



Special Events/City Manager's Office
809 Center Street, Room 10
Santa Cruz, CA 95060
(831) 420-5132
(831) 420-5011 – Fax
cmevents@cityofsantacruz.com

Note: Fees will increase in January and July of each year.

PUBLIC MAJOR SPECIAL EVENT APPLICATION

Thank you for your interest in scheduling a Public Special Event in the City of Santa Cruz.

A Public Major Special Event is a large event open to the public which is scheduled on City property that may include street closures, amplified music, admission charges, sales of goods or services, large numbers of people, and/or City personnel. These requirements each have separate permit costs, related fees, and various departmental approval requirements.

Questions to Consider When Planning Your Public Major Special Event

1. Where will this event take place?
2. How many people do you expect/want to attend?
3. Will there be amplified sound?
4. Will there be sales of any kind?
5. Will there be a charge for admittance or participation?
6. Will there be a parade or march in the street which will require a street closure?
7. Will there be alcohol served or sold?
8. Will your event require City staff?

Things to Consider When Planning Your Public Major Special Event

1. Admission Tax and/or Commercial Use Fee(s).
2. Food Packaging requirements.
3. Alcohol.
4. Monitors.
5. Parking needs.
6. Electrical needs.
7. First Aid.
8. Marine Safety requirements.
9. Stage or other temporary structure requirements.
10. Security issues.
11. Restroom facility needs.
12. Garbage and recycling impact.
13. Route Markings for races/runs.
14. Liability Insurance requirements.

Applications must be submitted a minimum of sixty (60) days prior to the event.

Applications submitted less than thirty (30) days prior to the event may not be able to be processed. Please call the City's Special Events Coordinator prior to submitting.

Most applications may be submitted no earlier than one year prior to the requested event date(s): Exception: Three year applications may be accepted when compliance has been attained for at least five years; this option must be approved and confirmed by the City's Special Event Coordinator.

The following forms must be submitted for review:

- Completed Application Form
- Tentative Site Plan Drawing
- Map of Requested Route (*Required for marches, walks, and parades.*)

The City's Special Event Coordinator will review the application to confirm that the event location is available and other logistical details allow for the event to be scheduled.

Once the application has been reviewed, the applicant will be contacted and an application fee will be required to confirm the event reservation:

Simple Public Major App Fee: (less than 6 hours of City staff time)

\$120 (July 2018) \$126 (Jan 2019) \$144* (July 2019)

Complex Public Major App Fee: (more than 6 hours of City staff time)

\$240 (July 2018) \$251 (Jan 2019) \$288* (July 2019)

**Estimated fees*

Application fees will double if the application is submitted less than 60 days prior to the event.

Checks should be made payable to the City of Santa Cruz. Visa or Mastercard can be accepted; contact the Special Event Coordinator for more information.

Please keep in mind that the event should not be considered confirmed until your application has been reviewed and you have been contacted by the City's Special Event Coordinator.

You will be contacted as soon as possible to confirm your request. The City's Special Events Coordinator will obtain input from other City departments impacted by the event. If City staff and/or services are required, it is understood that all associated costs are to be paid by the Applicant.

Upon approval of your application, Conditions of Use and an invoice will be issued to the applicant. Other documents may also be provided to the applicant in order to comply with specific conditions related to the event.

After all required fees and documents have been received, a signed permit and Conditions of Use will be issued. The permit and conditions must be on hand during the Public Major Special Event and available upon request to City officials.

**PUBLIC MAJOR SPECIAL EVENT APPLICATION
APPLICANT INFORMATION**

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Mobile: _____
E-mail Address: _____

Sponsoring Organization: _____
Nonprofit ID #: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Website: _____

Coordinator (if other than Applicant): _____
Mobile: _____ E-mail Address: _____

EVENT INFORMATION

Title: _____
Website: _____
Run Parade Festival Water Other Please describe: _____

If parade, specify assembly point and beginning and ending points: _____

Date(s): _____
Times:
Set-Up: _____ to _____
Open to the Public: _____ to _____
Clean-Up/Break-Down: _____ to _____
Has this event been scheduled in prior years? Yes No
If Yes, results: _____

EVENT INFORMATION (Continued)

Requested Location: _____

Was this location used in prior years? Yes No

If Yes, results: _____

Quantity of Expected Participants: Adults: _____ Youth: _____

Quantity of Expected Spectators: Adults: _____ Youth: _____

Will an admission fee be charged? Yes No

If Yes, Admission Tax fees of 5% may be due.

