

**CITY OF DUBLIN  
COMMUNITY GROUP SPECIAL EVENT POLICY**

1. **Purpose.** The City recognizes that there is benefit in allowing Community Groups to produce special events at City-owned parks and facilities. Community Group Events add to the enjoyment of life in Dublin; foster goodwill and a sense of community among residents. Community Group Events, when properly coordinated through City staff, maximize use of City parks and facilities, while minimizing direct expense to the City, including staff time. Furthermore, the City recognizes that Community Groups may be better equipped than the City Staff to organize and implement Community Group Events related to a specific culture or special interest.

This Policy is intended to establish guidelines, processes and criteria for partnering with Community Groups to waive Community Group Events in a manner that is consistent with the City's mission, vision and values. The City shall solicit, evaluate, and accept event proposals in a manner consistent with this Policy. The City will neither solicit, nor accept, event proposals counter to the City's mission, vision and values.

2. **Definitions.** The following definitions shall apply to this Policy:
  - a. *Community Groups* are non-profit organizations, businesses or collected individuals who have sufficient expertise and manpower to produce Community Group Events.  
  
Community Groups must be businesses, non-profit groups, or individuals that promote mutually beneficial relationships for the City of Dublin and whose purpose is consistent with the City's Mission, Vision and Values. The City of Dublin possesses sole and final decision-making authority for determining the appropriateness of a partnership relationship and reserves the right to refuse to enter into any proposed Community Group Event partnership.
  - b. *Community Group Events* are ticketed or non-ticketed special events that are organized by a Community Group on City property, advertised and open to the general public and for which the City of Dublin agrees to waive the customary rental fee and provide some in-kind marketing via normal City communication channels.

3. **Community Group Event Permit Application Process.**
  - a. Parks and Community Services staff will review all Community Group Event applications and route to designated reviewers in other Departments that may be affected, including Public Works, Police Service and Fire. Staff will identify any concerns and estimate the amount of staff time required to support the event.
  - b. Unless awarded an Arts Space Grant or other City support, Community Group Events are considered rental events. Community Group Events shall adhere to the City's published parks and facility rental policies. As outlined in the rental policy,

the Parks and Community Services Director has the authority to approve certain exceptions.

- c. The City shall charge a Community Group Event Permit Fee to cover Staff time for processing applications, meeting with applicants and providing guidance on event logistics. The Community Group Event Permit Fee shall be set by City Council and published in the Master Fee Schedule.
- d. The City shall charge labor fees for City staff and contractors working on site to facilitate Community Group Events, according to the published Master Fee Schedule. An estimate of labor fees will be provided upon review of the permit application, and payment of the fee is due in advance.
- e. The City shall charge rent and security deposits, according to the published Master Fee Schedule. An estimate of rent and security will be provided upon review of the permit application, and payment of the fee is due in advance.
- f. Criteria for granting of a Community Group Event Permit include:
  1. Potential benefit to the community derived from offering the proposed Community Group Event.
  2. Potential City staff time and effort required to provide support to the event, including Parks and Community Services event staff, MCE and Police Services;
  3. Potential safety risks or risks to City property;
  4. The cohesion with Mission, Vision and Values of the City.

4. **Community Group Event Implementation Process.**

- a. City staff or contractors will oversee any event set-ups involving equipment vendors driving onto park property, other than in designated public parking lots.
- b. City staff or contractors will oversee any event expected to draw more than 500 people. City staff ratio will be one City staff to every 1,000 expected guests.
- c. City staff or contractors will inspect all event clean-ups.
- d. The City reserves the right to summons additional City staff or contractors as it deems necessary to ensure public safety and maintain City property during the event. Any additional Staff costs will be billed at the published rate. A bill will be provided within five working days of the event, and payment is due upon receipt.

