



CITY OF SAND CITY

PLANNING DEPARTMENT

Special Event Permit Application Form

Applications for events must be submitted to the City Hall at least 60 days prior to the event. Applications for events with 100 or more participants (per SCMC Code Ch.18.94), and/or events that will close streets, sidewalks, or parking lots must be submitted at least 90 days prior to the events. The City will not accept incomplete applications.

EVENT TYPE (Circle One):

Festival/ Fair Race/ Walk/ Bike Parade/ March Sports/ Recreation Other: _____

EVENT NAME: _____

LOCATION: _____

DATE(S): _____ **TIME(S):** _____

SET-UP DATE/TIME: _____ **TAKE-DOWN DATE/TIME:** _____

Estimated **NUMBER OF PARTICIPANTS** (including staff): _____

Registration/ Ticket/ Entrance **FEE** (if applicable): \$ _____

SPONSORING ORGANIZATION: _____

____ Non-Profit (attach 501(c)(3)) ____ Private Business ____ Government/ Public Entity

CONTACT PERSON/ TITLE: _____

ADDRESS (No PO Boxes): _____

CITY/STATE/ZIP: _____

DAYTIME PHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

PHONE NUMBER DURING THE EVENT: _____

Is this intended to be an **ANNUAL EVENT**? ____ Yes ____ No

Please carefully read the following statement and sign below:

I, the undersigned applicant, or authorized agent thereof, affirm that the matters stated in the forgoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Sand City to issue the approval(s) herein applied for, that I am qualified and eligible to obtain the approval applied for and agree to pay all fees associated with the special event and any additional regulations, conditions, or restrictions set forth with the City of Sand City Municipal Code, the State of California, and the United States of America in the conduct of the special event as described herein. I understand that failure to supply accurate information will result in denial or revocation of applicable approval(s).

Applicant's Signature

Date Signed



Thank you for contacting the City of Sand City regarding your special event permit. We look forward to working with you to make your event a success and to keep our City running smoothly for all of the people who live, work, and visit Sand City.

Your event will most likely require City permits whether it is on public or private property. Depending on the type of event you are planning, various City departments may be involved in the process, with overall coordination managed through the City Manager's Office, Police Department, or Planning Department.

This packet of information will begin the application process for your event and includes a checklist of information you need to submit. Please provide as much information as you can.

Permits that may be required for your event, including the following, can be found online at sandcity.org or at City Hall:

Temporary Encroachment Permit for events on public property or on private property where signs are in the public right-of-way

Special Event Permit for any event in public parks or on the Recreation Trail

Facility Use Application for any use of the City's facilities such as the art park or the city hall chambers

Temporary Business License for any event involving the sale of goods or services

Film Permit for filming anywhere in the City

Other permits that may be required by agencies outside of the City include:

Alcohol Permit for events serving and/or selling alcohol (California ABC)

Temporary Food Facility Permit for events serving and/or selling food (Monterey County Health Department)

Coastal Commission Permit for events near the waterfront (California Coastal Commission)

Once your completed application is received by the City, it will be circulated to the appropriate City departments for review. The City will contact you with any questions. Please submit your completed application to:

City Hall
City of Sand City
1 Pendergrass Way
Sand City, CA 93955

Thank you for your interest in bringing your event to Sand City!

Event Checklist

Please submit all information **at least 60 days prior** to your event. If your event will draw more than 500 people, please submit all information **at least 90 days in advance**. Applications received after these deadlines will not be accepted.

Applications should include the following information:

- ☐ Event Application
- ☐ Encroachment Permit Application (if applicable) with the following:
 - ☐ Site Plan and Route Map (showing fences, barricades, tents, banners, stages, etc.)
 - ☐ Proposed Load-in and Load-out Plan (set-up, road closures, etc.)
 - ☐ ADA Awareness
 - ☐ Security Information
 - ☐ Marketing/ Advertising (banners, graphics, lighting, etc.)
 - ☐ Entertainment and Related Activities
 - ☐ Proposed Alcohol Use
 - ☐ Food Concession or Preparation
 - ☐ Restrooms
 - ☐ Waste Management and Recycling
- ☐ Site Specific Contract (if applicable) with the following:
 - ☐ Insurance
 - ☐ Hold Harmless Agreement

Date Received: _____

By: _____

Site Plan and Route Map

Please submit your proposed site plan and route map including, but not limited to, the following:

