

Organization: _____
Event: _____
Date of Event: _____
Time of Event: _____
Location: _____

City of Martinez

Special Event

Permit Application



The City of Martinez must receive this completed application 40 days prior to the start of your event.

If event includes the sale/serving of alcohol, proof of an ABC application must be submitted with permit application.

Special Event Permit Applicant Letter

To the Special Event Applicant:

The City of Martinez enjoys many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

The City's intent is to endorse high-quality, first-class events that align with the City's economic, civic, and community development goals, and to better serve and continuously improve the quality of life for residents of the Martinez Community.

If you have any questions regarding the permitting process, please contact the Recreation Division (925) 372-3510.

Please fill out the attached application and include all the required information and documentation and return to Recreation for review. Allow 40 days for processing unless it is being processed through the Special Event Priority Scheduling and Preferred Status Policy* of an eligible organization. There are four types of organizations/groups (collectively referred to as "Eligible Organizations") that are eligible for priority scheduling of special events, listed below in the following order (unless priority is otherwise specifically described in other parts of this policy, the highest priority shall be afforded to the user listed first, second highest priority shall be afforded to the user listed second, and so forth):

1. City of Martinez.
2. Martinez Area Chamber of Commerce and Main Street Martinez.
3. Martinez Unified School District and Mount Diablo Unified School District.
4. Non-profit Community Groups with 501 (c) status in good standing with the State that have received funding from the City 3 out of the past 5 years, or have hosted a special event in Martinez for at least 5 of the past 7 years.

Special Event Permit applications for special events reserved through priority scheduling and reflected on the Annual Calendar or otherwise scheduled in advance of the City's receipt of a Special Event Permit Application, must be submitted at least 90 days in advance of the date of the event as indicated on the City's special events calendar (unless the date of the event is within the first 90 days of the calendar year, in which case the application must be submitted at least 40 days in advance, or within whatever may be the City's current requirement for non-priority scheduling of special events.

*The Special Event Priority Scheduling and Preferred Status Policy is included in this permit application as Appendix A.

Please note that if application does not include the appropriate insurance documentation, site plan (including set-up and clean-up details), parking plan, security plan, and emergency plan it will not

be accepted. Also, alternative dates for event may be required if there are conflicting dates or proximity of like-events due to space availability, Special Event Priority Scheduling and Preferred Status Policy, or other conflicting circumstances.

The City maintains various Commissions who also have the authority to grant or deny uses of areas such as parks and the Marina. Your event may be subject to Commission approval as well as approval of the Special Events Permit.

ALL PERMIT APPLICATIONS WILL BE ACCEPTED BY RECREATION PERSONNEL ONLY. Any application submitted less than 40 days prior to the event may result in application rejection.

The City of Martinez reserves the right to reject any application for an event that it determines to be inappropriate, unsafe or otherwise unsuitable for the community.

Thank you for your interest in our community, and we wish you success with your special event.

City Review and Approval (FOR CITY USE ONLY)

City Departments will sign-off that their department has been made aware of the request for Special Event Application, and that the responsibilities of their department have been met. The departments may require various steps or conditions concerning but not limited to traffic and parking enforcement, litter control, insurance requirements, and scheduling to avoid conflict with other activities. Only after each department has signed-off will this application process be considered complete.

Date Received:

Name of Applicant: _____ Permit Number: _____

Event Title: _____

Event Date(s): _____ Event Time(s): _____

Department	Date	Approved	Not Approved	Provide reasons for disapproval
City Police Department				
Recreation Division				
City Engineer				
Public Works				
Deputy City Manager				
Assistant City Manager				
City Manager				
Conditions:				

City of Martinez Staff Use Only

☐ Application conditionally approved pending:

☐ Insurance documents ☐ Fees/Deposits ☐ Other: _____

☐ Application fully approved

☐ Application denied; reason: _____

Signed: _____

Date: _____

WHAT EVENT REQUIRES A PERMIT?

