City of Sacramento
Special Event Application

Sacramento City Code 12.16/12.48/12.72

Applicant and Sponsoring Organization Information		
Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Sponsoring Organization		
Contact Person "on site" Day of Event		Cell Number:
Tax Exempt No		

Event Information			
Type of Event (check all that apply):			
___ Run	___ Parade	___ Private Party	
___ Walk	___ Park Festival	___ Filming	
___ Street Fair	___ Concert	___ Other (specify):	
Event Title			
Event Date			
Event Location			
Event Hours	Start:	End:	
Set-up	Date:	Time:	
Break Down	Date:	Time:	
Attendance	Participants:	Spectators:	Total:

Overall Event Description
Briefly explain event and activities:

Parade/Street Closure Information

Names of streets to be closed:		
	between	and
	between	and
	between	and
	between	and

Parade/walk/run route (map must be submitted with application):

Are you requesting a complete or rolling street closure? Why are you requesting this street closure?

Time of street closure	Start:	End:

Parking restrictions requested:

Assembly area:	Disbanding area:

Reviewing stand location:

Number of anticipated entries:

Event Details

Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe:

Will items or services be sold at the event? If yes, please describe:

Will event have amplified sound? If, yes please describe:

Is this a fundraising event? If yes, please describe:

Is the event free to the public?	Admission Cost:

Will Vendors be cooking or heating food? If yes, please describe:

Will there be any fenced areas? If yes, please describe:
Will there be construction of stages or structures, including any tents or awnings? If yes, please describe:
What is your cleanup plan after the event?

Safety/Security/Volunteers

Please describe your procedures for both crowd control and internal security:		
Have you hired a security company to handle security arrangements for this event?		
Is your security company listed on the City of Sacramento, Registered Private Patrol/Security List?		
Company name:	Phone number:	Number of guards:
Guard schedule:		
Do you plan on utilizing volunteers? If yes, in what capacity?		

Promotion Information

Please describe marketing and promotional effort for the event (include event website and social networking sites if applicable):

Rules and Regulations

- A non-refundable processing fee is required at the time the application is submitted to the City of Sacramento. For Special Events with 500 or fewer spectators and/or participants the application fee is $75, for special events with 501-3,000 spectators and/or participants the fee is $200, and for special events with 3,001 or more spectators and/or participants the fee is $350.

- Reservations may be made a maximum of two (2) years in advance and must be made a minimum of 20 business days in advance. Applications to seek a park use permit shall be made no less than 45 days prior to the requested event date.

- A copy of photo identification (California Driver's license or I.D. card) of the applicant will be required to complete the application process.

- A site plan of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, dumpsters, registration area, fencing, barricades, etc.

- For runs, walks and parades a site plan outlining your route must be submitted along with your Special Event Application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.

- Special Event Applications may require review by the City of Sacramento Event Review Board for approval or denial. Need for review is based on size, scope and impact of event.

- A certificate of insurance must be filed with Special Event Services 10 business days before the event. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011 11 85. If alcohol will be served, a liquor liability endorsement is also required. If you do not have insurance, the City of Sacramento's Risk Management Department is able to provide you insurance, at a cost, through its broker.

- All debris and trash must be removed from an event site immediately after the event. Failure to do so will require the City to call upon the Solid Waste Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event.

- Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Sacramento recommends one (1) chemical toilet for every 400 people, or portion thereof. In addition, one (1) ADA-accessible toilet must be provided for every 500 expected guests/participants. The figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis.

- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event applicant submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.

- Only readily removable barricades may be used for street closures and a 20-ft lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure. Event applicant is responsible for providing all traffic control equipment, including barricades and cones, and advisory signs.

- In accordance with City Code 12.48.040, the closure of a primary street, weekdays, from 6:30 a.m. - 9:30 a.m., and 4:00 p.m. - 7:00 p.m. is prohibited.

Rules and Regulations (con't)

- In some cases, the hiring of officers from the Sacramento Police Department, a professional security company, or a combination of both may be required by the Department of Parks and Recreation in order to obtain a Special Event Permit. The Sacramento Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

- The Fire Department must review and approve your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.

- If you plan to serve or sell alcohol at your event, you will need to obtain a One Day Alcohol Beverage Permit from the Sacramento Police Department and a Special Daily License from the California Department of Alcoholic Beverage Control (ABC).

- The event applicant shall assume and reimburse the city for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought. The City may require, as a condition to issuance of a permit, that a sum be deposited with the city to meet such costs. The required deposit shall not exceed one thousand dollars ($1,000.00)

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)	
Signature:	Date:
Driver's License or California I.D. Number (copy of I.D required with application)	

Payment Information

Amount Due:	Payment Method (check all that apply)	
___ Cash	___ Check or Money Order#	___ Visa/MasterCard
Card #:	Expiration Date:	
Verification Code (Last 3 digits on signature strip)	Authorized Signature:	

Office Use Only

Special Event Permit Number:	Assigned to:
Notes:	

Submit your completed application packet to:
Special Event Services
4623 T Street, Sacramento, CA 95819
Phone: (916) 808-7888
Fax: (916) 808-3565
Email: specialeventservices@cityofsacramento.org