- e. Community Groups shall reimburse the City for actual used City staff or contractor time, according to published rates. Community Groups will be billed after the event for any unplanned City staff and contractor hours. Community Groups will be refunded after the event for any unused City staff and contractor hours.
  - f. Community groups are expected to provide adequate volunteers, employees or contractors to manage all aspects of the event, including litter pickup during the event. City staff and contractors are on site to set up any City-provided equipment, such as trash receptacle and crowd control barriers; monitor load-in, event and strike; enforce City rules; and provide advice and troubleshooting as needed.
5. **Restrictions.** The City will not accept application for Community Group Events which:
- a. Require the City's written or spoken endorsement of commercial products, service, companies or individuals;
  - b. Limit the City's ability to carry out its functions fully and impartially;
  - c. Limit public access to City events, programs, facilities or services.
  - d. Personally benefit any individual City employee or group of employees;
  - e. Imply City association with gambling, tobacco, illegal drugs, firearms or pornography;
  - f. Imply City endorsement of a particular political or religious viewpoint;
  - g. Imply City tolerance of discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.



# Special Event Permit Application

City of Dublin - Parks and Community Services Department

Attn: Lauren Marriott, Recreation Coordinator, [Lauren.Marriott@dublin.ca.gov](mailto:Lauren.Marriott@dublin.ca.gov)

100 Civic Plaza, Dublin, CA 94568

(925) 555-4500

Thank you for your interest in planning a successful and safe event in Dublin. Events are a great way to build community and celebrate diversity, heritage and uniqueness. Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned event. The City of Dublin has created this Special Event Permit process to help you determine what type of City permits and approvals you will need.

Submit your completed application **at least 60 days before your proposed event date** with a check made payable to the City of Dublin for \$325 (non-refundable processing fee). This fee may also be paid by cash or credit card.

## Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. Staff will reserve the date(s), times and location requested with complete application and required payment. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

During the review process you will be notified if your event requires additional information, permits, or licenses. Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

Depending on the impact on City services, size and type of event, a group meeting with you may be scheduled to clarify questions and concerns with 15 business days of the submitted application.

## Other Permits and Documentation Required

While the City of Dublin provides basic information about permits and licenses required by other agencies, it is your responsibility to contact federal, state, or county agencies for questions regarding other relevant permits.

## Additional Documentation

The following table is a guide to what required additional documentation you may need to ensure your application is processed quickly and accurately. **Please note that this table is only a guideline. Please read the entire application and fill out all questions pertaining to your event.**

Type of Event	Other Documentation Needed (Please fill out all that apply to your event)
Athletic Event	Attachments A, C, D
Commercial Event	Attachments A, D
Concert/Performance	Attachments A, D
Festival/Celebration	Attachments A, B, C, D
Fun Run/Walk	Attachments A, B, C, D
Fundraising Event	Attachments A, D
Outdoor Market/Street Fair	Attachments A, B, C, D
Parade/Procession	Attachments A, B, C, D
Events including Food	<b>Additional Documentation Needed</b>
Food Vendor	See Alameda County Health requirements on pages 8-9

*Events involving food must comply with all applicable Alameda County Health Department and Alameda County Fire Department regulations. Individual vendors are required to have Health Department permits. Additionally, applicants with more than one food vendor are required to obtain a Health Department permit for the entire event. The City may require that you provide additional volunteers or schedule additional maintenance labor at your expense, if food litter is expected to exceed the venue's normal trash capacity.*

Application # \_\_\_\_\_

# Special Event Permit Application

## APPLICANT INFORMATION

Representative Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Name(s) of representatives who will be present at the event and be responsible for the event's activities:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is the applicant a Dublin-based business, organization or resident?  Yes  No

Is the applicant a Nonprofit Organization?  Yes\*  No \*If yes, please provide 501(c)3 number \_\_\_\_\_

## EVENT INFORMATION

Event Name: \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event type:

Fun Run/Walk \_\_\_\_\_ Festival/Celebration \_\_\_\_\_ Outdoor Market/Street Fair \_\_\_\_\_  
Parade/Procession \_\_\_\_\_ Concert/Performance \_\_\_\_\_ Athletic Event \_\_\_\_\_  
Commercial Event \_\_\_\_\_ Charitable Event \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Anticipated Audience: (i.e. Family, Youth, Teens, etc.) \_\_\_\_\_