A Special Event Permit shall be required for the following activities:

- a) An organized formation, parade, procession or assembly that may include people, animals, vehicles or any combination thereof; that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
- b) Any organized formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or other public way owned, controlled, or maintained by the City or (2) does not comply with normal or usual traffic regulations or controls.
- c) Any outdoor activity of a group of persons on City-owned, controlled, or maintained property such as City parks and open space, where a standard picnic shelter reservation or facilities use permit has not been granted.
- d) Any activity on public property that could reasonably be expected to require provision of public safety services.
- e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stages, bleachers), if that placement requires a permit from the local fire department or building division.

This includes but is not limited to:

- Parades
- Marathons and fun-runs/walks
- Motorized vehicle races or contests
- Circuses, fairs and rodeos
- Outdoor music concerts, shows and exhibitions
- Other outdoor cultural events and community festivals
- Street fairs
- Public speaker event

Exceptions to Special Event Permit requirements:

- (a) Funeral processions by a licensed mortuary.
- (b) Activities conducted by governmental agency acting within the scope of its authority.
- (c) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).
- (d) Events conducted by local elementary schools, middle schools, high schools or colleges that are conducted on their own grounds and property, and will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.

- (e) Any religious activities taking place on premises approved and/or regularly used for religious purposes.
- (f) Filmmaking activities for which a filming permit has been requested and granted.
- (g) Community/neighborhood block parties, where a block party permit has been requested and granted.
- (h) Groups of up to 350 people using picnic shelters at city parks where a shelter reservation and facilities use permit has been requested and granted by the Park and Recreation Commission, and the group does not exceed/violate any other noise, facilities use or public safety regulations.
- (i) Standard sporting leagues/tournaments held within a city park or recreation field, and where all necessary facilities use permits and approvals have been requested and granted by the Recreation Division.
- (j) Established assembly/entertainment facilities that have long-term contracts with the City that define the conditions and requirements for conducting ongoing public events.

COMMON GROUNDS FOR DENIAL OF APPLICATION

- Application is submitted less than 40 days prior to scheduled event start date.
- A required ABC license to serve/sell alcohol is not submitted less than 10 days prior to event start date.
- Application is found to be incomplete or contain material falsehood or misrepresentation.
- Inadequate insurance coverage.
- Requested venue has already been reserved on the same date for another event/activity.
- Requested street closures will impact an already reserved event and/or negatively impact traffic control requirements.
- Requested venue cannot physically accommodate the proposed event, due to the number of anticipated attendees or size/nature of planned activities.
- City staff cannot provide necessary services to ensure public safety or prepare/maintain venue.
- Event organizer has violated the terms of previous event permits or damaged City property.
- Event organizer has unpaid debts resulting from previous events (e.g. fees assessed for permits, city services, damages, etc.)
- Event is in conflict with adopted rules, use of proposed facility or conflicts with Special Event Priority Scheduling and Preferred Status Policy.
- Event determined to be inappropriate, unsafe, or unsuitable for the community.

INSTRUCTIONS AND GUIDELINES FOR SUBMISSION

Timelines:

- A Special Event Permit Application must be completed at least 40 days before the start date of the event in question.
- Events hosting or serving alcohol must submit an ABC license no later than 10 days prior to scheduled event if the special event specifies that it will be submitted at a later time.
- Late and incomplete applications will not be processed.
- The applicant will receive a conditional notice of approval or notice of denial within 20 working days of submission of special event permit application. Final, full approval, is contingent on completion of all outstanding paperwork, including insurance, noted on conditional approval.

Submission of Applications:

Special Event Permit Applications must be submitted at least 40 days prior to the scheduled start date of the event to:

recreation@cityofmartinez.org OR

Recreation Division
City of Martinez
649 Main Street, Suite 101
Martinez, CA 94553

Appealing Denial of Application:

- If your special event application is denied, an appeal may be submitted in writing to the City Manager.



