



City of Patterson  
*Special Event*  
*Permit Application*



City of Patterson  
Special Events

(209) 895 – 8080 • [specialevents@ci.patterson.ca.us](mailto:specialevents@ci.patterson.ca.us)

# TABLE OF CONTENTS

Submitting Your Special Event Permit Application.....	3
Applicant Information.....	4
Event Details.....	5
Park Use.....	6
Street Closure Information.....	6
Regional Transit.....	6
Parking Plan.....	7
Accessibility.....	7
Security Plan.....	8
Alcohol Management Plan.....	8-9
Medical Plan.....	9
Amplified Sound/Entertainment Related Activities.....	10-11
Fencing.....	11
Tents/Canopies/Temporary Structures.....	12-13
Stages/Platforms.....	12
Vendors.....	14
Certified Farmers Market.....	14
Encroachment Requirements & Conditions.....	15
Waste Management.....	16
Restrooms.....	16
Marketing/Advertising/Promotions.....	17
Notification.....	18
Insurance.....	19
Signature.....	19
Form of Payment.....	20
Checklist.....	20
<b>Addendums</b>	
Addendum A: Park Use.....	21
Addendum B: Fee Schedule.....	22
Addendum C: PPD One-Day Alcohol Permit Request.....	23-25
Addendum D: PFD Tent Permit.....	26-27
Addendum E: PFD Hot Food Vendor Requirements.....	28
Addendum F: Notification of Upcoming Special Event.....	29
Addendum G: Notification Certification.....	30
Addendum H: Advisory Sign.....	31
Addendum I: Insurance Certificate and Additional Endorsement.....	32-33
Addendum J: Approved Street Closure Layout for Plaza Circle #1.....	34
Addendum K: Approved Street Closure Layout for Plaza Circle #2.....	35
Addendum L: Approved Street Closure Layout for Plaza Circle #3.....	36
Addendum M: Parade Route #1.....	37
Addendum N: Parade Route #2.....	38
Addendum O: Best Management Practices.....	39

## SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit Application is required for the use of all or any portion of a public street, sidewalk or alley by an organized assembly. If your park reservation is deemed a community event or is open to the public you may be required to submit a Special Event application.

If you are planning a street closure intended for residents only, not the general public, you should complete a Block Party Application in lieu of a Special Event Permit Application. Please call the City Clerk at (209) 895-8010 for a Block Party Application.

If your event is on or includes the use of Private Property, please contact the Community Development Department at (209) 895-8020 for permit information.

A Special Event Permit Application must be completed in full and submitted to Special Event Services at least sixty (60) days prior to your event date, and no more than one (1) year in advance of the event date. Applications are accepted on a first-come, first-served basis. A \$50 non-refundable application fee must be paid upon submission of your completed application. Additionally, a photo copy of the applicant/responsible party's ID is required. Use NA for "not applicable" to questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.

Upon receiving your completed application, ID and application fee, a representative from the City of Patterson, Recreation & Community Services Dept. will contact you and serve as your primary point of contact during the processing of the permit. This person will review your application, determine whether the Special Event Review Board will need to review your event details and set your permit requirements and fees. Your representative will also serve as liaison between City departments and regulatory agencies and you, the event organizer.

After your application has been through the review process, your assigned representative will give you conditional approval to market and advertise your event. Acceptance of your application by the Recreation & Community Services Dept. is not a guarantee of the date or location nor automatic approval of your event. Please ensure that you have conditional approval before you market or advertise your event. You, the event organizer must complete all requirements before the Special Event Permit will be issued.

Please contact the Recreation & Community Services Dept. at (209) 895-8080 or [specialevents@ci.patterson.ca.us](mailto:specialevents@ci.patterson.ca.us) with questions or to schedule a preliminary meeting to discuss your event plans. Fees and requirements may be quoted, but not confirmed until the application is received and reviewed.

## APPLICANT INFORMATION

**Instructions:** Please carefully read "Submitting Your Special Event Permit Application", page 3 before completing this application.

