

Prior to submitting your Special Event Application, please consider the following:

- Applications must be submitted to the Community Services Department at least sixty (60) days prior to the event and as early as 1 year in advance. **Annual Events** are encouraged to book early since applications are accepted on a first come first serve basis.
- **Receipt of a completed application does not guarantee approval of event.**
- All fees must be paid at the time application is submitted.
- Fees
 - An application fee of \$100 for each event is required. Any changes or modifications to an application once it has been submitted and will require a \$25 non-refundable change fee.
 - A Public Safety Review fee is required for each event, \$150 for new events and \$50 for returning events.
 - Use of public facilities (buildings, streets, parks, etc.) will require compliance with City policies and may cause additional fees.
 - An additional fee will be added to events that have street or road closures.
- Public Safety Review
 - A Public Safety Review is required for all events. Public Safety Reviews for new events have a \$150 fee and returning events have a \$50 fee paid to the Placerville Police Department.
 - Street closures or closures of public places will require approval by the Chief of Police and/or the City Council.
 - Serving alcohol will require approval by the Chief of Police and issuance of a license by the State of California Alcoholic Beverage Control, and may also require City Council approval.
 - Events with street closures will require the event holder to staff a minimum of 1 (one) Placerville Police Officer for the duration of the event at the event holder's expense. Events with street closures, large crowds and/or where alcohol is present will require the event holder to staff a minimum of 2 (two) Placerville Police Officers for the duration of the event at the event holder's expense. The current rate per officer is \$66.50 per hour. The number of officers will be determined by the Placerville Police Department during the Public Safety Review.
- A map or diagram depicting the event area may be required.
 - If your event involves a parade or use of the El Dorado Trail, a map of the route will be required.
- The El Dorado Trail remains an open recreational facility, even during Special Events. The following rules must be followed for Special Events held on the City of Placerville's portion of the El Dorado Trail:
 - Trail events may only be held on the third weekend of each month between the hours of 8:00 AM and 12 NOON. Event activities should be related to fitness such as fun runs, walks or cycling events.
 - Banners, markings, or any other sign or directional/instructions for event must be temporary and not damage or deface trail surface, signs or natural areas along and

adjacent to the trail. Anything stuck in the ground for the event must be retrieved and removed immediately after the event.

- No paint, chalk or other marking on the trail surface or any other public improvement will be allowed. Any markings made may result in rejection of future special event approvals, and is at the discrepancy of the Director of Community Services.
- All trash, food containers, ribbons, balloons, etc. must be removed from the special event area. Please do not use public facility trash cans, as these are not sized for event cleanup.
- Depending on the size, location, and duration of the event, you may be required to supply toilet facilities.
 - The portable toilet ratio is 1 toilet per 100 attendees and the American with Disabilities Act requires that 10% of all portable toilets be ADA accessible.
- Applicant must comply with the American Disabilities Act provisions.
- Proper liability insurance levels will be required and the City will need to be named as an additional insured on insurance policies with appropriate endorsement. Indemnity and hold harmless agreements in favor of the City will be required. **Insurance requirement must be received within 14 days of application submittal.**
- Tax exempt organizations must submit proof of tax exempt status.
- Clean up of the site and removal of all waste will be required.
- Food and/or beverage service require County Health Department approval.
- Events may require crowd control and/or encroachment permit that involve additional costs and are the responsibility of the applicant.
- Events may require mitigation of parking impacts.
- Events with amplified sound may require review and approval of Public Safety and Community Development Departments.
- Placement of signs advertising the event will be subject to Community Development Department approval. Placement of fliers on parked cars in the City or on utility poles is prohibited.
- All events must comply with all City ordinances.
- Additional Rules & Conditions have been established for parades and can be provided upon request.
- Applicants may be required to attend a special event committee meeting.
- Applications must be submitted to: City of Placerville
Community Services Department
549 Main Street
Placerville, CA 95667

**CITY OF PLACERVILLE
SPECIAL EVENT/PARADE APPLICATION
(Non-City Sponsored Events)**

**Completed application must be received by the City of Placerville
at least 60 days prior to event at 549 Main Street, Placerville, CA 95667.
Please Type or Print Legibly**

Purpose/Title of Event or Parade: _____

Detailed Description of Event/Parade: _____

Additional Equipment/Props (Equipment, Animals, Vehicles etc.): _____

Date of Event/Parade: _____ Alternate Rain Date: _____

Event Starting Time: _____ Event Ending Time: _____

Street Closure Time: _____ Street Opening Time: _____

Designated Event Location/Parade Route/Facility/Park _____

Assembly Area: _____ Wheelchair Access Area: _____

Attach a Map of event area; including staging, route, set up, etc.