CITY OF MARTINEZ SPECIAL EVENT PERMIT CHECKLIST
 (Please include as cover page to your Special Event Permit Application)

USE THE DROP DOWN BOX TO MARK COMPLETION	SUBMITTAL REQUIREMENT <i>(SELECT "N/A" IF PARTICULAR REQUIREMENT IS NOT NECESSARY FOR EVENT)</i>	PAGE REFERENCE
	<u>Application Form</u> – all pages and areas completed, signed and initialed.	p. 9
	<u>Event Write Up</u> – include as a separate sheet describing the special event in detail and what the reasons are for the project including the City's potential benefits and costs, who will be providing sanitation and waste management and other details deemed necessary. Please include copy of flyers/marketing materials for event.	p. 9
	<u>ABC License</u> – Submit if serving/selling alcohol *MUST SUBMIT PROOF OF APPLICATION SUBMISSION AND LIST DATE LICENSE WILL BE SUBMITTED	p. 11
	<u>Copy of Health Department Notification</u> – if providing food concessions include copy of Health Department and Contra Costa Fire Protection receipts submitted at least 30 days prior to event.	p. 12
	<u>Sanitation (Restrooms)</u> – contacted and secured if event requires use of restrooms.	p. 12
	<u>Waste Management (Refuse & Recycling)</u> – contacted and secured if event requires outside waste management service.	p. 12-13
	<u>Letter of Notification of Street Closures</u> - include copy of letter of notification to all businesses and residents that will be affected of street closures. This letter must be sent to community at least two weeks prior to event date.	p. 13
	<u>Location Map & Site Plan</u> – include as separate sheet indicating the event location, adjacent streets, street closures, placement of necessary barricades/crowd control fencing, first aid, parking, vendor placement, entrance/exits, generators, stages, sanitation, garbage/recycling, etc.	p. 13-14
	<u>Insurance</u> – Certificate of liability	p. 15-16
	<u>Insurance</u> – Additional Endorsement using a CG 20 12 Series Form	p. 15-16
	<u>Hold Harmless Agreement</u> – completed, signed and initialed.	p. 17
	<u>Large Event & Venue Recycling Plan</u> – Completed and signed (for over 2,000+ attendees/day only)	p. 20-21

SPECIAL EVENT PERMIT APPLICATION

Date of application submission: _____

Name of Event: _____

1. **Event Location:** _____

2. **Event Date(s):** _____ **Time(s)** _____

3. **Setup Date(s):** _____ **Time(s):** _____

4. **Tear down Date(s):** _____ **Time(s):** _____

5. On separate attached sheets please include Event Write Up:

- ◇ Description of Event (include reasons and potential for benefits and costs)
- ◇ Detailed Parking Plan
- ◇ Event Site Clean-up Plan (**Your organization is responsible for cleaning the site and removing all refuse from the area. Failure to do so will result in the reduction or loss of security deposit**)
- ◇ Security Plan
- ◇ If serving/selling alcohol, Alcohol Management Plan
- ◇ First Aid/Medical/Incident Emergency Plan
- ◇ Detailed Outline of what City services (Police, Public Works) that you would like to have considered for your event
- ◇ Providers of Sanitation and Waste Management
- ◇ Volunteer List (if applicable)
- ◇ Copies of flyers and marketing materials used to promote event
- ◇ Other information

6. **Name of Sponsoring Group:** _____

7. Is your organization:

☐ Not-for-profit ☐ Government ☐ For-profit ☐ Private

a. Not-for-profit tax ID # _____

b. Address: _____

c. City, State Zip: _____

8. Contact Person: _____ **Phone:** _____

Fax: _____ **Email:** _____

9. REQUIRED EMERGENCY CONTACT(s) (please designate people in addition to the event organizer authorized to make decisions in an emergency situation)

In case of emergency during the event, a person must be available to be contacted during the hours of the event:

