



## Special Event Permit Application

### 1. Fees:

A \$150 application fee is due upon submission of the Special Event Permit Application for events with 100 participants or less, \$250 for events with 101-999 participants, and \$400 for events with 1,000 or more participants. A Free Speech Permit application fee is \$25. Make checks payable to the "City of Ventura."

Should City services be required for your event (Police/Fire/Streets/Parks/Event Oversight/Janitorial), Permittee will be notified of all additional charges which are due and payable prior to the event. If additional services are required on the day of event, additional charges may be billed.

**Permit application must be submitted 30 business days prior to the proposed event date. Failure to do so may result in permit being denied.**

This application and resulting permit reflects your agreed upon and intended use of City and/or private property. Any changes to the initial application must be made in a timely manner prior to the date of the event. Excessive changes and revisions to the permit are subject to additional administrative fees.

- Event Category:**  City Event  Private  For Profit/Business  Free Speech  Walk/Ride Through  
 Non-Profit-501(c)3 **Designation paperwork must be submitted with application**  
 Non-Profit-Community Service Groups/Organizations/Clubs with no 501(c)3 designation  
 Other: \_\_\_\_\_

### 2. Event Information

A detailed event map and/or route map must be submitted with this application. Map must include a diagram of where tables, chairs, stage, sound equipment; vendors, food booths, tents, display vehicles, generators, etc. will be located. If event is held at the Promenade, parking fees are not waived and the parking attendant will collect a fee of \$2 per hour or \$8 per day per vehicle at time of exit.

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Estimated Number of Attendance: \_\_\_\_\_ \*Estimated Number of Vendors: \_\_\_\_\_

\*Final vendor list must be submitted at least 15 days prior to proposed event

Event Time (from): \_\_\_\_\_ Event Time (to): \_\_\_\_\_

Set Up (Date): \_\_\_\_\_ (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Breakdown (Date) \_\_\_\_\_ (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

- This event is free to the public  An admission fee will be charged to the public

**3. Applicant/Organization Information:**

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

Address/City/Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

Address/City/Zip: \_\_\_\_\_

Business Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person(s) On Site On The Day Of The Event:**

(a): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

(b): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

(c): \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

**4. Type of Event:**

Cycling  Parade  Procession  Running  Triathlon  Walking  Other: \_\_\_\_\_

**Property Used:**

Please list address locations: (a): \_\_\_\_\_  Public Property  Private

(b): \_\_\_\_\_  Public Property  Private

**Event Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Map: Please attach a detailed map**

**5. Street Closures:**

Are street closures required?  No

Yes If **Yes, a professional traffic control plan will be required.** Once submitted, the Ventura Police Department and Engineering Division will review the traffic control plan. The Permittee is responsible for securing all barricades and/or “No Parking/Tow Away” signs. All signage/barricades must be removed at the conclusion of the event. Permittee is responsible to notify verbally or in writing all businesses and private parties within 200 feet of the event location of any corresponding street closures or significant disruptions. The services of a city street sweeper are required for all downtown street closures at permittee’s expense.

**Please list the proposed street closures:**

Location (a): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (b): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (c): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (d): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

**6. Traffic Control:**

A professionally prepared traffic control plan will be required for events with any significant impact on public safety. Traffic Plan must be submitted to Traffic Engineering for review a minimum of 20 business days prior to event.

Is traffic control required?  No

Yes. If traffic control is required, Police Services require a minimum fifteen (15) business day advance notice.

**Please list the proposed locations for traffic control:**

Location (a): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (b): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (c): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (d): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

**7. “No Parking-Tow Away”**

Are “No Parking/Tow Away” Signs Required?  No

Yes-Permittee is responsible for posting all “No Parking/Tow Away” signage no less than (72) hours prior to the start of the event. All “No Parking Tow Away” signage will be 12” by 18” with red letters on white background cardboard. The City does not provide signage, barricades, or delineator cones. It is the Permittee’s responsibility to secure all required traffic control equipment as outlined in the event permit.

**Please list the proposed locations for signage:**

Location (a): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (b): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (c): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Location (d): \_\_\_\_\_ time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

**Parking Meters:** Is this a Downtown Ventura Organization sponsored event?  Yes--All Parking meter fees are waived.  
 No --Parking spaces that are a part of the Downtown metered parking area must be paid for at least 2 days in advance by contacting the Engineering Division at (805) 654-7759.

**Parking Lots:** The cost to reserve a lot for a special event is tied to the cost of the side street parking spaces. Therefore each space that is taken in the lot when used for special events would be \$0.50 per hour plus a \$20 administrative fee.

**“Parking Lot Location”:** Is a parking lot being closed to the general public for your event?  No

Yes--Permittee is responsible for paying a \$20 administrative fee. All spaces cost \$0.50 per hour. It is the Permittee’s responsibility to post no parking signs if needed as described in the **“No Parking-Tow Away”** section.

**“Parking Pay Station Location”:** Is the location going to require removal of parking at a metered numbered space in the Downtown Core?  No

Yes--Permittee is responsible for paying a \$20 fee and the cost of the metered spaces for the number of hours used. All spaces cost \$1 per hour between 10 am and 9 pm. It is the Permittee’s responsibility to post no parking signs if needed as described in the **“No Parking-Tow Away”** section.

