



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

PUBLIC GATHERING AND EXPRESSION APPLICATION

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

A Public Gathering and Expression Event is any political, civic, religious, or other public activity intended primarily for the communication of ideas by the participants in or sponsors of the event. (*Ordinance 10.65*)

The purpose of the application is to provide the City with a minimum amount of time to logistically accommodate the event, to promote public safety and welfare, and to assure that the First Amendment rights of those who wish to peacefully participate in the event on public property are preserved and protected.

Events that Meet the Following Criteria Should Submit an Application

- The use of public/City properties such as Compass Rose/Sister Cities' Plaza (by Post Office), the corner of Cooper and Pacific, Memorial Plaza (plaza by Jamba Juice), the Town Clock, Soquel and Pacific (by Forever 21), and public sidewalks. **NOTE:** *Other public areas may be requested but are subject to availability. Fees may be required for some areas.*
- More than 100 participants.
- Longer than one (1) hour.
- Setting up a display larger than 18" wide x 6' high.
- Amplified sound.
- A march or walk using sidewalks/pathways **only**.

Things to Consider When Planning Your Public Gathering and Expression Event

1. Requests for alcohol, overnight storage, and/or activities in the street will cause the event to be considered a Public Special Event and will require a different application.
2. Monitors.
3. Parking needs.
4. Electrical needs – (if requesting access to city outlet, \$20 minimum fee due).
5. First Aid.
6. Security issues.
7. Restroom facility needs.
8. Garbage and recycling impact.

The following forms will need to be submitted a minimum of five (5) business days and no more than six (6) months prior to the event.

- Application Form
- Map of Requested Route (*Required for marches or walks only on sidewalks.*)

Please keep in mind that the event should not be considered confirmed until your application has been approved. Once your application and other forms if needed have been submitted and received, the Special Events Coordinator will review the documents and obtain input from other City departments affected 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.

You will be contacted as soon as possible to confirm your request.

Upon approval of your application, a signed permit and Conditions of Use will be issued to you. These must be on hand during the Public Gathering and Expression Event and available upon request by City officials.

PUBLIC GATHERING AND EXPRESSION 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: _____

March Walk Rally Other Please Specify: _____

If march or walk, specify assembly point and beginning and ending points: _____

NOTE: *For marches or walks, only sidewalks may be requested on this application.*

Date(s): _____

Times:

Set-Up: _____ to _____

Open to the Public: _____ to _____

Clean-Up/Break-Down: _____ to _____

Requested Location: _____

PUBLIC GATHERING AND EXPRESSION APPLICATION

EVENT INFORMATION (Continued)

Quantity of Expected Attendees: Adults: _____ Youth: _____

Will sound amplification be used? Yes No

(Note: sound permit fee not required as of November 2017; access to city electrical outlet will be \$20 minimum fee.)

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.

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

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

PUBLIC GATHERING AND EXPRESSION APPLICATION

EVENT INFORMATION (Continued)

Will banners/signs be used? Yes No

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

NOTE: *Banners/signs cannot be larger than 2' x 3'.*

Will food/beverages be served? Yes No

Will food/beverages be sold? Yes No

NOTE: *Food service may need to be approved by the County Health Department.*

NOTE: *Permittee must comply with the City's Environmentally Acceptable Food Packaging ordinance.*

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.*

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

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

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

Do you anticipate any police or security needs? Yes No

If yes, please describe: _____

Will electricity be needed? Yes No (\$20 minimum access fee required)

If Yes, for what: _____

Garbage/Recycling Plan (Please Describe): _____

Restroom Facility Plan (Please Describe): _____

PUBLIC GATHERING AND EXPRESSION APPLICATION

LIABILITY REQUIREMENTS

- **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.

PUBLIC GATHERING AND EXPRESSION APPLICATION

CANCELLATION POLICY

If the event is cancelled, immediately notify the Special Events Coordinator at (831) 420-5132.

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: _____

- If you are unable to sign the document digitally, please check the box to acknowledge that you declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of your knowledge and belief.

Return the completed documents and fee(s) to:

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

- Application Form (*Pages 1–5*)
 Map of Requested Route (*if applicable*)

Note: fee for requested electrical access will be required after the application has been reviewed and approved.

Checks should be made payable to the City of Santa Cruz. Visa or Mastercard can be accepted; contact the City's Special Event Coordinator for more information at 831-420-5132 or cmevents@cityofsantacruz.com

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.*