Name: _____

Phone: _____

Cell Phone: _____

Name: _____

Phone: _____

Cell Phone: _____

Name: _____

Phone: _____

Cell Phone: _____

Name: _____

Phone: _____

Cell Phone: _____

10. Is this an annual event? ☐ Yes ☐ No

If yes, how many years have you been holding this event? _____

11. Projected Attendance: _____

12. Will tickets be sold? ☐ Yes ☐ No

If yes, indicate pricing: _____

13. Will this event be advertised? ☐ Yes ☐ No

Details: _____

Event Website: _____

14. Will there be media coverage at the event? ☐ Yes ☐ No

If yes, please explain: _____

15. Will signs, banners, or searchlights be utilized as a source of advertisement?

☐ Yes ☐ No

If yes, please explain: _____

FEATURES OF EVENT

16. Will alcohol be sold? ☐ Yes ☐ No *If yes, check all that apply:*

☐ Free/host alcohol ☐ Alcohol Sales ☐ Host and sale alcohol ☐ Beer

☐ Wine ☐ Distilled alcohol

17. Will you be hiring a licensed bartender/caterer to serve the alcoholic beverages?

☐ Yes ☐ No

If yes, please provide the following:

Name of Licensed bartender/caterer: _____

Alcohol Beverage Control License Number: _____

Telephone Number: _____ Fax: _____

Address: _____

City _____ State _____ Zip: _____

18. Have you already submitted application for an ABC License in order to serve/sell alcohol*?

☐ Yes, I submitted it on (date): _____ ☐ No, but I will be submitting by (date): _____

☐ ***By checking this box I have attached proof of application submission and I agree that I will submit an approved/completed ABC license no later than 10 days prior and submit (date): _____***

**If serving alcohol, event security, ID check plan, overall alcohol placement, etc. is as follows (note: you may be required to provide further detail on alcohol management plan by staff):*

19. Will your event include food concessions, booths and/or preparation areas?

☐ Yes ☐ No

If yes, Contact the following:

Health Department at (925) 957-5400 a minimum of 30 days prior to event

Contra Costa Fire Protection District at (925) 941-3300 a minimum of 30 days prior to event.

20. Are there entertainment features related to your event? ☐ Yes ☐ No

If yes, complete the following or provide attachment that lists all bands/performers, type of music, sound check and performance schedule.

Number of stages _____

Number of performers _____

Performance name(s) type(s) _____

21. Will sound checks be conducted prior to event? ☐ Yes ☐ No

22. Will amplification be used? ☐ Yes ☐ No

If yes, start time: _____ Finish time: _____

Please describe the sound equipment that will be used for the event: _____

23. Will generators be used? ☐ Yes ☐ No

If yes, what type: _____ How many? _____

24. Are you planning to provide restrooms* at the event? ☐ Yes ☐ No

If yes, please identify the following:

Number of port-a-toilets: ____ Number of ADA accessible restrooms: (10% min) ____

Portable Toilet Company Name: _____

Contact Name: _____

Telephone Number: _____

Address: _____

City _____ State _____ Zip _____

(*See Appendix B for ADA details)

25. Will waste management (trash and recycling) be provided at the event? ☐ Yes ☐ No

(Events requiring outside management: street fairs, festivals, galas, large scale fundraisers large scale community events, etc. Contact City Staff with questions on waste management requirements)

If yes, please identify the following:

Refuse Company Name: _____

Contact Name: _____

Telephone Number: _____

Address: _____

City _____ State _____ Zip _____

26. Does your event involve any streets, sidewalks, or traffic lanes to be closed?

Yes ☐ No ☐

MAP (REQUIRED AT TIME OF APPLICATION SUBMISSION)

Street closures will require the permission of the Police and Public Works Department. A map of the proposed street closures must be included with this permit. A copy of a letter of notification to all businesses and residents that will be affected must be included in this permit application. This letter must be sent by the applicant to the affected parties after approval of the Special Events application and two weeks prior to the actual event. (*See Appendix C for Sample Letter) A document signed by all businesses and residents affected by the street closures may be required.

For street closure applicant will also notify the following (proof of notification and approval is required as part of this application and must be submitted no less than two weeks before the event is held):

Contra Costa Fire Department (925) 930-5500
American Medical Response (888) 650-5486
Contra Costa County Transit Authority (925) 676-1976
County Connection (925) 676-1976 ex 222
Amtrak Train operations (510) 714-8388
Amtrak Bus operations (510) 714-8217

27. MAP: SITE PLAN, PREPARATION & CLEAN-UP

Outline the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all streets or lane closure. Please include the following on your site plan.

