

City of Davis

SPECIAL EVENT PERMIT APPLICATION



WELCOME

The City of Davis offers a variety of indoor and outdoor facilities that are ideal for special events including community-based festivals, parades, seasonal celebrations, philanthropic events or even large family gatherings.

Large special events often require City issued permits and other requirements to ensure the safety of participants and to minimize impacts to the surrounding neighborhoods. This application has been developed to help facilitate the planning of your special event. This application is also intended to help you understand the City’s special event permitting process and the deadlines for submitting required documents.

The submission of a Special Event Permit Application does not constitute approval of your special event. The application must be submitted a minimum of 60 days prior to your event in order to have adequate time to distribute to City departments for their review and/or approval and to allow you to meet with the Special Events Committee to answer any questions and work out any issues if needed.

Uses that require equipment set-up in a park, beyond a typical picnic reservation or bounce house use, require a Special Event Permit, or uses that meet the following criteria:

Area Type	Criteria
Facilities/Buildings	100 or more people participating in an organized gathering that is open to the public and/or a community-wide philanthropic event.
Greenbelts/Mini Parks	30 or more people participating in an organized gathering.
Neighborhood Parks	50 or more people participating in an organized gathering that is not a typical activity contained within a *reservable area such as a picnic or athletic field use.
Special Use Parks (i.e. Civic, Playfields, Toad Hollow)	50 or more people depending on the park. <i>Requires staff consultation prior to submitting permit.</i>
Community Parks (i.e. Arroyo, Central, Community, Mace & Walnut)	100 or more people participating in an organized gathering that is not as part of a *reservable area such as a picnic or athletic field use.
<i>*Note: Multiple fields and/or venues for the same tournament or event that use passive areas of the site location require a Special Event Use permit. Special Event Use permits will not be approved for events occurring on the same day as Picnic Day (generally held on a Saturday in mid-April), Celebrate Davis, or the Fourth of July festivities, which are traditional citywide events.</i>	

Payment of the Special Event deposit and application fee is due when the application is initially submitted. The City will review your application and either approve, conditionally approve, or deny the application within 15 days of receipt.

Special Event Permit applications that are conditionally approved will provide the applicant with specific information on any applicable fees for required services and/or any additional conditions of use. Payment of fees for any additional services required by the City must be made before the City will issue a Special Event Permit. The applicant shall ensure the Permit is available on site throughout the duration of the entire event.

If a Special Event Permit is denied, the applicant will receive a full refund of their deposit and a 5% administration fee will be deducted from the application fee. If a Special Event permit is not issued, based upon an applicant's failure to comply with required measures within specified deadlines, the applicant forfeits the full application fee.

Organizations that violate any requirements of their approved Special Event Permit will be subject to the following:

- 1st infraction - written warning
- 2nd infraction - \$200.00 fine
- 3rd infraction - \$300.00 fine
- 4th infraction - \$500.00 fine
- 5th infraction – denial of future Special Event Permits

Any unauthorized use of city water will be fined \$200.00 per event per day.

Any damages to City property or equipment caused by event will be charged to the Special Event Permit applicant/organization at a fee equal to the total cost of repair and/or replacement according to the approved City Master Fee Schedule. Damage costs will be deducted from the deposit on file and any damage costs above the deposit amount will be billed to the applicant/organization with a payment due to the City within 14 days of date of invoice.

Notable requirements:

The City does not permit the use of stakes or any in-ground securement for securing fences, structures, etc.

In the interest of safety and to prevent confusion related to utility markings on City streets, paths, or paved surfaces, only white chalk may be used when using chalk for route markings.

All route markings are to be removed at the end of your special event including the removal of all chalk markings on city streets and property. Failure to remove route markings will result in an infraction.

EVENT PLANNING CHECKLIST

The City of Davis is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Parks & Community Services Department at (530)757-5626 (press 2).

Below are the required forms and information that must be submitted to the City to obtain a Special Event Permit. In the Completed column, check all applicable completed items or write N/A for any items that do not apply to your event. Only complete applications can be accepted.