- _____ Event venue overview (including street names, moving route of any kind, the direction of travel, and all street or lane closures)
- _____ Provisions for a minimum of twenty-feet (20') emergency access lanes throughout the event venue
- _____ Location of first aid facilities
- _____ Location of stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpsters, and other temporary structures
- _____ Location of generator(s) and/or source(s) of electricity
- _____ Identification of all handicapped accessible areas that meet ADA standards
- _____ Traffic Control Plan (TCP)

PEDESTRIAN SAFETY

Be sure pedestrians have a safe route to walk and/or are protected throughout the entire traffic control area before submittal of the Traffic Control Plan (TCP) for review.

Show all pedestrian entry, paths, and exists on the TCP.

Clearly state the Manual Uniform Traffic Control Devices (MTUCD) sign number, size, description, height, and locations of all signs and other traffic control devices including fences and barricades within the pedestrians' safe route to walk, on the TCP.

PARKING RESTRICTIONS

"No Parking Tow Away" signs must be posted 72 hours prior to the event. Vehicles will not be towed if the area is not properly posted.

TRAFFIC CONTROL PLAN (TCP)

The City requires City Manager and Police Chief approval of all TCP's before any TCP can be implemented.

Should City staff at the event find potential hazards toward traffic and/or pedestrian safety, they can modify the TCP during the event.

Security Information

Have you made arrangements for security? ____ Yes ____ No

If yes, what form of security will you be using? (Check all that apply)

____ Licensed professional security company ____ I would like to discuss use of the Sand City Police Department ____ Other: _____

If using the City's on-duty Police personnel, be aware that cost recovery for the City will apply.
If using a licensed security company, please complete the following:

NUMBER OF SECURITY PERSONNEL: _____

NAME OF COMPANY: _____ **ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAYTIME PHONE: _____ **EVENING:** _____

PRIVATE PATROL OPERATORS LICENSE NUMBER: _____

LICENSE TO CARRY FIREARMS: ____ Yes ____ No

Marketing/ Advertising

Will this event be **ADVERTISED** or **PROMOTED**? ____ Yes ____ No

If yes, please explain : _____

Will there be **MEDIA COVERAGE** at the event? ____ Yes ____ No

If yes, please explain : _____

Will signs, banners, or lights be utilized as a **SOURCE OF ADVERTISEMENT**? ____ Yes ____ No

If yes, please explain: _____

NOTE: All banners, signs, and lighting must be approved by the City.

Entertainment & Other Activities

Will your event feature have performing entertainment? ____ Yes ____ No

If yes, complete the following or provide an attachment that lists all performers, types of music, and sound check and performance schedules.

NUMBER OF STAGES: _____ NUMBER OF PERFORMERS: _____

PERFORMER NAME(S)	TYPE(S)

(Attach additional sheets as needed)

Will **SOUND CHECK** be conducted prior to the event: ____ Yes ____ No

If yes: **START TIME:** _____ **FINISH TIME:** _____

Will **AMPLIFICATION** be used: ____ Yes ____ No

If yes: **START TIME:** _____ **FINISH TIME:** _____

What will be the estimated decibel level be? _____

Please describe the **SOUND EQUIPMENT** that will be used for the event:

(Attach additional sheets as needed)

Will **GENERATORS** be used: ____ Yes ____ No

If yes what **TYPE:** _____ **NUMBER OF GENERATORS:** _____

Proposed Alcohol Use

Does the event involve the use of alcoholic beverages? ____ Yes ____ No

Please check all that apply:

____ Free/ host alcohol

____ Alcohol sales

____ Host and sale alcohol

____ Beer

____ Beer and Wine

____ Beer, Wine, and Distilled alcohol

If the event involves the use of alcoholic beverages, please complete the following:

PROPOSED HOURS ALCOHOL WILL BE SERVED: _____

Will you be hiring a **LICENSED BARTENDER/ CATERER**: ____ Yes ____ No

If yes, please provide the following:

NAME OF LICENSED BARTENDER/ CATERER: _____

ALCOHOLIC BEVERAGE CONTROL LICENSE NUMBER: _____

CONTACT PERSON/ TITLE: _____

DAYTIME PHONE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Note: Provide a copy of the ABC license for the event and/or any bartending/catering service at the event to the City.