Name of Applicant/Responsible Party (Must Match the signature on page 17)

Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Event Organizer/Producer (If different from Applicant)

Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Sponsoring Organization/Company

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Is the mentioned organization a nonprofit agency?  No  Yes

If yes, please provide Employer Identification Number \_\_\_\_\_

Event Contact for Public Information

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website \_\_\_\_\_  
On-Site Contact Name \_\_\_\_\_ On-site Cell Number \_\_\_\_\_

# EVENT DETAILS

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

Event Location<sup>1</sup> \_\_\_\_\_

**<sup>1</sup>Additional Documentation Required:** Please attach a copy of your overall event layout as well as any fenced areas. If requesting a street closure for your event, parade, run, walk; select an approved street closure layout. Refer to Addendums J, K, L, M and N. Maps must include location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

## Select an approved street closure layout:

- Plaza Circle #1 - Addendum J       Plaza Circle # 3 - Addendum L       Parade Route #1 - Addendum M
- Plaza Circle #2 - Addendum K       Parade Route #2 - Addendum N

Start Area \_\_\_\_\_ Finish Area \_\_\_\_\_

Event Date: \_\_\_\_\_ to \_\_\_\_\_ Event Hours (include registration time): \_\_\_\_\_ to \_\_\_\_\_

Step-off Time (Applicable only for events with a route): \_\_\_\_\_ to \_\_\_\_\_

Set-up Date(s): \_\_\_\_\_ to \_\_\_\_\_ Set-up Times: \_\_\_\_\_ to \_\_\_\_\_

Tear Down Date(s): \_\_\_\_\_ to \_\_\_\_\_ Tear Down Times: \_\_\_\_\_ to \_\_\_\_\_

Number of Participants (units and floats for parades): \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Total Anticipated Attendance: \_\_\_\_\_

## Type of Event (check all that apply):

- Run/Walk       Park Festival       Certified Farmers Market       Concert
- Street Festival/Block Party       Parade/Procession       Protest/Rally/Demonstration       Fundraiser
- Fireworks/Pyrotechnics       Open to the Public       Private Event (not open to the public)
- Other \_\_\_\_\_

Has this event been produced before?  No  Yes

Is this an annual event?  No  Yes

Previous name(s), date(s) and location(s) of event: \_\_\_\_\_

Will there be an admission or entry fee?:  No  Yes      Fee per adult: \_\_\_\_\_ Fee per child: \_\_\_\_\_

Who will benefit from the proceeds? \_\_\_\_\_

Event Description (provide a detailed description of your event. Attach additional pages or materials as needed.)



## PARK USE

The City of Patterson offers several public parks as a venue for your event. Please refer to Addendum A for Park information. Contact the Public Works Dept. at (209)895-8060 for park availability and reservation information.

*If interested in reserving a park, please select from the following list of parks:*

- North Park     South Park     Sports Complex     Garza Park

## STREET CLOSURE INFORMATION

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The City's Public Works Department will determine whether a professional TCP is required based on the location and type of street closure, if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before Special Event Permits can be issued. Applicant is responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory and detour signage to implement the TCP.

Street Closure points must be manned at all times. In some events, Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and securing a separate contract for their services. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers, if necessary and/or acceptable, will be determined by the Police Department. For additional information relating to street, and road closures for any event, please contact the **Public Works Department**.

**Event will occupy:**  One Lane     Two Lanes     Half of Street     Full Street

**Closure type:**  Rolling Street Closure (street opens to normal traffic after participants pass)  
 Hard Street Closure (street closed for an extended period of time and/or event equipment will be placed in street for duration of the event; no vehicle access)

**Name of street(s) to be closed:**

(Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach the approved map.)

Street Name	between	and	Start Time	End Time
Street Name	between	and	Start Time	End Time
Street Name	between	and	Start Time	End Time

## REGIONAL TRANSIT

Any proposed route along or crossing rail tracks must not impede train movements. Trains must be allowed to proceed without interruption. California Northern Railroad will provide input whether or not any proposed route affecting their right of way can be accommodated. If your route impacts Regional Transit or to request a list of service times, please contact California Northern Railroad at (530)668-9490.

Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying Stanislaus Regional Transit's bus ridership is required. If your route impacts bus stops, please contact Stanislaus Regional Transit at (800)262-1516.

## 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 public parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

Applicant will post “No Parking/Tow Away” signs 72 hours in advance of the event.

Applications must be submitted at least 10 business days prior to the effective date.

### ***Parking restrictions requested:***

## ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. 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 the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see “Restrooms” for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. 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](http://www.ada.gov).

## SECURITY PLAN

You may be required to contract with the Stanislaus County Sheriff Office for police officers, a professional security company, or a combination of both in order to obtain your 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.

