



City of Riverbank



SPECIAL EVENT APPLICATION POLICY & PROCEDURES

City of Riverbank
Parks & Recreation
6707 Third Street
Suite C
Riverbank, CA 95367
Tel: (209) 863-7150



Please note: This application MUST be filled out 30 days prior to the event.

SPECIAL EVENT PERMIT APPLICATION

Application Date: _____

Permit Filing Fee Due: \$35.00

A. GENERAL INFORMATION

NAME/NATURE OF EVENT: _____
(A description of the event or name of annual event)

PROPOSED DATE OF EVENT: _____ ESTIMATED ATTENDANCE: _____

STARTING TIME: _____ ENDING TIME: _____
(Include Set-up Time) (Include Clean-up Time)

EXACT LOCATION OF EVENT: _____

ORGANIZATION (if applicable): _____

EMAIL ADDRESS: _____

PERSON IN CHARGE: _____ PHONE: _____

MAILING ADDRESS: _____

B. EVENT INFORMATION

Will your event be publicized and/or open to the public? Yes _____ No _____

Will you be selling goods, merchandise, food or beverages?
(A County issued Food Permit is required) Yes _____ No _____

Are you planning to have amplified sound at your event?
(The City of Riverbank has a Noise Ordinance 93.04. The maximum sound level is 70 decibels (dBA) from 7 AM–10 PM and 65 dBA from 10 PM–7 AM) Yes _____ No _____

If the amplified sound is for entertainment, please describe the specific type of entertainment being provided:

Do you plan to serve or sell alcoholic beverages at this event? Yes _____ No _____

If you plan to sell alcoholic beverages an ABC License is required and will need to be submitted prior to the event.

SPECIAL EVENT PERMIT APPLICATION (Continued)

B. EVENT INFORMATION (Continued)

If serving or selling alcohol outdoors there will need to be a designated area that is fenced in and closed off to the public.

Are you able to provide an appropriate fence enclosure? Yes _____ No _____

Are you planning on closing any City Streets in conjunction with this event? (If so, include a map showing the plan for closures) Yes _____ No _____

If you are planning to put up or place any stage, booth, tent, or platform, what is the size of the booth/tent, height of platform above grade, and proposed use of the structure?
(See Requirements on Page 4)

Please list any personnel, services, or equipment requested from the City of Riverbank.

A list of any street/course monitors that will be employed during the event.

The following items must be submitted along with this application:

C. REQUIRED ATTACHMENTS

- | | |
|---|------------------------|
| Detailed map of the Special Event. | Check if attached |
| Flyer promoting/describing the event with contact information. | Check if attached |
| If on private property, written authorization to conduct event on said Property, including dates and times. | Check if attached |
| Barricade Plan for this Event. | Check if attached_____ |

By signing below, I verify that the information contained to this application, any Supplemental Application, or other attached items are true and accurate to the best of my knowledge. I also verify that I have read the policies and procedures pertaining to special event planned in the public right-of-way and understand them. I understand that this application and all associated documents must be reviewed by all City Departments involved to determine specific use requirements associated with my activity. I also understand that final approval of my special event is pending my availability to meet these use requirements by the deadlines that may be established by the City of Riverbank.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

SPECIAL EVENT PERMIT APPLICATION (Continued)

D. TENTS AND CANOPIES

If an event wishes to put up a tent or canopy that exceeds 120 square feet, a permit and inspection (**a separate, additional fee will apply**) is required by the City's Development Services Department. Additionally, if any tent or canopy is going to be used for cooking, the tent or canopy must be State Fire Marshal approved and an ABC- rated Fire Extinguisher must be located in the cooking area. **Finally, no anchor holes may be drilled in asphalt or concrete unless prior arrangements have been made with the Department of Development Services and an encroachment permit is obtained.** These arrangements shall include provisions for avoiding any public utilities and patching of any such holes.

E. REQUIRED ATTACHMENTS (Continued)

By signing below, I verify that the information contained to this application, any Supplemental Application, or other attached items are true and accurate to the best of my knowledge. I also verify that I have read the policies and procedures pertaining to special event planned in the public right-of-way and understand them. I understand that this application and all associated documents must be reviewed by all City Departments involved to determine specific use requirements associated with my activity. I also understand that final approval of my special event is pending with my availability to meet these requirements by the deadlines that have been established by the City of Riverbank.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

**Hold Harmless & Indemnification Agreement
Between City of Riverbank
AND**

Outside Organization utilizing Municipal Property or Facilities

Address (Not Post Office Box)

**Organization Type: Individual(s), Partnership, Corporation (Profit), Corporation
(Not-for-Profit), Association, Limited Liability Company, Club, Public Entity**

In consideration of the use of municipal property or facilities on _____, the
(Date)

Undersigned outside Organization agrees to indemnify and hold harmless the City of Riverbank, its officers, agents and/or employees from any and all liability, claims, costs, including reasonable attorney's fees, arising out of the use of municipal property or facilities by this Outside Organization.