Requirement/Form	Required to Complete/Acknowledge	Completed
Applicant & Event Information	All Applicants	
Applicant Certification & Agreement	All Applicants	
Insurance Certification	All Applicants	
ADA Awareness & Compliance	All Applicants	
Alcoholic Management Plan	Events serving or selling alcoholic beverages. Potential need for Open Container or ABC permit. <i>Contact Davis PD (530) 747-5400</i>	
Entertainment Related Activities	Events including musicians, performers, and/or amplified sound. Potential need for Sound permit. <i>Contact Davis PD (530) 747-5400</i>	
Fencing	For questions about fencing or to make arrangements for an inspection, please <i>Davis Fire Department at (530) 757-5683</i>	
Food & Product Concessions	Events involving the preparation and/or sale of food and beverage items. Potential need for Health permit.	
Marketing/Advertising	All Applicants	
Parking Plan	May require Street Closure Application and Permit.	
Portable Restrooms	Events requiring a Site Plan and Route Map and all events expected to exceed 250 people in attendance.	
Safety & Security Plan	All Applicants	
Site Plan & Route Map	Events that will request street closures or will include use of streets, sidewalks, public parking lots, or vehicles in parks or greenbelts.	
Street Closure Permit	Events that will cause closure or block any street delay or alter traffic movement (including pedestrian) on any street, highway, sidewalk, public parking lot or structure on an alley.	
Stages/Platforms/Tents/Canopies/Temporary Structures	Requirements will vary on event location and temporary structure size.	
Vehicles in Park	Events requiring special equipment OR that will require driving a vehicle into the park or greenbelt. <i>Contact Parks & Community Services (530) 757-5626 (press 2)</i>	
Waste Management	All Applicants	

APPLICANT & EVENT INFORMATION

Event Name: _____ **Estimated Attendance:** _____
Event Location: _____
Event Date: _____ (include days of week and dates)
Event Time: _____
Set-up time: _____ am/pm
Clean-up time: _____ am/pm

Applicant Information (has primary responsibility for the event):

Applicant's Name: _____ **Title (if applicable):** _____
Name of Group/Organization (if applicable): _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Daytime Phone: _____ **Cell Phone:** _____
Fax: _____ **Email:** _____
Name of Alternate Event Contact: _____
Daytime Phone: _____ **Email:** _____

Event Information

Event Type: (please check all that apply)

- Fair/Festival Parade/Rally Race/Walk Concert/Entertainment Performance
- Sports/Recreation Fundraising Wedding/Reunion Corporate Event/Training
- Other: (please explain) _____

Is this an annual event for you and/or your organization? Yes No

If yes, how many years has the event been held? _____

If yes, where have the previous events been held? _____

Does the City of Davis have a copy of your liability insurance covering the date(s) of your event? Yes No

Emergency Contact

In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant information, please list below:

Name: _____

Daytime Telephone: _____ **Cell:** _____

Permit Application Fee – For Office Use Only

- Approved Co-Sponsored Organization (\$25.00) Resident (\$100.00) Non-Resident (\$200.00)
- Approved Community Group/Registered UCD Student Group (\$50.00)

Event Deposits

- \$200 less than 100 people // \$400 101 – 250 people // \$600 251 – 500 people // \$700 501 + people

APPLICANT CERTIFICATION & AGREEMENT

I, _____, on behalf of the group or organization I represent, certify all forms and requirements of the Special Event Permit Application packet have been completed. I attest the information contained herein is accurate, to the best of my knowledge and belief. I further attest I have read all the rules, regulations and guidelines specified herein and which is included in this Special Event Permit Application packet.

I, _____, on behalf of the group or organization I represent, am authorized to commit said organization to abide by the rules, regulations and guidelines specified herein, and that I and/or my organization accepts all responsibility for any damage to City property and/or facilities, any payments for municipal services and/or resources as have been outlined or as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I further agree to provide the City with updated contact information as needed should the information change prior to or during the Special Event date.