Will food or event items be available for sale? Yes No

If Yes, Commercial Use fees may be due; 5% nonprofit or 10% standard; for sales of items on the beach, the fees will be 10% nonprofit or 20% standard.

Will food/beverages be served? Yes No

Will food/beverages be sold? Yes No

NOTE: Food service lasting longer than one (1) day may require permits from the County Health Department.

NOTE: Permittee must comply with the City's Environmentally Acceptable Food Packaging ordinance which limits the use of certain types of food packaging, including polystyrene and other non-compostable, non-biodegradable or non-recyclable food serving items.

Will cooking be done on site? Yes No

If Yes, list quantity and type of cooking units to be used:

Quantity	Description	Quantity	Description
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Large barbeques and cooking units and/or cooking booths may require inspection by the Santa Cruz Fire Department; fees may be required.

Will alcohol be served? Yes No

Will alcohol be sold? Yes No

If Yes, describe what will be served or sold : _____

NOTE: An ABC Permit will be required if approved for alcohol. The City's Special Events Coordinator must facilitate approval with the Santa Cruz Police Department. A separate copy of conditions of use for alcohol will be required. City Alcohol Processing Fee required. \$52 (2018) \$55 (2019)

EVENT INFORMATION (Continued)

Is a street closure requested? Yes No

If Yes, there is a per day fee required. \$206 (2018); \$216 (2019)

NOTE: *“No Parking/tow away” postings are required 72 hours in advance. This will be arranged as needed with the Special Events Coordinator.*

Street Name(s): _____

Date(s): _____

Beginning Time: _____ Ending Time: _____

NOTE: *There are standard requirements for street closure barricades. The document entitled “Requirements for Street Closure – Barricades” must be reviewed and complied with by Applicant. The document also includes requirements regarding adult monitors as well as how to safely close street(s).*

If requesting a street closure, please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations contained in the document entitled *Requirements for Street Closure – Barricades*.

Are you planning to set up a stage or other temporary structure? Yes No

If Yes, what is the location? _____

What are the approximate dimensions of the item(s)? _____

NOTE: *Temporary structures may require City building department approval.*

Please list any equipment (*tables, chairs, canopies, tents, displays, vendor booths, etc.*) and quantities that you are planning to use:

Quantity	Description	Quantity	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will reserved parking be requested? Yes No

NOTE: *Fees will be due for any reserved parking areas. This will be arranged as needed by the Special Events Coordinator.*

Only vehicles can be parked in reserved spaces. Any other activities in a parking space will require a street/lot closure.

Meter(s) (Specify Street Name(s) and Meter Number(s)): _____

Parking Lot(s) (Specify Number(s)): _____

EVENT INFORMATION (Continued)

Will sound amplification be used? Yes No
(Note: no fees are required as of November 2017.)

Purpose for Sound Amplification:

- Speakers
- Announcements
- Music Type: _____
- Band # of Players/Pieces: _____
- Other Please Specify: _____

Have you applied for a sound permit for this location in the past? Yes No
If Yes, results: _____

Name of Sound Coordinator: _____

E-mail: _____ Mobile: _____

Individuals wanting to have amplified sound must adhere to the following conditions:

- Loud/amplified sound is not allowed before 8:00 a.m. and after 10:00 p.m.
- Complaints of loud music/sound may result in a police response.
- All lawful orders by members of SCPD must be observed and followed.
- It is requested that neighbors and/or surrounding businesses are notified when planning to have amplified sound.