Applicant/Authorized Representative: _____

Daytime Telephone: _____ Evening Telephone: _____

Email Address: _____

Address: _____

Name of Organization: _____

Is Organization Non-Profit: _____ Non-Profit #: _____

Additional Groups/Co-Sponsors Involved: _____

Is event open to the public? _____ Are you willing to provide/post public notices upon request? _____

Number in Attendance: _____ Spectators _____ Participants _____ Employees
_____ Volunteers _____ Vehicles _____ Animals- **must be on a leash**

Will admission/fee be charged? Yes ___ No ___ Will there be amplified music? Yes ___ No ___

Will alcohol be served? Yes ___ No ___ If alcohol served, will there be a charge? Yes ___ No ___

Will there be food served? Yes ___ No ___ If food served, will there be a charge? Yes ___ No ___

Will there be vendors? Yes ___ No ___

Please List All Vendors (including food) along with their City of Placerville Business Licenses: _____

Will event block sidewalk/right-of-ways? Yes ___ No ___

Will event require street closures? Yes ___ No ___

Are barricades needed for the event? Yes ___ No ___

If 'Yes' please list the street locations and number of barricades for each location: _____

Are you requesting volunteer traffic control (Shield/Cadets)? Yes ___ No ___

If 'Yes' how many Shield/Cadets are you requesting _____

If 'Yes' what locations will you need Shield/Cadets _____

A Hold Harmless Agreement is required, are you be able to comply? Yes ___ No ___

- **A 1,000,000 Liability Policy, naming the City of Placerville additionally insured with endorsement CG 20 26 04 13 is required. Policy shall be primary coverage for City and subject to City approval. Insurance requirement must be received within 14 days of application submittal.**

Will you provide insurance yourself? _____ Would you like to purchase the policy from the City? _____

Will personal/rental property be used/left on site? (Describe) _____

Do you want your event posted on the City of Placerville's Website Event Calendar? Yes ___ No ___

Applicant's Signature: _____ Date: _____

Print Name: _____

For Office Use Only

Date Application Received: _____ Application Received By: _____

Application Fee Received: _____ Check: _____ Cash: _____ Card: _____

Director of Community Service Approval: _____

PSR Fee Received: _____ Check: _____ Cash: _____ Card: _____

Public Safety Review Approval: _____

Insurance Received: _____ County Approval (if needed): _____

CITY OF PLACERVILLE

RELEASE AND INDEMNIFICATION AGREEMENT

IMPORTANT – read thoroughly before signing

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of City of Placerville property for the event

_____ to be held on _____.
(Event Name/Description) (Event Date)

_____ shall waive and release, and defend, indemnify and hold City of Placerville, its officials, officers, employees, volunteers and agents (City Indemnitees) free and harmless from and against any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner which actually or allegedly arise out of or in connection with the performance of this Agreement, including but not limited to any alleged acts, omissions, negligence or willful misconduct of _____ its officials, officers, employees, agents, and subcontractors arising out of or in connection with the performance of the Agreement and including any alleged acts, omissions, negligence, active negligence or sole negligence of the City Indemnitees, excepting only fraud, willful misconduct or violation of law by the City Indemnitees. _____ shall defend, at _____'s own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against any of the City Indemnitees. _____ shall pay and satisfy any judgment, award or decree that may be rendered against any of the City Indemnitees, in any such suit, action or other legal proceeding. _____ shall reimburse the City Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. This Indemnity provision shall survive the termination of this Agreement.

Signature of Applicant

Date

Print Name

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
CITY PROPERTY FOR SPECIAL EVENTS**

APPLICATION FEE	\$100
EVENT MONITOR	\$52 per hour, during business hours \$75 per hour, past normal business hours
PUBLIC SAFETY REVIEW	\$150 for new events \$50 for returning events
STREET CLOSURES	As calculated by City
LOST REVENUE	As calculated by City
RESTORATION	As calculated by City
EQUIPMENT & MISC.	As calculated by City
ADDITIONAL PERSONNEL	As calculated by City