If you are required to contract with the Stanislaus County Sheriff Office, the Patterson Police Department will issue you a contract for their services. You will be responsible for reimbursing the Patterson Police Department for the officers' time (Contact Patterson Police Department for fee schedule). If you have specific questions pertaining to the hiring of officers, please contact the Patterson Police Department at (209) 892-5071. A request to contract with the Stanislaus County Sheriff's Office should be submitted no later than 90 days prior to the event for planning purposes. The Sheriff's Department requires a minimum of 60 days to find appropriate staffing based on the size of the event and required staffing once an event is approved.

If you are required to hire private security guards from a private company, the company must have a valid City of Patterson Business License.

**Crowd Managers** -Trained (approved) crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by fire official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler system or based upon the nature of the event. Training for crowd managers can be accessed through:

- National Association of State Fire Marshals' (NAFSFM) website at [www.firemarshals.org](http://www.firemarshals.org)
- International Association of Venue Managers, Inc. website at [www.iavm.org](http://www.iavm.org)

## ALCOHOL MANAGEMENT PLAN

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from 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 current ID, and if that attendee is 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 alcohol 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 (five) oz wine
  - 1 (one) oz distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday.
- 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.



## ALCOHOL MANAGEMENT PLAN - CONTINUED

Are you requesting permission to serve alcohol at your event? \_\_\_\_\_

**<sup>2</sup>Additional Permits Required:** To begin the permit process, please complete the Patterson Police Department's One Day Alcohol Beverage Permit Request (see Addendum C). Once that permit has been obtained, you may apply for an ABC license. To qualify for a Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (916) 227-2002 for permit information. If you are a non-profit (501) organization you must also have a valid "Tax Exempt" status with the Franchise Tax Board to qualify for a special daily alcohol license. Exempt status can be verified at <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>.

**Will the alcohol be sold to the attendees?**  No  Yes

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

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

**Explain your method(s) of serving:**

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

**Is the event open to all ages?**  No  Yes

**Explain how IDs will be checked, wristbands applied and how you will monitor for underage drinking:**

**Do you have an alcohol sponsor?**  No  Yes

**If yes, explain:**

## MEDICAL PLAN

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

**If yes, please describe your medical plan:**

## AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of Patterson defines “amplified sound” as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

- No Person shall use amplified sound, including sound checks, before 9am or after 10pm Sunday through Thursday and before 9am or after 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday, unless prior authorization is received and permission is included in your Special Event Permit.
- No person shall use amplified sound exceeding a noise level of either 98 DBA at a distance of 150 feet from a noise source or sources, 80 DBA when measured from the nearest residential property, or 24 DBA above ambient noise levels, whichever noise level is lower.

In some cases, a pre-established amplified sound range will be set for you based on the venue or history of your event. The City may also require that you hire a City Event attendant (see Addendum B for fee) to visit your event to set the amplified sound range and remain on-site to monitor the approved range.

**Will your event include amplified sound?**  No  Yes

**What times are you requesting amplified sound?** Start: \_\_\_\_\_ End: \_\_\_\_\_

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

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

**Are there any musical entertainment features related to your event?**<sup>3</sup>  No  Yes **If yes, what time:** \_\_\_\_\_

<sup>3</sup>**Additional Documentation Required:** Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

**Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?**<sup>4</sup>  No  Yes

**If yes, explain**

<sup>4</sup>**Additional Documentation Required:** The license holder must submit a letter of intent and shoot schedule. Please contact the Patterson Fire Department at (209) 895-8130.

**Does the entertainment include any inflatables?**  No  Yes

**If yes, explain**

## AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES - CONTINUED

Does the entertainment include carnival rides?<sup>5</sup>  No  Yes

If yes, explain

<sup>5</sup> **Additional Documentation Required:** The carnival company must submit a letter of intent with a site plan to the Patterson Fire Department. Please contact Fire Prevention at (209) 895-8130 or [specialevents@ci.patterson.ca.us](mailto:specialevents@ci.patterson.ca.us) for more information.

Does the entertainment include animals? (petting zoo, pony rides, etc.)  No  Yes

If yes, explain

Does the entertainment include vehicles? (car show, displays, etc.)  No  Yes

If yes, explain

## FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Patterson 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:

- In addition to the main entrance, at least two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; at least three (3) exits for 1,000 to 3,000 attendees; and at least four (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 width 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 18 x 24 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 (for a fee) to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please contact Fire Prevention at (209) 895-8130 or [specialevents@ci.patterson.ca.us](mailto:specialevents@ci.patterson.ca.us) for more information.