- _____ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- _____ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpster
- _____ The location of first aid facilities and ambulances
- _____ Location of emergency services/rest area
- _____ Placement of vehicles and/or trailers
- _____ Space allotted for parking
- _____ Identification of all event components that meet accessibility standards i.e.: port-a-potty's, tents, etc.
- _____ Exit location for OUTDOOR events that are fenced and/or locations within tents and tent structures
- _____ A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- _____ Generators locations and/or source of electricity
- _____ Other related event components not listed above

28. Please attach your event site plan / route map/ emergency plan with this application

- Map is enclosed in application ☐ Yes ☐ No ☐ Will be submitting by (date):_____

INSURANCE REQUIREMENTS

The City of Martinez requires liability insurance for all special events on City-owned, controlled, or maintained property. Event organizers must meet the following minimum requirements:

- Comprehensive Liability and Property Damage Insurance in the full amount of one million (\$1,000,000) per occurrence, two million (\$2,000,000) aggregate for events that do not include alcohol, fireworks, or other high risk activities including but not limited to competitive sporting events, and two million (\$2,000,000) per occurrence, four million (\$4,000,000) aggregate, combined single limit coverage, for events serving or selling alcohol, or for events involving fireworks or other high risk activities including but not limited to competitive sporting events, the risk to be determined by the City. The City reserves the right to require additional coverage for any event at its discretion and upon the recommendations of its insurance pool, the Municipal Pooling Authority. Such coverage shall include but not be limited to, protection against claims arising from bodily and personal injury, including death resulting from and damage to property resulting from the use of premises contemplated under this permit, use of owned and non-owned automobiles, products and completed operations. Such insurance shall be with insurers and under forms of policies satisfactory in all respects to City's Council and shall provide that notice must be given to City at least thirty (30) days prior to cancellation or material change.
- Provide a certificate of insurance evidencing General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis. Limit to be determined by City of Martinez Risk Management based upon risk.

29. Certificate of Liability is included with application.

☐ Yes ☐ No ☐ Will be submitting by (date):_____

- Provide an Additional Insured Endorsement with coverage at least as broad as that provided on a **CG 20 12 series form** naming the City of Martinez, its officials, officers, agents, employees and volunteers as Additional Insured as respects operations of the insured. Endorsement page must include name of insured, policy number and policy period.

30. Additional Endorsement (CG 20 12 Series Form) is included with application.

☐ Yes ☐ No ☐ Will be submitting by (date):_____

- Policy must be issued by an insurer assigned an A.M. Best Rating A VII (7) or better.
- Provide that policy is primary and non-contributory to any other insurance available to the City.
- Provide minimum of thirty (30) days written notice of cancellation of the policy for any reason, other than non-payment of premium.
- Provide other insurance as deemed necessary by City Risk Management and the Municipal Pooling Authority to address the risk associated with the event, i.e. Liquor, Legal, Fireworks, Automobile, Aviation, etc.

- Provide the City with a copy of the waiver, which will indemnify the City against any and all liability claims, to be signed by all event participants. The City reserves the right to check the aforementioned waivers at any time.

(*See Appendix D for insurance form examples for Certificate of Liability and CG 20 12 Series Form)

Hold Harmless Agreement

HOLD HARMLESS AND INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

_____, as a condition of use of City of Martinez facilities on the date of _____, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of Martinez, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

_____ Will take full responsibility for seeing that use of City facilities are in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.

On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 Midnight, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that will insure, _____ and the City of Martinez as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by the City of Martinez as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not in any case be less than \$2,000,000 combined single limit coverage, or \$4,000,000 combined single limit coverage if the event involves alcohol, fireworks, or other high risk activity as determined by the City.

Signature of applicant _____ Dated _____

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Event Title: _____

Event Dates: _____ Event Time(s): _____

Name of Applicant: (please print) _____

Organization Name (please print) _____

Signature: _____ Date: _____