1. Completed application packet along with application fee must be submitted to The City of Placerville, Community Services Department, 549 Main St., Placerville, CA 95667. Application fee is non-refundable. Complete application packet may also include:
 - a. City Business License (Finance Department)
 - b. City Encroachment Permit (Engineering Department)
2. All Events must comply with all City ordinances.
3. The City reserves the right to cancel an event or contract if there is false or incomplete application information that will substantially affect the risks, or circumstances of use.
4. Proof of liability insurance with Endorsement CG 20 26 04 13 naming the City of Placerville as additionally insured in the amount of \$1,000,000 is required. The Insurance Certificate must also specify the location of use, date of event and event name. **Insurance requirement must be received within 14 days of application submittal.**
5. Special event shall mean any meeting, assembly, group of 50 or more (private or public), street fair, parade or other event open to the public and proposed to be conducted in or upon public property to include, but not limited to streets, parks, or trails of the City where City services may be impacted.
6. A Collection Agreement may be required if it is determined that applicant's event will result in the need for additional City resources, lost revenue, restoration or overtime hours past normal business hours. Additional City resources may include, but is not limited to, personnel, equipment and supplies.
7. **Receipt of a completed application does not guarantee approval of event.** All fees must be paid at the time application is submitted. All fees are non-refundable once application has been approved by Community Services Department Director.
8. The applicant shall designate a representative on site at the event before activities may commence, who shall be the sole field representative of the applicant in dealing with the

authorized City of Placerville monitor. Said representative shall be employed on behalf of the applicant's employees or contractors to communicate with the monitor, and to receive and comply with all communications and decisions of the monitor.

9. A copy of the application and the stipulations shall be kept available on location at all times, for review by City personnel upon request. All persons (e.g., applicants, contractors, subcontractors) working at the site will be familiar with the application stipulations. Non-compliance with application stipulations may result in cancellation of the event, or other adverse actions against the applicant. Any changes to an approved application will require re-submittal of application accompanied by a \$25 fee made payable to The City of Placerville.
10. Availability of all authorized areas for event activities is subject to the restrictions based on their compatibility with other authorized activities as well as area carrying capacity limits.
11. The applicant shall confine all activities within areas specifically defined by the map at the specified times and dates. That includes public lands adjacent to permitted property. If the location or other limitations in this special event authorization are deemed not appropriate by the applicant, no action shall be undertaken by the applicant at other times or on other areas or lands within the City of Placerville until said changes are approved by the City of Placerville.
12. The area shall be kept clear of trash and debris and all trash and debris generated by the special event shall be removed immediately after the event concludes.
13. Applicants are required to adhere to all local health and safety regulations. The consumption and sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Community Services Department. In addition, all sales of food or other concessions must be approved by the Community Services Department.
14. No person will sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service or property or sell tickets for any event nor will any person solicit or collect donations of money to other goods from the public without prior approval from the City's Community Services Department. City approval must be obtained at least 30 days before the scheduled use to sell any non-food product or goods.
15. Animals must be on a leash and under control of their owner at all times.
16. Event operations shall be conducted in such a manner as to avoid creating safety hazards to other visitors and users and to the event participants. The applicant shall use signs, flagging, help of individuals, or other authorized safety devices for the safe conduct of the event and the protection of other users and visitors before, during and after event activities. Extra caution shall be used by the applicant during the "dry" season (July through October) with regard to vehicles or equipment used around dry grasses.
17. Application and rental fees will not be refunded once a special event application has been processed.
18. Applicant is responsible for any damages associated with the use of said property. Total costs of repairs and restoration will be the sole responsibility of applicant.
19. There is no power source or water source available for use.
20. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.

21. Facilities may be scheduled a maximum of 1 year in advance.
22. The Recreation and Parks Commission may make exceptions to these stipulations for extraordinary conditions.
23. Applicants shall select an alternate "rain date" in the event of inclement weather. The City reserves the right to cancel any activities due to weather, unsafe conditions, or other reasons that might endanger the health, safety, or welfare of the public.
24. A Public Safety Review is required for all events. Public Safety Reviews for new events have a \$150 fee and returning events have a \$50 fee paid to the Placerville Police Department.
25. Events with street closures will require the event holder to staff a minimum of 1 (one) Placerville Police Officer for the duration of the event at the event holder's expense. Events with street closures, large crowds and/or where alcohol is present will require the event holder to staff a minimum of 2 (two) Placerville Police Officers for the duration of the event at the event holder's expense. The current 2017 rate per officer is \$66.50 per hour. The number of officers will be determined by the Placerville Police Department during the Public Safety review.
26. An additional fee will be added to events that have street or road closures.
27. The El Dorado Trail remains an open recreational facility, even during Special Events. The following rules must be followed for Trail events:
 - a. Banners, markings, or any other sign or directional/instructions for event must be temporary and not damage or deface trail surface, signs or natural areas along and adjacent to the trail. Anything stuck in the ground for the event must be retrieved and removed immediately after the event.
 - b. No paint, chalk or other marking on the trail surface or any other public improvement will be allowed. Any markings made may result in rejection of future special event approvals, and is at the discrepancy of the Director of Community Services.
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