Park/Area Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Will there be entertainment?  Yes\*  No \*If yes, please describe the entertainment and any conditions of the entertainment rider effecting the facility, if any \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Special Event Permit Application

**Planned Hours of Use** (Rental of park areas is from 8:00 am until dusk. However, this is helpful for the Maintenance Staff):

**Setup:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Function:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Cleanup:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Will the function be open to the public?**  Yes  No

**Will an admission fee be charged?**  Yes\*  No \*If yes, how much? \_\_\_\_\_

**Will tickets be sold in advance?**  Yes\*  No \*If yes, how will you sell tickets? \_\_\_\_\_

**Is this a fundraising event?**  Yes  No

**Will donations be solicited onsite?**  Yes  No

**Have you previously held this event in Dublin?**  Yes\*  No \* If yes, when/where \_\_\_\_\_

**Is this planned as a reoccurring event?**  Yes\*  No \*If yes, how often will it occur? \_\_\_\_\_

**Have you previously held this event in other cities?**  Yes\*  No \*If yes, when/where \_\_\_\_\_

**If you've held this event before in Dublin or other cities, have police ever been dispatched to the event?**  Yes\*  No

\*If yes, please explain the circumstances. \_\_\_\_\_

## PUBLICITY

**Where/how are you advertising the event? (check all that apply)**

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_ Email list \_\_\_\_\_

Print advertising \_\_\_\_\_ Website \_\_\_\_\_ Other \_\_\_\_\_

## VENUE SET-UP/EQUIPMENT

**Are any areas required to be blocked to the public or held exclusively for ticketed attendees?**  Yes  No

**Is electricity required for any vendors or entertainment?**  Yes  No

**Are you setting up sound equipment?**  Yes  No

**Will you have a sound technician?**  Yes  No

**Are you setting up light equipment?**  Yes  No

**Will you have a light technician?**  Yes  No

**Are you bringing portable restrooms?**  Yes\*  No \*If yes, how many? \_\_\_\_\_ Which company? \_\_\_\_\_

# Special Event Permit Application

Are you bringing dumpsters/recycling containers?  Yes\*  No \*If yes, how many? \_\_\_\_\_

Are you setting up festival tents?  Yes\*  No \*If yes, how many, where, what size? \_\_\_\_\_

Are you bringing pop-up tents?  Yes\*  No \*If yes, how many, where, what size? \_\_\_\_\_

Are you setting up stages?  Yes\*  No \*If yes, how many, where, and what size? \_\_\_\_\_

Are stages being set up the night prior to the event?  Yes\*  No \*If yes, will security be hired to stay overnight?  
 Yes\*  No \*If yes, which security company will be used \_\_\_\_\_

*City many require portable restrooms and/or dumpsters and recycling, if the expected use exceeds venue's existing capacity. The number of restrooms or dumpsters we require will depend on venue length, crowd size and whether food/beverages are being consumed. City maintenance staff do not service portable restrooms. You may need to hire janitorial service.*

## FOOD & BEVERAGES

Will there be food or beverage at the event?  Yes, free of charge  Yes, for sale  No

If yes, what type? \_\_\_\_\_

Will there be any on-site cooking?  Yes  No

How many tented vendors? \_\_\_\_\_ How many food trucks? \_\_\_\_\_

Is picnicking advertised or encouraged?  Yes  No

## NON-FOOD VENDORS AND SPONSORS

How many tented non-food vendors or sponsors? \_\_\_\_\_

What types? \_\_\_\_\_

*City many require you to provide additional volunteers or schedule additional event labor at your expense if number of booths (food and non-food vendors) exceeds 12.*

## PARKING AND TRAFFIC PLAN

Are you requesting any temporary street closures?  Yes\*  No \*If yes, please provide street map.