In consideration of the requested Special Event use, and upon my signature below, I and/or my organization do hereby agree to and represent the following:

1. I, and/or my organization, do hereby agree to, and shall, defend, indemnify, and hold harmless the City of Davis, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.
2. I, and/or my organization, take full responsibility for seeing the use of said City facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.
3. On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, I, and/or my organization, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that insure I, and/or my organization, and the City of Davis as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Davis as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

I, _____, on behalf of the group or organization I represent, understand various City Departments will review and/or comment, that department staff is aware of the request for a Special Event Use Permit, and the requirements for their respective departments have been met. If a department has any questions and/or the requirements have not been met pursuant to the Special Event Use Permit process, the processing of the permit application may be delayed. The City of Davis reserves the right to suggest and/or require additional conditions or corrective actions concerning, but not limited to, traffic and parking enforcement, litter control, insurance requirements, and facility scheduling to avoid conflicts with other scheduled activities. Only after each department has signed-off will the Special Event permit process be considered complete.

Applicant's Signature: _____ **Date:** _____

INSURANCE CERTIFICATION REQUIREMENT

As a condition of use your organization must provide, at your sole expense, proof of insurance coverage including the required Additional Endorsement within 30 days prior to the start of your event/program. Insurance coverage and the Additional Endorsement shall be subject to approval by the City of Davis as to form and as to insurance company.

Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California must include:

1. Name the **City of Davis, its officials, officers, directors, employees, agents and volunteers** as **additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

2. Include liability coverage for claims made by participants of your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.

3. Be **PRIMARY** insurance with respect to the additional insured named above. Any other insurance available to the **City of Davis, its officials, officers, directors, employees, agents and volunteers shall** be excess and noncontributing.

4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any deductible or self-insured retentions must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

"The City of Davis, its officials, officers, directors, employees, agents, and volunteers are additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees. This insurance is primary with respect to the additional insured. Any other insurance available to the City of Davis, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker to assist you, your agent, and the City process the proper documents in a timelier manner.

If you are not able to obtain this insurance on your own you may be able to purchase insurance through YCPARMIA. (Yolo County Public Agency Risk Management Insurance Authority) Please ask our Parks & Community Services front office staff for additional information and forms.

Your signature below indicates your receipt and understanding of each of the conditions listed above:

Printed Name of Authorized Representative: _____ Title (if applicable): _____

Signature of Authorized Representative: _____ Date: _____

Name of Group/Organization (if applicable): _____

ACCESSIBILITY / ADA COMPLIANCE

Event organizers are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act (ADA). All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in an accessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider access to the following as you plan your event:

- First Aid
- Information Center
- Parking
- Paths of Travel (to and from and inside event)
- Restrooms (see “Restrooms” for requirements)
- Seating
- Signage
- Drinking Fountains
- Telephones
- Transportation
- Access to vendors (food/beverage/merchandise and information)

If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance.

For more information about the Americans with Disabilities Act and compliance at events please visit www.ada.gov.

ALCOHOL MANAGEMENT PLAN

If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate licenses from the Davis Police Department ([Permit](#)) and the [California Department of Alcoholic Beverage Control \(ABC\)](#) and abide by the following rules:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing).
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendees 21 years of age or older, they must be issued a non-transferrable wristband.
- All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two (2) standard drinks at a time. The City defines one (1) standard drink size as:
 - 12 oz beer, 5 oz wine, and/or 1 oz distilled spirit/hard alcohol in a mixed drink

- Shots are not permitted.
- Alcohol cups must be marked paper or plastic and be distinguishable from soda cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.

Are you requesting permission to serve alcohol at your event?* Yes No

*If yes, an [Open Container Permit](#) may be required from the Davis Police Department. Contact the Davis Police Department at (530) 757-5400 for more information.

Does your event involve the sale of alcoholic beverages?** Yes No

****If yes, an additional permit is required.** To begin the permit process, please complete the City of Davis [Open Container Permit Application](#). Once that permit had been obtained thru the Davis Police Department, you may apply for an [Alcohol Beverage Control \(ABC\) license](#). To qualify for a Special Daily License, you must be existing non-profit organizations. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (916) 227-2002 for permit information.