The undersigned understands and acknowledges that this hold harmless and indemnification agreement requires that Riverbank be indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event referred to in this agreement.

This hold harmless and indemnification agreement shall also pertain to any claims due to Riverbank's negligence. The undersigned further agrees to release any claim that they may now have or have in the future against Riverbank relating to the use of municipal property or facilities, including claims due to Riverbank's negligence.

The undersigned further agrees to furnish Riverbank with a Certificate of Insurance naming the City of Riverbank as an insured party. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$2,000,000.

Insurance Disclosure Statement

The Outside Organization acknowledges that Riverbank has disclosed that it does not maintain any regular or special insurance coverage for any Outside Organization (individual(s), partnership, corporation (profit), corporation (non-profit), association, Limited Liability Company, club, public entity, or similar entity) using municipal property or facilities. Riverbank's authorization to an Outside Organization to use its public property or facilities is merely an accommodation to the Outside Organization. The Outside Organization acknowledges that Riverbank does not maintain any regular or special insurance coverage relating to the event to be held by the Outside Organization. The individual signing this agreement agrees to make all participants in the event aware of this disclosure.

This agreement has been signed on _____, by an authorized person of the
(Date)
Outside Organization sponsoring this event.

Witness: _____ (Name of Outside Organization)

(Authorized Signature)

(Date)

VENDOR REQUIREMENTS

The organization must supply the City with a list of any vendors that will be present at the event 30 days prior to the event. It is the organizations responsibility to cover these vendors on their insurance.

- Food vendors must obtain a current permit through the Health Department and meet County requirements.

Signature: _____

Date: _____

INSURANCE REQUIREMENTS

1. The organization provides the City with a Certificate of Insurance for two million dollars, naming the City of Riverbank as additional insured. The certificate must have a letter of endorsement attached.

Insurance is required to be presented 30 days prior to the event.

Fee Waiver Request:

Fee waivers need to be approved by the City Council. Please submit a letter that includes specific fees and amounts that are being requested to be waived, along with a full description of the event. Please allow a minimum of 3 weeks for this process.

OFFICE USE ONLY

APPROVALS:

| | Approved | Denied | Signature | Date |
|----------------------|----------|--------|-----------|------|
| Police | | | | |
| Recreation | | | | |
| Development Services | | | | |
| City Manager | | | | |
| Fire Department | | | | |
| Public Works | | | | |

****It is very important for street closures to give proper notification to emergency services, local Businesses and residents. It is also extremely important that the placement of barricades, removal or relocation of barricades is done by those trained to maintain safety.**

DEPARTMENT ASSIGNMENT STREET CLOSURES:

| | Yes | No | By Whom | Date & Time |
|-------------------------------|-----|----|---------|-------------|
| Businesses Notified | | | | |
| No Parking Signs to be placed | | | | |
| Barricades put in place | | | | |
| Barricades removed | | | | |

FEES:

| Fees | Cost or Hourly Rate | # Hours | Total Cost | Paid |
|-------------------|-----------------------|---------|------------|------|
| Deposit | \$300.00 (Refundable) | | | |
| Stand By | | | | |
| Streets | | | | |
| Parks | | | | |
| Recreation | | | | |
| (City) Insurance | | N/A | | |
| Permit Filing Fee | \$35.00 | N/A | | |
| Total | | | | |

Signature: _____
Parks & Recreation Director

Date: _____

**CITY OF RIVERBANK
SPECIAL EVENT PAPERWORK
OFFICE USE ONLY**

CHECK OFF INFORMATION:

| Check Off Sheet | Yes | No | Date |
|--------------------------------------|------------|-----------|-------------|
| Map Received | | | |
| Insurance Received | | | |
| ABC Permit (If selling alcohol) | | | |
| Temporary Food Permit | | | |
| Bounce House Permit | | | |
| Street Closure/Business Notification | | | |
| Business License | | | |
| Tent/Canopies Permit Inspection | | | |
| Deposit Paid | | | |
| Rental Fees Paid | | | |

Signature: _____
(Director of Parks & Recreation)

Date: _____

OFFICE COPY



SPECIAL EVENT PERMIT – Department Copy

This notice indicates that you have been approved to have a SPECIAL EVENT on _____. The application has been received and approved by the appropriate City Officials.

City Staff Signature

Date



OUTSIDE ORGANIZATION



SPECIAL EVENT PERMIT – Customer Copy

This notice indicates that you have been approved to have a SPECIAL EVENT on _____.
The application has been received and approved by the appropriate City Officials.

City Staff Signature

Date

(Please keep this for proof of approval. Give to the person in charge of the event.)