Food

Will food be served at the event? ____ Yes ____ No

Will your event include food concessions, booths, and/or preparation areas? ____ Yes ____ No

If yes, please contact the Monterey County Health Department. A copy of Monterey County Health Department approval must be submitted to the City prior to the event occurrence.

Will there be food vendors at your event? ____ Yes ____ No

If yes, how many? _____

____ Free/ host alcohol

____ Alcohol sales

____ Host and sale alcohol

____ Beer

____ Beer and Wine

____ Beer, Wine, and Distilled alcohol

If the event involves the use of alcoholic beverages, please complete the following:

PROPOSED HOURS ALCOHOL WILL BE SERVED: _____

Will you be hiring a **LICENSED BARTENDER/ CATERER:** ____ Yes ____ No

If yes, please provide the following:

NAME OF LICENSED BARTENDER/ CATERER: _____

ALCOHOLIC BEVERAGE CONTROL LICENSE NUMBER: _____

CONTACT PERSON/ TITLE: _____

DAYTIME PHONE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Tents

Will tents be used at the event? ____ Yes ____ No

What size(s) will (are) the tents to be? _____

Indicate location(s) of tent(s) on site plan submitted with this application.

Note: If tents exceed a certain size, special permits from the City's Fire Department may be required.

Restroom Facilities

Will restrooms be provided at the event? ____ Yes ____ No

If yes, please provide the following:

TOTAL NUMBER OF RESTROOMS (and type): _____

TOTAL NUMBER OF ADA ACCESSIBLE RESTROOMS: _____

SETUP DATE: _____ **TIME:** _____

PICKUP DATE: _____ **TIME:** _____

PORTABLE TOILET COMPANY NAME: _____

DAYTIME PHONE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Waste Management
(Garbage, Recycling, Organics)

California State Law requires each City to divert a minimum 50% of solid waste from landfills through recycling and organic waste (food and landscaping) collection. Green Waste Recovery is the City's exclusive franchised waste hauler. Applicants must contact Green Waste Recovery directly at (831) 920-6707 or Toll Free at (877) 203-8970 at least 2 weeks in advance to register their event and request the use of special event recycling containers. You may also visit Green Waste Recovery's website (specific for Sand City) at www.greenwaste.com/sand-city. Events must have separate solid waste (garbage), recycle, and organic waste collection bins.

Explain how waste will be collected during and after the event throughout the event area.

(Attach additional sheets as needed)

When will the waste receptacles (bins, dumpsters, etc.) be delivered and picked up?

DELIVERY DATE: _____

TIME: _____

PICKUP DATE: _____

TIME: _____

Americans with Disabilities Awareness (ADA)

DEFINITIONS

The term accessible shall mean ADA compliant.

GENERAL

Concern should be given to the accessibility of your event's location.

An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application. All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.

Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS

Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp. All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

An alternate path of travel is required when the public right-of-way is obstructed.

When an alternate path of travel is provided, signage designating the alternate path of travel is required. An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions. Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.

An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING

If parking is provided for an event, accessible parking is required. If no parking is provided for an event, an accessible passenger loading and unloading zone is required.

Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility. Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

SALES OR SERVICE COUNTERS

If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance. An accessible route is required within the event. An accessible route must be a minimum of 36" in width.

Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground. Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route.

SEATING

If seating is provided, accessible seating and companion seating are required. Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

PORTABLE TOILETS

If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross- slope in any direction. The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event. An accessible route to each portable toilet is required. Accessible portable toilets must be identified with the international symbol of accessibility.

Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

Restricted Activities in Sand City

OPEN CONTAINERS OF ALCOHOL are prohibited in City streets, parks, and other public property. Any service of alcohol must be contained in a tent or fenced area with entry and exits controlled by event staff or security.

AMPLIFIED MUSIC OR SOUND is prohibited unless an appropriate City permit is obtained.

SIGNS may not be posted, pasted, or painted on any telegraph, telephone, or power line. Lighted signs, klieg lights, and laser lights require prior approval by the City.

The use of **DRONES** during an event for filming requires a city-issued film permit and appropriate permit from the Federal Aviation Administration (FAA).

VEHICLES must be street legal to be operated on open public roadway or right of way.

NOTE: Activities along the waterfront may be subject to approval by the California Coastal Commission. City staff will inform you if your event requires such approval.