Type of alcohol (check all that apply): Beer Wine Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages? Yes No

Explain how ID's will be checked, wristbands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? Yes No **If yes, explain:**

ENTERTAINMENT RELATED ACTIVITIES / AMPLIFIED SOUND

Amplified sound such as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combination of devices which are powered by electricity, battery or combustible fuel and which are intended to increase volume, range, distance or intensity of speech, music or other sound may require a [City of Davis Sound/Noise Permit](#) in accordance with Municipal Code Section 24.04.0. Amplified sound is not permitted in Central Park before 11:00am on Sundays.

Will your event include amplified sound? Yes* No

*If yes, a [Sound/ Noise Permit](#) may be required from the Davis Police Department, (530) 757-5400. Please note applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Davis Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Davis Police Department no later than 14 days prior to the start of the event.

Will sound checks be conducted prior to the start time? Yes No **If yes, what time:** _____

Describe the sound equipment that will be used at your event:

Are there any musical entertainment features related to your event? Yes* No

*If yes, please attach a performance schedule including performers/ bands/ DJ's, types of music and performance schedule.

Does the entertainment include inflatables? Yes No **If yes, explain:**

Bounce House/Inflatable Permit and Fee may be required.

Does the entertainment include carnival rides or live animals? Yes* No **If yes, explain:*

Does the entertainment include vehicles? Yes* No **If yes, explain:*

Drive on Permit and Fee may be required.

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Davis Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- The City does not permit the use of stakes of any type or other in-ground securement for fencing.
- In addition to the main entrance, 2 exits shall be provided when the venue accommodates fewer than 1,000 attendees; 3 exits for 1,000-3,000 attendees; and 4 exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit widths shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18x24 inches, sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please Davis Fire Department at (530) 757-5683.

Will your event include the installation of fencing? Yes* No **If yes, indicate on the site map and explain:*

FOOD & PRODUCT CONCESSIONS (VENDORS)

A "vendor" is defined as an organization or business that sells or advertises products/or services to event attendees. Generally there are three (3) categories of vendors: 1) food/ beverage, 2) merchandise and 3) information. A [City of Davis business license](#) is required for vendors who wish to sell, expose for sale, or offer

for sale any food/beverage or merchandise in the City of Davis. You should require each vendor to provide you, the event organizer, with a copy of their City of Davis Business License and general liability insurance.

Does your event include food vendors? Yes* No How many? _____

*A [Yolo County Health Permit](#) may be required from the Yolo County Health Department. A copy of the Health Department must be submitted to the Special Events Coordinator at least 14 days prior to your event. Please contact the Yolo County Health Department at (530) 666-8645 for more information.

What method(s) will be used? (check all that apply) Gas Electric Charcoal Other

*A breathable mesh ground covering must be used in all cooking areas when ground covering is required by Health Department. Ground covering must be approved by Parks Supervisor.

What is your plan for disposing of grease, charcoal and/ or waste water?

Does your event include merchandise vendors? Yes* No How many? _____

*Contact the [State Board of Equalization](#) at (916) 445-2918 to determine the requirements necessary as the Event sponsor. Vendors who plan on selling products and/or services may be required to have a valid California seller's permit, and as the event sponsor, you may be required to maintain a record of each vendor's permit number. More detailed information on Special Event seller's permit requirements may be found online at the State of California Board of Equalization's web site: www.boe.ca.gov Sample forms, including Seller's Permit Applications, may be downloaded.

Does your event include information vendors? Yes* No How many? _____

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.) Yes* No ***If yes, explain:**

A complete listing of all vendors may be required prior to the event date. The listing must include the vendor(s) business name, address, city, state, zip code, telephone number, business license number California seller's permit number.

CARRYOUT BAG & FOOD PACKAGING ORDINANCE

[Carryout Bag Ordinance:](#)

No business or person shall distribute a Single-Use Plastic Carryout Bag at a City sponsored, organized or permitted event at any city facility or park unless otherwise permitted or approved by the Public Works Director or designee.

