

Applicant Name or Organization:

Date/Time Received:

Form Update: 10/07/08

## Special Event/Activities – Permit Application

# Cover Page

### EVENT INFORMATION

Event Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTIFICATIONS *please fill out the appropriate line, and then return directly to City Planner.*

Department	Staff	Notice Sent	Approved?	
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Police				
<input type="checkbox"/> Environment Health				

KEY ISSUES *for your reference, these are the issues we have identified in this application.*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> Amplified Sound  | <input type="checkbox"/> Banner Request  | <input type="checkbox"/> Block Party   | <input type="checkbox"/> Public Building Reservation | <input type="checkbox"/> Item Sales     |
| <input type="checkbox"/> Car Wash         | <input type="checkbox"/> Cooking         | <input type="checkbox"/> Crowd Control | <input type="checkbox"/> First Aid/Security Plan     | <input type="checkbox"/> Generator      |
| <input type="checkbox"/> Item Sales       | <input type="checkbox"/> Parade          | <input type="checkbox"/> Parking       | <input type="checkbox"/> Park Reservation            | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Tent             | <input type="checkbox"/> Trash/Recycling | <input type="checkbox"/> Animals       | <input type="checkbox"/> Sanitation (Port-a-Potty)   | <input type="checkbox"/> Electrical     |
| <input type="checkbox"/> Other: (explain) |  |  |  |   |

### FINAL APPROVAL/DENIAL

Date of Final Approval/Denial Letter: \_\_\_\_\_ Sent By: \_\_\_\_\_

# Special Event/Activities – Permit Application

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Dear Event Organizer:

Thank you for your interest in holding a community event in San Juan Bautista. Special events can be important ways to build community and celebrate the City’s diversity, heritage, and uniqueness. All events require a permit with approvals to ensure a well-planned and safe event. The City of San Juan Bautista has created a simplified process to help you determine what types of permits and approvals you will need. Simply fill out the enclosed community events application and submit it to the City **at least 90 days before your event**. Additionally, there will be fees associated your event. Your application fee is due when you submit this form. The fee schedule for applications is:

Application fee: no road blockage & less than 250 people	50.00
Application fee: no road blockage & less than 1,000 people; or requiring blockage of minor City road, not exceeding 1 block	100.00
Application fee: over 1,000 people or requiring blockage of a major City road or more than 1 block <sup>1</sup>	150.00

Once we receive your application, one or more City representatives will contact you to let you know of any permits, approvals, or fees that apply. After you have obtained these, we will send you a final event approval form. We appreciate your time and interest in planning a successful and safe event. A well-planned event translates to a successful activity that benefits everyone. If you need further assistance, call (831) 623-4661 or e-mail [cityplanning@san-juan-bautista.ca.us](mailto:cityplanning@san-juan-bautista.ca.us).

**Please NOTE:** If you are required to have sanitary facilities or if you are serving or selling food you will be required to obtain a permit from the San Benito County Environment Health Department in Hollister. You are also required to coordinate all security arrangement with the San Benito County Sheriff’s office.

## SECTION 1: CONTACT INFORMATION

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**Event Title:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Event Setup**                      **Date:**                      **Time:**                      **Event Ends**                      **Date:**                      **Time:**

**Event Starts**                      **Date:**                      **Time:**                      **Dismantle**                      **Date:**                      **Time:**

**ANTICIPATED ATTENDANCE:**                      Total or the event:                      Total per Day:

**LOCATION OF EVENT** (please be specific):

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<sup>1</sup> All street closures and blockades require review and approval of the City Council.

**CITY FACILITIES**

Do you plan to hold your event at a City building?  Yes  No

If yes, which facility?

Have you reserved the facility yet?  Yes  No

Will this event require any City streets to be closed? (Public Works charges will apply)  Yes  No

If yes, please be specific on which streets and cross streets need to be closed.

Does this event involve a parade?  Yes  No

If yes, attach a separate page with a map of the event.

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals)

If you do not wish to rent the City’s equipment, you will be responsible for providing appropriate barriers if your event involves a street closure:

**PRIVATE PROPERTY (Private Property needs to fill out an event application only if the event’s attendance will exceed 250)**

Do you plan to hold your event on private property?  Yes  No

If yes, describe the location:

**VENDORS**

Will this event have vendors selling items or promoting their causes/services/products?  Yes  No

If yes, please note a Board of Equalization form will be required for each vendor proving that they are appropriately registered with the State of California. This link to this form is available on the City of San Juan Bautista website. Additionally, fees will be assessed on the basis of \$15/day/10 feet of vendor space for vendors on the street and \$15/day/vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a minimum of 5 local non-profit 10 ft. spaces for free up to a maximum of 5% of the total number of booth feet for an event.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos?  Yes  No

If yes, please describe: (insurance coverage will be required)

**FOOD AND ALCOHOL** (all food preparation is subject to state regulations; provide insurance if appropriate)  
If you are serving or selling food, you must obtain a permit from the **San Benito County Environment Health Department.**

Does your event include food concessions and/or preparation areas?  Yes  No

If yes, please provide a copy of your San Benito County Environmental Health Permit.

*If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from **the State Department of Alcoholic Beverage Control**. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.*

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

**PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department)**

Unless you can substantiate the sufficient availability of both Americans with Disabilities Act and non-ADA accessible facilities in the immediate area of the event site, you may be required to provide portable rest room facilities at your event, , which will be available to the public during your event.

Do you plan to provide portable rest room facilities at your event?  Yes  No

Please provide a copy of your San Benito County Environmental Health Permit.

**LIGHTING AND SOUND**

Will you be using any amplified sound (i.e. public address system)?  Yes  No

Will this event use any lighting?  Yes  No

Will you be using any type of generator?  Yes  No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to “silent” generators):

If no, do you need electricity? (fees will apply for use of City electricity):

**Solid Waste Diversion Plan:**

In accordance with State law (Public Resource Code 42648-42648.7), as a large venue, a waste reduction and recycling plan shall be developed. This plan shall estimate the amount and types of waste anticipated from the event, proposed actions to reduce the amount of waste generation related to the event, and arrangements for separation, collection and diversion from landfill of reusable and recyclable materials, as well as a tracking system that validates the final destination of the materials. The Solid Waste Diversion Plan shall be approved by the San Benito County Integrated Waste Management Regional Agency. The City has trash and recycling receptacles available for rent: Trash can and recycling rental can rates are set annually by the City Council and posted on the City’s website under Forms and Fees in a document that contains all the City Service Fees. Deposits are refundable, daily rental rates are not.

As the venue contractor, you are responsible for a waste prevention strategy for all waste material generated by all venue operations and all subcontractors. Food vendors must use compostable serving products. No Styrofoam is allowed. You are encouraged to include a requirement for a “Solid Waste Diversion Plan” in your subcontract agreements.

**The City of San Juan Bautista is mandated by the State of California to report annually specified information regarding large venue waste diversion programs. You are therefore required to report and provide verification of the quantity of waste disposed and recycled by this event. There is a \$150/event fine for non-reporting. Reporting is due 30 days after the event. The waste hauler can provide this information for you.**

1. Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.



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**Fee Calculations:**

<b>Fee</b>	<b>Description</b>	<b>Fee</b>
Application Fees:	_____	_____
Vendor Fees:	_____	_____
	_____	_____
	_____	_____
Public Works Fees:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>Total:</b>	_____	_____