Are you promoting any of the following? (check all that apply)

Bicycling  Carpooling  Public transit

Are you offering offsite parking?  Yes\*  No \*If yes, where? \_\_\_\_\_

Offsite Parking property owner's name and contact info: \_\_\_\_\_

# Special Event Permit Application

## HEALTH, SAFETY AND SECURITY

Will you have onsite First Aid?  Yes\*  No \*If yes, who is providing it? \_\_\_\_\_

Will you have onsite private security during the event?  Yes\*  No \*If yes, which company and how many security officers? \_\_\_\_\_

Describe your emergency plan, including communication procedures? \_\_\_\_\_

\_\_\_\_\_

## SPECIAL CONSIDERATIONS

The following items require special permission. Please indicate if you wish to discuss including any of the following at your event.

- Animals
- Candles/Open flames
- Inflatables/Jump houses
- Rides
- Signs/Banners

The Applicant hereby agrees to be responsible for any damage to the park, plaza and picnic areas occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Dublin, its officers, employees, and volunteers, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers, employees, or volunteers. The Applicant has received a copy of the Facility Use Policy, Clean-Up Requirements, Insurance Requirements and Rules and Regulations and agrees to comply with the rules and regulations listed therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# Special Event Permit Application

## ATTACHMENTS

### ATTACHMENT "A" – Site Plan

**Attachment "A" is due 60 days prior to event**

*Please include a site complete plan of your event, including:*

- Location(s) of all uses of public property and public right of way
- Location(s) and dimensions of any structures, including buildings, climbing structures
- Location(s) and dimensions of any tents or canopies
- Location(s) and dimensions of any grandstands, bleachers, or folding or telescoping seating
- Location(s) and type of cooking equipment, cooking areas, and food booths
- Location(s) of temporary heating system
- Location(s) of decoration, banners, or other advertisement at the event site
- Location(s) of all trash and recycling receptacles
- Location(s) of any signs to be placed, both directional and advertising the event
- Location(s) of all street closures, including location and number of barricades and signs
- Location(s) of all display areas, play areas, judging areas, staging areas and seating areas
- Location(s) of all entertainment stages, vendor/sponsor booths, event command post, speaker locations
- Location(s) of portable toilets

**If a Fun Run/Walk or Parade/Procession is involved, please also include:**

- Staging area
- Judging area
- Start and ending area
- Location of bleachers, grandstands, or related structures
- Directional arrows showing the exact route of the parade

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### ATTACHMENT "B" - TRAFFIC CONTROL/DETOUR PLAN **Attachment "B" is due 60 days prior to event**

If you wish to close any streets or sidewalks, you may be required to obtain a certified traffic control plan drafted by a transportation or traffic engineer.

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### ATTACHMENT "C" - PARKING PLAN

**Attachment "C" is due 30 days prior to event**

*Please provide the following information:*

- Proof that adjacent property owners were notified of event
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as carpooling, BART, and Wheels Bus Transit.

# Special Event Permit Application

## **ATTACHMENT "D" - VENDOR INFORMATION** *Attachment "D" is due 30 days prior to event*

The City of Dublin requires each food or retail vendor to have a Business License or Daily Business License (for one day events) to sell within the City of Dublin. If a vendor does not have this license, please contact the City's Planning Department at (925) 833-6610 for the appropriate form.