## TENTS/CANOPIES/TEMPORARY STRUCTURES

Tents that are larger than 400 square feet and canopies that are larger than 700 square feet shall not be erected for any purpose without first obtaining approval from Patterson Fire Department. Tents and canopies shall comply with all California Fire Code Chapter 31 (2013) Regulations including:

### Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure/ vehicle parking.
- A fire access lane, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure, unless tent permit specifically allows the display of vehicles.

### Tent/Canopy Material:

All tents and canopies shall have an affixed California State Fire Marshal Seal of Registration for flame retardant qualities.

### General:

At least a 2A10BC classification or larger fire extinguisher(s) shall be installed. Extinguishers shall be clear and accessible. Travel distance to an extinguisher shall not be more than 75'. Extinguishers shall be tagged and serviced annually, or manufactured in current year.

- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/ temporary structure, as well as from a 30 foot area surrounding the tent/canopy/temporary structure.

“NO SMOKING” signs shall be installed throughout tent and canopy area.

Hay, trash or other combustibles shall be kept at least 50 feet from tents.

Open flame devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft. of the tent or canopy while open to the public unless approved by the fire official.

### Cooking:

Cooking tents shall be separated from other tents by 20'.

Outdoor cooking that produces sparks or grease laden vapors shall be located at least 20' away from tents and canopies.

Portable LPG containers shall not be stored or used in connection with any tent unless the storage containers, equipment, fittings, appliances, placement use and operation complies with the provisions of California Code of Regulations, Title 8, Article 5, Subchapter 1, Chapter 4.

Portable LPG containers shall be located outside tents with safety valves pointed away from tent.

Portable LPG containers shall be secured to prevent falling and protected against damage and movement.

## TENTS/CANOPIES/TEMPORARY STRUCTURES - CONTINUED

### 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 least every 100 feet around the perimeter. Exits, aisles, and pathways shall not be blocked or obstructed at any time.
- Illuminated exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies?  No  Yes

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):

## STAGES/PLATFORMS

Will your event include the installation of stages or platforms? (if yes, please indicate on site map)  No  Yes

How many stages? \_\_\_\_\_ What are the dimensions? \_\_\_\_\_

## VENDORS

The City of Patterson defines “vendor” as an organization or business that sells or advertises products and/or services to event attendees. “There are two (2) categories of vendors: for-profit and non-profit.” Generally there are two (2) categories of vendors: 1) food/beverage, 2) merchandise information. Event organizers must pay a Vendor Participation Fee, based on the number of for-profit vendors expected to participate in the event. Please refer to Addendum B - Fee Schedule Finance Department Fees.

**Does your event include food vendors?**<sup>6</sup>  No  Yes \_\_\_\_\_ Number of tents/canopies

<sup>6</sup>**Additional Documentation Required:** A County of Stanislaus, Environmental Resources Health Permit is required to sell or serve food to the general public in the City of Patterson. Please contact the Stanislaus County at (209)525-6700 or visit [www.stancounty.org](http://www.stancounty.org) for permit information.

**Will any of the food vendors be cooking or heating food on-site?**<sup>7</sup>  No  Yes \_\_\_\_\_ How many?

<sup>7</sup>**Additional Documentation Required:** Please read the Patterson Fire Department’s Hot Food Vendor Requirements (Addendum E). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. A Patterson Fire Department Inspection may be required (for a fee).

**What methods will be used** (check all that apply)?  Gas  Electric  Charcoal  Other

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

**Does your event have merchandise vendors?**  No  Yes \_\_\_\_\_ How many?

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

**Will any items or services sold at your event present any unique liability issues?** (message, tattooing/piercing, etc.)  No  Yes

**If yes, explain**

## CERTIFIED FARMERS MARKET

A certified farmers market<sup>8</sup> is an event where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers market may be operated on public property with a Special Event Permit.

<sup>8</sup>**Additional Documentation Required:** A Stanislaus County, Environmental Resources Health Permit is required. Please contact Stanislaus County at (209)525-6700 or visit [www.stancounty.com](http://www.stancounty.com) for permit information.



## ENCROACHMENT REQUIREMENTS & CONDITIONS

The purpose of an encroachment permit is to enable the City to monitor activities performed within City rights-of-way and to ensure the safety of the public including Special Events that require a road closure and/or road detours and/or are encroaching onto City owned property/facilities.

As part of this Special Events package, the special event holder will be required undergo a Public Works Inspection(s) as necessary to ensure that the event is safe for the public and that it is compliance with City of Patterson Municipal Code and that it will comply with all regulatory Local, State, and Federal environmental regulations including Stormwater Pollution Prevention (SWPPP); Fats, Oils & Grease (FOG); Water Conservation; and Solid Waste Management/Recycling. Additionally, the applicant agrees to submit Liability Insurance in the amount of \$2 million and an Endorsement naming the City of Patterson as additionally insured and will adhere to the following terms and conditions for Encroachment:

1. Any damage to public or private property or any damage to facilities in the public-right-away is the responsibility of the Event Holder/Applicant and agree to all/any liability resulting from the approved special event.
2. If the event results in significant impact to existing homes or businesses, the event holder/Applicant is required to provide written notification at least 48 hour advance notice to all affected property / business owners. If the event has an impact to the Public Transportation Facilities located within close proximity of the event, the event holder/Applicant is responsible to coordinate with the City of Patterson and/or Stanislaus County Transit to provide adequate services during the event and to post notification on the shelters at least 48 hours in advance of the event.
3. The event holder/applicant is responsible for coordinating inspections with Public Works by calling Sonia Delgado, Sr. Administrative Manager at (209) 895-8064. A pre-event inspection is required prior to the start of the event and a post-event inspection at the end of the event.

The event holder/applicant will pay a fee of \$71.31 in addition to any Park, Special Events Fees, and/or other services charged for this event. This fee will cover the costs associated with regulatory compliance and public works inspections required for the special event. For questions regarding Encroachment or regulatory programs, please contact Public Works at (209) 895-8060.

***Is the Special Event requiring road closure or encroachment on City right-of-way or public facilities (parks, sidewalks, facilities)?***

No  Yes

**If yes, explain**

**\*\*\*Please refer to Page 16 and Attachment "O" for a list of Best Management Practices (BMPs) that must be implemented during your event.**

## WASTE MANAGEMENT

All Special Events are required to comply with the City's Urban Storm Water Quality Management and Discharge Control Ordinance (No.653), Section 13.32 of the Municipal Code.

During a rainfall event, water flows from your event site, through storm drains, directly to the San Joaquin River without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in substantial monetary fines and cleanup costs. The cost to clean up pollutants once they are in a stormline or waterways can be several thousand dollars. To help your event comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices (BMPs) for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper stormwater management practices.

### **Best Management Practices (BMPs):**

The objective in stormwater protection is that only rainwater enter the storm drain. Best Management Practices (BMPs) are specific steps taken to prevent stormwater pollution at your event. All employees and vendors shall review this information sheet as a training tool, and make every effort to keep pollutants from going down the storm drain by putting the following BMPs into practice. In the City of Patterson, event planners have the unique opportunity to hold activities in close proximity of the City's storm drains that drain directly into the San Joaquin River without any treatment potentially, contaminating the water and destroying marine life. Please refer to Addendum N for additional compliance information.

For more information on stormwater pollution prevention, or to report an illicit discharge, Contact the City of Patterson Stormwater Hotline at (209) 895-8060 or visit [www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## RESTROOMS

You are required to provide restroom accommodations for event attendees. Depending on the location of your event, you may need to rent portable restrooms. The City of Patterson recommends one (1) portable toilet per every 250 anticipated attendees, or portion thereof. When portable toilets are provided, at least one (1) toilet at each location must be ADA accessible. Where multiple toilets are clustered at a single location, 5% of the toilets at each cluster must be ADA accessible.

## MARKETING/ADVERTISING/PROMOTIONS

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 or location nor 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 Patterson responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

***Please explain 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 include radio or television promotions?**  No  Yes

***If yes, explain***

**Do you expect a live broadcast or feed from the event?**  No  Yes

***If yes, explain***

**Do you expect media coverage?**  No  Yes

***If yes, explain***

**Do you plan to place signs or hang banners on City property?**<sup>9</sup>  No  Yes

***If yes, explain***

<sup>9</sup> **Additional Permit Required:** If you wish to place a banner, please call the Community Development Dept. at (209) 895-8020 or e-mail [planning@ci.patterson.ca.us](mailto:planning@ci.patterson.ca.us) for permit information.

## NOTIFICATION

An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify, in writing, all residents and businesses residing within a two (2) City block radius or 300 feet surrounding the event venue and/or route at least 30 days prior to the event. The preferred method of notification is the Notification of Upcoming Special Event (Addendum F). This template should be completed and distributed door to door or mailed to the impacted area.

Door to door written notification may not be practical for all event venues. Under some circumstances (for example apartments or office buildings with numerous tenants) the City will allow you to use an alternate method of notification, such as email blasts or posting the notification on a community or shared board. The alternate notification must include the following information:

1. Proposed date, time and duration of the event;
2. Use of amplified sound or pyrotechnics, if applicable;
3. Proposed street closure(s) and alternative route(s), if applicable;
4. Applicant and City contract information.

To complete the notification requirement, you must submit a Notification Certification (Addendum G)<sup>10</sup> listing the residents and businesses that received your notification and the method of notification that was used per resident or business.

Advisory signs are another method of notification that will be required for all events that impact a major use roadway. The applicant will be provided with a list of required advisory signs and placement specifications. You, as the event organizer are responsible for providing and placing advisory signs. Advisory signs must meet the following Manual on Uniform Traffic Control Devices (MUTCD) standards (see addendum H for example):

- Must be orange with black lettering and include the date and length of street closure and contact information of event organizer.
- Must be posted seven (7) days prior to the event date.
- Must be professional in appearance.
- Must not exceed 16 square feet.
- Must have a minimum letter size of 2.5 inches.
- May not be attached to traffic control signs or other authorized highway signs.
- Must be located a minimum distance of 30 feet from street intersection.
- Must be removed within two (2) days following the conclusion of the event.

<sup>10</sup> **Additional Documentation Required:** A copy of the completed Notification Certification and either a completed Notification of Upcoming Special Event or alternate notification must be provided to Special Event Services.

# INSURANCE

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of Patterson, its officials, agents, employees and volunteers from and against all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney’s fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 10 days prior to your event. You must submit two (2) documents to satisfy insurance requirements.

**1. Certificate of Insurance** in the amount of \$2 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.

- The standard proof of insurance is the ACORD certificate form.
- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
- Certificate holder must be listed on the certificate as City of Patterson, Special Event Services, 1033 W. Las Palmas Ave., Patterson, CA 95363.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.

**2. Additional Endorsement** is required to reflect that the insurance policy has been amended to include the City of Patterson as insured.

- The Additional Endorsement must reference the policy number as it appears on the certificate.
- “The City of Patterson, it’s officials, agents, employees and volunteers” must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

If you do not have insurance, contact HUB International Insurance for Special Event coverage. For more information contact (925) 609-6500 or visit [www.eventinsure.com](http://www.eventinsure.com), e-mail: [specialevent@hubinternational.com](mailto:specialevent@hubinternational.com)

# SIGNATURE

I have read the rules and regulations contained in this document and agree to abide by these rules and regulations. I am duly authorized by the Organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Patterson. I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 30 days prior to the event.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Driver's License Number<sup>11</sup> \_\_\_\_\_

<sup>11</sup> **Additional Documentation Required:** Please attach a current copy of your Driver's License or California ID to complete application.

## FORM OF PAYMENT

A non-refundable application fee of \$50 is due at the time you submit your application. Permit fees are due sixty (60) days in advance of your event. Applications submitted within sixty (60) days of an event require a \$50 non-refundable late processing fee in addition to the \$50 application fee and payment in full. Checks must be made payable to "City of Patterson" and will not be accepted less than thirty (30) days prior to the event.

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**Please indicate the type(s) of payment method you wish to use:**

- Cash - must be presented to clerk
- Personal/Business Check - attach or present to clerk
- Money Order/Cashier's Check - attach or present to clerk
- Visa/MasterCard/American Express - must be presented to clerk

Phone: \_\_\_\_\_

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

### Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellation. Payments made by cash, check or credit card will be refunded with a check.

## CHECKLIST

Thank you for submitting the Special Event Permit Application. Before you submit your application to the City of Patterson, Special Event Services, please make sure you have completed the following step:

- Signed AND dated your application
- Attached your event site map (and route map if applicable)
- Included \$50 non-refundable application fee (if you are submitting less than 60 days prior to the event date, please include a \$50 late processing fee for a total of \$100)
- Attached a copy of your current Driver's License of California ID

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**Submit your completed application to:**

**By mail:**

City of Patterson, Special Event Services  
1033 W. Las Palmas Ave.  
Patterson, CA 95363

**Or by:** Fax: (209)895-8189

**Or by:** Email: [specialevents@ci.patterson.ca.us](mailto:specialevents@ci.patterson.ca.us)

**Questions?**

Please call

Special Event Services

at (209) 895-8080

**Best wishes for a successful event!**