"Single-Use Plastic Carryout Bag" means any bag that is less than two and one-quarter mils (thousandths of an inch) thick and is made predominately of plastic derived from petroleum or from bio-based sources, such as

corn or other plant sources, that is provided by an applicable business or at a city facility or park to a customer at the point of sale and that is not a Reusable Bag.

Food Packaging Recommendations:

- Prepared food cannot be served in polystyrene foam serving ware (“Styrofoam” cups, plates, clamshells, bowls, etc.).
- Prepared food must be served in reusable, recyclable or compostable serving ware.
- Straws, cup lids and utensils are exempt.

MARKETING / ADVERTISING / PROMOTION

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date, location, or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled you may not hold the City of Davis responsible or liable for any costs incurred from your marketing, advertising or promotions.

Describe how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to advertise and promote your event beyond Yolo County? Yes* No ****If yes, explain:***

Do you plan to include radio or television promotions? Yes* No ****If yes, explain:***

Do you expect a live broadcast or feed from the event? Yes* No ****If yes, explain:***

Do you expect media coverage? Yes* No ****If yes, explain:***

Do you plan on using signs, banners, and/or searchlights as a source of advertisement? (See [Municipal Code Section 40.26.020](#) for specific information on searchlights) Yes* No ****If yes, explain:***

Note: Temporary off-site signs such as banners, A-frames, or other signage within the public right of way are not permitted. (See [Municipal Code Chapter 3](#) for specific information on signage.)

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/ or special parking requests.

If your event expects to draw a large number of bicycle riders the City of Davis recommends event organizers reserve space for bicycle parking. Event coordinators should plan for a minimum of 2% of the total expected crowd attendance to ride their bicycles. An average length of 6 feet and a width of 1 ¾ feet should be reserved for parking a single bike. An average of 10 bicycles will fit in one car parking spot. Bicycle parking should be visible from the main entrance to the event. If it is not possible to fit bicycle parking appropriately in your event area, consider using the parking lanes of streets immediately adjacent to the event area. In order to use the street area adjacent, you will need to include this information and request in your [Street Closure Permit Application](#). A limited number of extra bike racks might be available for rental by the City of Davis or other private company specializing in mobile bicycle racks.

PORTABLE RESTROOMS

To ensure there are adequate restroom facilities for your event participants/attendees, 2 portable toilets are required for every 250 people attending your event. This requirement may be modified at the sole discretion of the Parks staff if there are adjacent restroom facilities to the rented area that are adequate to serve the rented area. Please contact Parks Staff at (530)757-5656 to help determine the number of additional restrooms needed and the placement of the restrooms.

Number of expected participants / attendees: _____ Note: If only 2 portable toilets are required, 1 must be fully ADA accessible. Otherwise, a minimum of 10% of the total number of portable restrooms provided must be fully ADA accessible.

Setup Date: _____ Time: _____ Pickup Date: _____ Time: _____

Portable Toilet Company Name: _____ Contact Information: _____

SAFETY & SECURITY

You may be required to hire City of Davis Police Department officers, a professional security company, or a combination of both in order to obtain your Special Event Permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

Do you anticipate having the need for event security to assist you with crowd control and/or traffic control?

Yes No* ****If no, explain why you do not feel the need for security?***

If yes, what form of security will you be using? (check all that apply)

- City of Davis Police Officers *
- Licensed professional security company
- Other: _____

* Consult with the Davis Police Department at (530) 757-5400 about hiring extra-duty City of Davis officers no less than 16 days prior to your event.

If using a licensed professional security company, please complete the following:

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Evening: _____

Fax: _____ Cell: _____

Private Patrol Operators License Number: _____

City of Davis Business License Number: _____

License to carry firearms: Yes No

Have you made provisions for on-site medical services? Yes No

If yes, please describe your medical plan:

SITE PLAN, ROUTE PLAN, ROUTE MARKINGS

A scaled and complete site plan and/or route map is required to be submitted with your application. On your site plan/route map, please indicate:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas with the event site.

3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/Information booths, first aid stations, etc.