If requesting sound amplification, please check the box to acknowledge that you have read, considered, and agree to abide by the conditions listed for sound amplification.

Will banners/signs be used? Yes No

If Yes, specify quantity, type, and size: _____

Will a first aid monitor(s) and/or station(s) be provided? Yes No

If Yes, specify quantity: Monitor(s): _____ Station(s): _____

If this is a water event, what are your plans for lifeguards (who must be certified by an ocean lifesaving association within the last year)? _____

Note: City Marine Safety standards must be adhered to during water events. Fees may be due if city lifeguards/equipment are required.

EVENT INFORMATION (Continued)

Do you anticipate any police or security needs? Yes No

If yes, please describe: _____

If City Police staffing is required, appropriate fees will be due.

Will electricity be needed? Yes No

\$20 minimum fee for electrical access (2018).

If Yes, for what: _____

Garbage/Recycling Plan (Please Describe): _____

NOTE: *Sanitation services are provided by the City of Santa Cruz and appropriate fees will be due.*

Restroom Facility Plan (Please Describe): _____

NOTE: *One (1) portable restroom per every 100 people with 10% ADA compliant.*

INSURANCE AND LIABILITY REQUIREMENTS

- **Certificate of Insurance**

Liability insurance with \$1,000,000 is required, naming the City as an additional insured, including the statement: *If the policy is cancelled prior to its expiration date, the issuing company with mail 10 days written notice to the additionally insured named.* Insurance certificate and endorsement page must be submitted prior to the event. **NOTE:** *Some events may require a higher dollar amount.*

- **Hold Harmless**

A. In consideration for the City of Santa Cruz (hereinafter known as “City”) agreement to allow Permittee to use the requested area(s) named within and attached hereto, Permittee hereby agrees on behalf of itself, its agents, and employees, to indemnify and hold harmless the City and the City’s representatives, officers, agents, employees, and volunteers (hereinafter jointly referred to as “Releasees”) for all damage, loss, claims, suits, or action of any kind or nature whatsoever, including attorney fees brought for or on account of damage to property, or injuries to, or health of any person, resulting or alleged to have resulted directly or indirectly, wholly or partially, from the use of the requested area(s) for the event or from the conduct of the event sponsored by Permittee at the requested area(s).

B. Additionally, Permittee hereby agrees to indemnify Releasees against and hold Releasees harmless from all damage, loss, claims, suits, or action of any kind whatsoever, including attorney fees, which Releasees may sustain or incur, in whole or in part, as a consequence of the Permittee’s negligence or intentional misconduct in the use of the requested area or the conduct of the event sponsored by Permittee at the requested area(s).

C. In further consideration of the City’s agreement to allow Permittee to use the requested area(s), Permittee hereby agrees not to assert any claim against, sue, attach the property of, or prosecute Releasees for injury or damage alleged to have been caused in whole or in part by Permittee’s use of the requested area(s) or the conduct of the event sponsored by Permittee at the requested area(s), or any other activity undertaken by Permittee at or about the requested area(s) with or without the City’s permission.

D. Should it become necessary to enforce the terms of this agreement by legal or equitable action or should Permittee breach this agreement, Permittee shall pay legal costs and attorney fees incurred by the City of Santa Cruz whether in defense of a suit by Permittee or in the prosecution of a suit against Permittee.

Please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations of the Hold Harmless Agreement.

CHANGE POLICY

Changes in the schedule will be at the discretion of the City based upon available staff and resources.

CANCELLATION POLICY

If the event is cancelled, immediately notify the Special Events Coordinator at (831) 420-5132 and, if necessary, the agencies named in your Conditions of Use.

AGREEMENT AND SUBMITTAL INFORMATION

I declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of my knowledge and belief.

Name of Applicant (Print): _____

Signature: _____ Date: _____

Return the completed documents and fee(s) to:

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NOTE: *As noted on the cover page, if City staff and/or services are required, you will be liable for the associated costs and will be invoiced accordingly.*