INSURANCE AGENT).

BROAD FORM COMMERCIAL GENERAL LIABILITY INSURANCE CONTAINING ADDITIONAL INSURED **ENDORSEMENT** IN FAVOR OF THE CITY OF SAN JACINTO, ITS MAYOR, COUNCIL, OFFICERS, AGENTS, EMPLOYEES AND DESIGNATED VOLUNTEERS.

WORKERS' COMPENSATION INSURANCE (*REQUIRED IF APPLICANT ORGANIZATION HAS EMPLOYEES*) CONTAINING WAIVER OF SUBROGATION **ENDORSEMENT** IN FAVOR OF THE CITY OF SAN JACINTO, ITS MAYOR, COUNCIL, OFFICERS, AGENTS, EMPLOYEES AND DESIGNATED VOLUNTEERS. IF ORGANIZATION HAS NO EMPLOYEES – SO STATE ON LETTERHEAD, SIGNED BY AUTHORIZED REPRESENTATIVE.

LETTER OF CONSENT FROM OWNERS OF PROPERTY WHERE SPECIAL EVENT IS TO BE HELD.

SKETCH SHOWING RIGHTS-OF-WAY CLOSED TO THE PUBLIC.

SITE PLAN SHOWING THE BOUNDARIES, PARKING, AND ALL FACILITIES FOR THE SPECIAL EVENT.

PROOF OF WRITTEN NOTICE TO ALL BUSINESS OWNERS LOCATED ADJACENT TO ANY RIGHT-OF-WAY WHICH WILL BE CLOSED FOR THE EVENT.

PERMITS AS NECESSARY FOR FOOD, BEVERAGE, AND ALCOHOLIC BEVERAGE VENDORS.

IF EVENT IS A RACE, A COPY OF THE WRITTEN INSTRUCTIONS THAT WILL BE PROVIDED TO THE REQUIRED OFFICIALS.

REFUNDABLE CASH DEPOSIT, IF APPLICABLE, FOR CLEAN UP AND RESTORATION OF SITE.

IF APPLICANT IS NON-PROFIT ORGANIZATION, A LETTER OF EXEMPTION FROM THE INTERNAL REVENUE SERVICE OR STATE FRANCHISE TAX BOARD.

A LIST OF ALL PLANNED ACTIVITIES FOR THE SPECIAL EVENT.

APPLICATIONS RECEIVED WITHOUT ALL APPLICABLE ITEMS FROM ABOVE, WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.

SUBMIT APPLICATIONS TO:

**CITY OF SAN JACINTO
595 S. SAN JACINTO AVE.
SAN JACINTO, CA 92583**

**SPECIAL EVENTS
PERMIT AGREEMENT**

In consideration of the city of San Jacinto's approval of a special Events Permit (hereafter, the "Permit"), Event Name _____ Event Date _____, and hold harmless the City, its Mayor, Council, officers, agents, employees and designated volunteers against any administrative or judicial tribunals of any kind whatsoever, for injury to or death of persons or damage to property arising out of, connected with, or caused by Applicant Organization, Applicant Organization's employees, agents, independent contractors or companies in the performance of, or in any way arising from, the activity authorized by the Permit, whether or not caused in part by a party indemnified hereunder.

Applicant Organization shall furnish the City manager with a certificate of insurance evidencing the insurance required under this Agreement. The policy shall contain an additional endorsement in favor of the City, its Mayor, Council, officers, agents, employees and designated volunteers.

In addition to any other form of insurance or bond required under the terms of this Agreement, Applicant Organization shall procure and maintain for the duration of this Agreement the following types and limits of insurance, otherwise referred to as "basic insurance requirements":

- A. Broad form commercial general liability insurance, ISO Form CGOO 01 11 85 or 88, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence, and the policy shall:

___ provide contractual liability coverage for the term of this Permit.

___ contain an additional insured endorsement in favor of the City, its Mayor, Council, officers, agents, employees and designated volunteers.

- B. Workers' compensation insurance (required if Applicant Organization has employees) with statutory limits and employer's liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence, and the policy shall:

___ contain a waiver of subrogation endorsement in favor of the City its Mayor, Council, officers, agents, employees and designated volunteers.

Insurance is to be placed with insurers with a Bests' rating of no less than A: VII. This requirement may be waived in individual cases, at the City's sole discretion.

All policies required of Applicant Organization hereunder shall be primary insurance as respects the City, its Mayor, Council, officers, agents, employees and designated volunteers, and any insurance or self-insurance of self-insurance maintained by the City, its Mayor, Council, officers, agents, employees and designated volunteers shall be excess of Applicant Organization's insurance and shall not contribute with it.

All policies shall contain an endorsement providing the City with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required under this Agreement shall be maintained throughout the period during which the Permit is valid.

City shall promptly notify applicant Organization of any such claim, action or proceeding and shall cooperate in the defense.

Applicant Organization's obligations under this Agreement shall apply regardless of whether any other permits or entitlements are issued.

Applicant Organization shall post a refundable cash deposit in the amount of \$ _____ to ensure clean-up and restoration of the subject site. Should Applicant Organization fail to restore the site to its original condition, City may utilize the cash deposit to restore the site to such condition. "In the event the cash deposit is insufficient to restore the site to its original condition, Applicant Organization agrees to provide City, within 10 days of notice thereof, the reasonable costs incurred or to be incurred."

Applicant Organization: _____

Authorized Representative: _____ (Please Print) _____ (Title)

Authorized Representative: _____ (Signature) _____ (Date)