**For each vendor, please include the following information:**

<b>NAME OF VENDOR &amp; CONTACT PERSON</b>	<b>EMAIL</b>	<b>TELEPHONE</b>	<b>FOOD, GOODS &amp; SERVICES TO BE SOLD</b>

## Special Event Permit Application

### Community Event Food Vendor Information Due seven (7) days prior to event

#### Alameda County Health Permit – REQUIRED

- All accepted food vendors are required to have a health permit issued by Alameda County. The application can be accessed at [http://www.acgov.org/aceh/food/TFF\\_Application\\_Booth.pdf](http://www.acgov.org/aceh/food/TFF_Application_Booth.pdf) or by calling (510) 567-6748.
- Vendor shall be responsible for complying with the Alameda County's health regulations and will be subject to a health inspection. If Vendor's booth fails to pass inspection, Vendor is solely responsible for a re-inspection fee and/or costs associated with closing and removing Vendor's booth from the Event. Re-inspection fee will be collected at the event before booth may re-open.
- Copies of the Pre-inspection/Self Inspection Form can be found at <http://www.acgov.org/aceh/food/Self-Inspection-Temporary-Event-Booth.pdf> or by calling (510) 567-6748.
- To avoid incurring a late penalty with Alameda County Health Department, submit your application at least two weeks prior to your event.

#### Alameda County Fire Code Activity Form - REQUIRED

- Food vendors are required to meet the California State Fire Marshall code as it relates to your tent, rig, fire extinguisher, etc. Failure to comply may result in closure of your booth. Vendors are advised to refer to the *Fire Code Requirements for Carnivals and Fairs and Tents and Other Membrane Structures Requirements* found on our website under **Forms**.
- All events utilizing tents or structures greater than 200 square feet are required to obtain necessary inspections and permits from Alameda County Fire. More information at the link below.
- Food vendors who will be utilizing any form of flame for cooking or any other purpose must complete the *Fire Code Regulated Activity/Use Application and Permit*. This document can be found at: <http://www.ci.dublin.ca.us/DocumentView.aspx?DID=643> or on our website under **Forms**.

#### General Rules and Regulations

- You are only authorized to sell food to attendees of the event for which you have been hired.
- Walking the park grounds to sell merchandise or handout fliers is prohibited. Vendors must remain inside booth space.
- An Alameda County Health permit is required to sell, serve or sample any food or beverage.
- Vendor must provide their own signage. Signage may not exceed five feet from the top of the tent or truck. **No handwritten signage will be permitted.**
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Vendors are responsible for acquiring a seller's permit from the California State Board of Equalization. **Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization (attached) must be submitted with application.** Vendors are responsible for submitting their own resale taxes.
- All necessary permits and/or licenses must be properly displayed.
- Vendors must use environmentally friendly serving ware as stipulated by the City of Dublin Environmental Services Division.
- No private generators are permitted.

## Special Event Permit Application

- Nothing may be disposed of down storm water drains.
- Food truck vendors must provide their own drip-pans or tarps under vehicles.

### Required Insurance

**Liability Insurance:** All vendors are required to provide a Certificate of Insurance evidencing Commercial General Liability or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence or \$2,000,000 aggregate. The vendor shall provide proof of insurance by deadline.

- The certificate must name: **City of Dublin, 100 Civic Plaza, and Dublin, CA 94568** as the certificate holder.

The Additional Insured Endorsement must include: **The City of Dublin, its officers, employees, agents and volunteers as additionally insured.**