Route Marking Policies:

1. No permanent route markings may be used.
2. When using chalk, only white chalk may be used.
3. All route markings must be removed on the day of the event.
4. White chalk markings on any surfaces must be washed/brushed off on the day of the event.
5. Route markings should be placed in a manner not to block the view of traffic.
6. A cleaning fee will be assessed after the event for non-removal of chalk markings the day of event or markings not authorized for use.

STREET CLOSURE PERMIT

A [Street Closure Permit](#) is required if the applicant will be closing or blocking any street, delaying or altering the movement of any traffic (including pedestrian) on any street, highway, sidewalk, public parking lot or structure or alley.

If your event includes a street closure, you will need to submit a [Street Closure Permit Application](#) to the Davis Police Department **at least 16 days prior to the event**. A **non-refundable** fee is required at the time the application is filed. Applicants will be expected to meet with Davis PD to develop a Traffic Management Plan.

Applicants are responsible for providing and properly placing the necessary traffic control equipment such as barriers/ barricades, cones, delineators, and advisory/detour signage. Street closure points must be manned at all times. In some cases Davis Police Officers will be required to facilitate the closure.

Applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Davis Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Davis Police Department no later than 14 days prior to the start of the event.

Contact the Davis Police Records Department (530) 747-5400 for questions or more information.

STAGES / PLATFORMS

Mobile stages are not permitted on the turf at Central Park or any part of the Central Park Pavilion area.

Will your event include the installation of stages or platforms? Yes* No *If yes, indicate on the site map.

How many stages? _____ What are the dimensions? _____

TENTS / CANOPIES / TEMPORARY STRUCTURES

Tents larger than 200 square feet and canopies that are larger than 400 square feet must be inspected by the Davis Fire Department, (530) 757-5683. The City does not permit the use of any type of stakes or in-ground securement for tents, canopies, or temporary structures. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/ temporary structure.
- A fire access roadway, at least 20 feet wide must be posted on the premises.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/ canopy/ temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manor.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/ temporary structure, as well as from a 30 feet area surrounding the tent/ canopy/ temporary structure.

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at lease every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? Yes* No *If yes, indicate on the site map and explain:

Number of tents/canopies: _____

Tent/canopy size(s): (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

VEHICLES IN PARKS & GREENBELTS

If it is necessary for vehicles to drive into parks and greenbelts in order to drop off equipment for your event you will be to purchase a *Vehicle in the Park Permit* prior to your event. The number of permits needed will depend on the number of vehicles driving onto the park or greenbelt. There is a fee for each vehicle permit issued. The permit may be paid for and picked up at the Parks & Community Services Department during the week of your event after approval by the Special Events Committee. This permit will outline the rules and requirements for a vehicle to drive into a park or greenbelt. *Driving on the turf or parking on the turf will require a separate meeting with Parks staff to determine the proper path your vehicles must take while in the park.* The issuance of a permit to drive on non-paved surfaces or turf is subject to weather conditions.

Will you need Driving on a Paved Surface Permit? Yes No How many vehicles? _____

Will you need Driving on the Park (turf) Permit? Yes No How many vehicles? _____

Will you need to park vehicles in the park during your event? Yes No How many vehicles? _____

WASTE MANAGEMENT & RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event the area must be returned to a clean condition. All events are encouraged to use sustainable waste practices and recycling.

You as the event organizer are responsible for providing sufficient number of garbage and recycling receptacles at your event. Davis Waste Removal (DWR) can provide you with trash and organic waste dumpsters for your event. DWR can also provide recycling carts at no extra charge. Applicants must contact DWR at (530) 756-4646 at least 2 weeks in advance to request dumpsters. All solid waste produced from your event must be removed.

Will you be providing additional dumpsters? Yes* No **If yes, please identify the following:*

Total number of dumpsters: _____ Size of dumpsters: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Recyclable materials must be separated for recovery and must be recycled. Compostable materials must be separated and composted. The City Recycling Program rents Clearstream Recycling frames for events and can assist in setting up a recycling plan for your event. Please contact the Public Works Department for details (530) 757-5686 or PWWeb@CityofDavis.org.

Please explain your plan for clean-up, recycling, and waste removal during and after the event: