

Applicant Name or Organization:

Date/Time Received:

Form Update: March 10, 2020

Community Events*/Activities – Permit Application

All forms and fees must be submitted at least 90 days prior to event.

Cover Page

EVENT INFORMATION

Event Title: _____

Event Date(s): _____

Applicant: _____

Phone: _____ E-Mail: _____

Mailing Address: _____

NOTIFICATIONS *please fill out the appropriate line, and then return directly to the City Manager or designee.*

Department	Staff	Review Notes	Approved?	
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Engineering			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Building Inspection			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Sheriff			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Environmental Health			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Waste Management			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Website Calendar				

KEY ISSUES *For your reference. These are the issues we have identified in this application.*

- | | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Banner Request | <input type="checkbox"/> Block Party | <input type="checkbox"/> Public Building Reservation | <input type="checkbox"/> Item Sales |
| <input type="checkbox"/> Car Wash | <input type="checkbox"/> Cooking | <input type="checkbox"/> Crowd Control | <input type="checkbox"/> First Aid/Security Plan | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Item Sales | <input type="checkbox"/> Parade | <input type="checkbox"/> Parking | <input type="checkbox"/> Park Reservation | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Tent | <input type="checkbox"/> Trash/Recycling | <input type="checkbox"/> Animals | <input type="checkbox"/> Sanitation (Portable toilets) | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Other: (explain) _____ | | | | |

*SJBMC 5-15-200

Community Events/Activities – Permit Application

Dear Event Organizer:

Thank you for your interest in holding a community event in San Juan Bautista. Community events and special events can be important ways to build community and celebrate the City’s diversity, heritage, and uniqueness. All events require a permit with approvals to ensure a well-planned and safe event. **All events require a meeting with City Manager.** The City of San Juan Bautista has created a simplified process to help you determine what types of permits and approvals you will need. Simply fill out the community events application and submit it to the City **at least 90 days before your event.** The fees associated with your event are due when you submit this form. The **fee schedule** for application is:

Non Profits¹: No street blockage and less than 250 people	\$50.00
Non Profits: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$100.00
Non Profits: Street blockage of Second, Third or Fourth Streets and side streets between Franklin and Muckelemi Streets and more than 1,000 people ²	\$150.00
Private Promoter Organizations³: No street blockage and less than 250 people	\$150.00
Private Promoter Organizations: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$300.00
Private Promoter Organizations: Street blockage of Second, Third or Fourth Streets and side streets between Franklin and Muckelemi Streets, and more than 1,000 people	\$600.00

Once we receive your application, a City representative will contact you to let you know of any insurance, permits, approvals, or additional fees that apply. We appreciate your time and interest in planning a successful and safe event. A well-planned event translates to a successful activity that benefits everyone. If you need further assistance, call (831) 623-4661 or e-mail acctech@san-juan-bautista.ca.us.

PLEASE NOTE: You are required to have sanitary facilities. If you are serving or selling food you will be required to obtain a permit from the San Benito County Environment Health Department in Hollister. You are also required to coordinate all security arrangements with the San Benito County Sheriff’s office.

SECTION 1: CONTACT INFORMATION

Event Title: _____ **Today’s Date:** _____

Applicant: _____

Organization: _____

Phone: _____ **E-Mail:** _____

Mailing Address: _____

Fax: _____

Event Setup Date: _____ Time: _____ **Event Ends** Date: _____ Time: _____

Event Starts Date: _____ Time: _____ **Dismantle** Date: _____ Time: _____

ANTICIPATED ATTENDANCE: Total of the event: _____ Total per Day: _____

LOCATION OF EVENT (please be specific):

¹ Requires proof of charitable non-profit status.

² All street closures and blockades require review and approval of the City Council.

³ Additional fees for use of public facilities may apply.

INSURANCE

The City will require that you co-insure the City (name as additional insured). Depending on your event, the minimum “coverage” will be dictated by the City’s insurance carrier (Alliant). After the application and fee is submitted, the City Manager or designee will contact Alliant with your proposal and the conditions of the insurance will be promptly conveyed to you.

CITY FACILITIES

Do you plan to hold your event at a City building? Yes No

If yes, which facility?

Have you reserved the facility yet? Yes No

Will this event require any City streets to be closed? (Public Works charges will apply) Yes No

If yes, please specify which streets and cross streets need to be closed.

Does this event involve a parade? Yes No

If yes, attach a map of the event.

If you wish to rent barricades, chairs, tables or other equipment from the City, list what and how many. If you do not wish to rent the City’s equipment and your event involves a street closure, you will be responsible for providing appropriate barriers.

PRIVATE PROPERTY (A City application is required when attendance at a temporary gathering on private property can be reasonably expected to exceed 250 people)

Do you plan to hold your event on private property? Yes No

If yes, describe the location:

VENDORS

Will this event have vendors selling items or promoting their causes/services/products? Yes No

If yes, a California Department of Tax & Fee Administration Seller’s Permit will be required for each vendor proving that they are appropriately registered with the State of California. Additionally, fees will be assessed on the basis of \$15/day/10 feet of vendor space for vendors on the street, and \$15/day/vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a maximum of five (5) exempt local non-profit 10 ft. spaces, up to a maximum of 5% of the total number of booth feet for an event.

Event applicant shall verify that all vendors who do not have a physical presence in SJB, shall obtain from California Department of Tax and Fee Administration a temporary seller’s permit or a sub-permit listing the address of the City of San Juan Bautista City Hall for purposes of distribution of sales tax revenue.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos? Yes No

If yes, please describe (Insurance coverage will be required):

FOOD AND ALCOHOL

(All food preparation is subject to state regulations; provide insurance if appropriate.)

If you are serving or selling food, you must obtain and include a permit from the **San Benito County**

Environmental Health Department. Does your event include food concessions and/or preparation areas? Yes No

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the **State Department of Alcoholic Beverage Control**. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.

Does your event involve the use of alcoholic beverages? Yes No

PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department.)

Unless you can substantiate the sufficient availability of both Americans with Disabilities Act and non-ADA accessible facilities in the immediate area of the event site and you have written permission to use this facility, you may be required to provide portable rest room facilities at your event, which will be available to the public during your event. **Please note:** State Parks toilets do not qualify as event facilities unless you obtain written permission from the local State Parks office to allow use of these State owned toilets, and include as part of this application.

Do you plan to provide portable rest room facilities at your event? Yes No

Provide a copy of your San Benito County Environmental Health Permit.

If no, what plans have you made to accommodate the public? Provide written permission from the State, if applicable.

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)? Yes No

Will this event use any lighting? Yes No

Will you be using any type of generator? Yes No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to “silent” generators):

If no, do you need electricity? (Fees will apply for use of City electricity.):

SOLID WASTE DIVERSION PLAN

In accordance with State law (Public Resource Code 42648-42648.7), as a large venue, a waste reduction and recycling plan shall be developed. This plan shall estimate the amount and types of waste anticipated from the event, proposed actions to reduce the amount of waste generation related to the event, and arrangements for separation, collection and diversion from landfill of reusable and recyclable materials, as well as a tracking system that validates the final destination of the materials. The Solid Waste Diversion Plan shall be approved by the San Benito County Integrated Waste Management Regional Agency. The City has trash and recycling receptacles available for rent. Deposits are refundable, daily rental rates are not.

As the venue contractor, you are responsible for a waste prevention strategy for all waste material generated by all venue operations and all subcontractors. Food vendors must use compostable serving products. No styrofoam is allowed. You are encouraged to include a requirement for a “Solid Waste Diversion Plan” in your subcontract agreements.

The City of San Juan Bautista is mandated by the State of California to report annually specified information regarding large venue waste diversion programs. Therefore, you are required to report and provide verification of the quantity of waste disposed and recycled by this event. There is a \$150/event fine for non-reporting. Reporting is due 30 days after the event. The waste hauler can provide this information for you.

1. Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Fee Calculations:

Fee	Description	Fee
Application Fees:	_____	_____
Vendor Fees:	_____	_____
	_____	_____
	_____	_____
Public Works Fees:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Total:	_____	_____