### Waiver and Release of Liability

1. Applicant's vendor acknowledges and understands that participation in the Event involves potential risks that may arise from the actions and inactions of Vendor, other individuals attending the Event, or the City and its officials, employees, agents and volunteers. Vendor expressly agrees to accept and assume full responsibility for any and all risks of bodily injury, death or property damage caused by or arising directly or indirectly from Vendor's participation in the Event, regardless of the cause. Participation in the Event is purely voluntary, and Vendor elects to participate in spite of the risks.
2. Vendor releases the City, its officers, officials, employees, agents, and volunteers ("the Released Parties") and waives all actions, claims and demands that Vendor or Vendor's heirs, executors, representatives, insurers, attorneys, administrators or assigns ("the Releasing Parties") may have or may hereafter have for any personal injury, bodily injury (including death) or property damage that Vendor may directly or indirectly incur while participating in the Event, including but not limited to that incurred as a result of the negligence of the Released Parties. Vendor, on behalf of both Vendor and the Releasing Parties, agrees not to sue the Released Parties on the basis of these waived and released claims.
3. Vendor agrees to comply with all stated and customary terms, posted safety signs, rules, and verbal instructions as conditions for participation in the Event.
4. At all times during Event, Vendor, his/her employees and agents shall be independent contractors and not employees or agents of the City. Vendor, and his/her employees and agents shall have no authority, express or implied, to bind the City to any obligation whatsoever.
5. City may terminate Vendor's participation in the Event at any time. City shall not be liable for any costs incurred by the Vendor as a result of such termination by the City.
6. Vendor shall comply with all laws applicable to the performance of the work hereunder, including, to the extent applicable, health and safety regulations. Vendor is solely responsible for the payment of all federal, state and local taxes, including employment taxes, that Vendor may incur as a result of participation in the Event.
7. Vendor represents and warrants to City that Vendor and its employees, agents, and volunteers have all licenses, permits, qualifications, and approvals of whatsoever nature that is legally required to offer the goods and/or services that Vendor is offering at the Event.
8. Vendor agrees to indemnify, defend, with counsel selected by City, and hold harmless the Released Parties from any and all claims, demands, actions, judgments, damages, liabilities, and costs of any kind, including attorneys' fees, (collectively "Liabilities") arising out of or in any manner related to Vendor's participation in the Event, except to the extent that such Liabilities are caused by the sole negligence or willful misconduct of the Released Parties.

# Special Event Permit Application

9. The person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this Agreement on the behalf of the Vendor.

## RESERVATION STATUS - FOR OFFICE USE ONLY

### APPLICATION PROCESSING

- Calendar Hold Placed
- Insurance Received
- Department Reviews Complete
- Application Approved

DEPARTMENT DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### DEPARTMENT REVIEWS

- PARKS AND COMMUNITY SERVICES

Reviewer's Name: \_\_\_\_\_ Concerns: \_\_\_\_\_

- POLICE

Reviewer's Name: \_\_\_\_\_ Concerns: \_\_\_\_\_

- FIRE

Reviewer's Name: \_\_\_\_\_ Concerns: \_\_\_\_\_

- ENVIRONMENTAL SERVICES

Reviewer's Name: \_\_\_\_\_ Concerns: \_\_\_\_\_

- MCE

Reviewer's Name: \_\_\_\_\_ Concerns: \_\_\_\_\_

### DEPOSIT INFORMATION

- SECURITY DEPOSIT = \$ \_\_\_\_\_
  - ESTIMATED PCS EVENT STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
  - ESTIMATED MCE STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
  - ESTIMATED POLICE STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- TOTAL DEPOSIT = \$ \_\_\_\_\_**

DATE: \_\_\_\_\_ CARD: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

# Special Event Permit Application

## RESERVATION CLOSE-OUT - FOR OFFICE USE ONLY

### EVENT REPORT

Actual attendance: \_\_\_\_\_

#### Actual Hours of Use:

Setup: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Function: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Cleanup: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

#### Actual City Staff Time:

- PCS EVENT STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- MCE STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- POLICE (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_

### CLEANUP STATUS

- Satisfactory
- Unsatisfactory If unsatisfactory, describe damage or extra City cleanup required and attach photos:  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL CHARGES

- ADDITIONAL PCS EVENT STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- ADDITIONAL MCE STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- ADDITIONAL POLICE STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- THIRD PARTY CLEANUP COSTS = \$ \_\_\_\_\_
- DAMAGE REPAIRS = \$ \_\_\_\_\_

DATE APPLICANT NOTIFIED: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_ CARD: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

### REFUND

- SECURITY DEPOSIT (Full or partial \$ \_\_\_\_\_) = \$ \_\_\_\_\_
  - CREDIT UNUSED PCS EVENT STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
  - CREDIT UNUSED MCE STAFF (Hours \_\_\_\_\_ x Hourly rate \$ \_\_\_\_\_) = \$ \_\_\_\_\_
- TOTAL REFUND = \$ \_\_\_\_\_**

# Special Event Permit Application

DATE: \_\_\_\_\_ CARD: \_\_\_\_\_ CLAIM FORM TO FINANCE: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_