**Blended Fee Calculation:**

Number of metered spaces \_\_\_\_\_ x \_\_\_\_\_ hours = \_\_\_\_\_ x \$0.85 per hour = Subtotal \$ \_\_\_\_\_

Fee total is Subtotal + \$20 administrative fee = \$ \_\_\_\_\_

**8. Fleet and Facilities Division:**

Indicate which electricity, restroom or maintenance services are required for the event. \*For groups over 150, portable restrooms are required; groups over 200 require portable restrooms and city restroom facility cleaning.

Yes, we will need electricity, list location and time requested: \_\_\_\_\_

A generator is being used for this event (Fire inspection is required).Type: \_\_\_\_\_

No, we will not be requiring electricity or using a generator

Yes, we are requesting an extra restroom cleaning, a fee will be charged per cleaning

No, we are supplying portable restrooms

No, we do not need an extra restroom cleaning or extra portables

**9. Environmental Services:**

Permittee is responsible for all trash, debris and litter as well as recyclable material removal generated by the event. Permittee is also responsible for hauling of trash and recyclables or contracting with the City’s franchised hauler, E. J. Harrison & Sons (805 647-1414) for services. No materials shall be put in City or privately owned bins without permission. Recycling containers may be borrowed from the City of Ventura Environmental Services by calling 805 652-4525 during normal business hours.

According to State legislation (Assembly Bill 2176), any event that serves an average of 2,000 or more individuals per day of operation, including paid staff and volunteers and charges an admission or is run by a local agency, must file a Waste Management/Recycling Plan with the City of Ventura prior to the event. Please contact Environmental Services Specialist at

(805) 652-4584 for forms and assistance with this requirement. For qualifying events under this provision, the event permit may not be issued until this requirement is fulfilled. A follow up report of the types of waste, recycling and weights of materials is to be submitted to the City within 30 days after the event in accordance with the Waste Management/Recycling Plan.

- Yes, recyclable containers are needed and we would like to have the City supply containers (limited containers are available). \*Call 805 652-4525 to reserve containers at least one week prior to the event. Permittee is responsible for pick up, service and return of clean containers to 336 Sanjon Road (City of Ventura Maintenance Yard) during regular business hours. Lost or damaged recycling containers will be charged against the deposit at the rate of \$35 per lost container.
- No, we will supply our own containers or contact E. J. Harrison for service.

**10. Park Services:**

If event is held in a city park or impacts a city park, additional fees may apply.

- No, the event will not impact a city park
- Yes, the event is being held in a city park
- We are fencing the entire or portion of the park (portable ADA restrooms are required outside fenced area)
- We are requesting that vehicles be allowed on the turf (unloading and loading only). An additional cost may be added for park staff to highlight sprinkler heads.
  
- We are requesting an extra park cleaning prior to the event. An additional fee will be charged
- We are requesting the sprinklers be shut off prior to and on the day of the event. An additional fee may be charged.

**11. Music/Sound:**

Is music/amplified sound included in your event?

- No
- Yes-If Yes, please check the following:     Announcements     Music

Type of music: \_\_\_\_\_ from: \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.

Location: \_\_\_\_\_

Stage (if portable stage is being built, supply vendor name and dimensions of stage):

**12. Alcohol:**

Will alcohol be included in your event?  No

Yes--Alcohol on public property is subject to review and approval of the Ventura Police Department. If approved, it is the Permittee's responsibility to obtain appropriate ABC alcohol licenses. Specific requirements relating to the serving / dispensing of alcohol will be outlined in your Special Event Permit. Permittee is required to contact Ventura Police Department Alcohol Enforcement Officer at (805) 339-4453 a minimum of 15 business days prior to event.

**13. Business License:**

Supply your BUSINESS LICENSE Number: \_\_\_\_\_  None/Not yet obtained

Most special events and filming permits require a City of Ventura business license for both non-profit and commercial sponsored activities conducted from a place other than a fixed place of business and for limited periods of time. Proof of a business license is required prior to the issuance of a special event or filming permit. Call 805/658-4715 or visit [www.cityofventura.net/businesslicense](http://www.cityofventura.net/businesslicense) for more information and for a business license application.

**14. Insurance:**

- We do not have insurance and will need to purchase insurance through the City of Ventura
- Yes, we have insurance and will submit the proper documents required

All approved insurance document samples are available on the city website, [www.cityofventura.net/permits](http://www.cityofventura.net/permits)

If your event includes multiple vendors, you must either cover the vendors under an umbrella policy or each vendor must provide insurance listing the City of Ventura, its officials, employees, volunteers as additionally insured.

Permittee shall supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than AA VII. Such insurance shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of **\$1,000,000.00** combined single limit.

**A copy of the policy or a certificate of insurance along with an endorsement page shall be filed with the City of Ventura Community Partnership Office a minimum of fourteen (14) business days prior to the scheduled event. The Certificate of Liability must include the following language in the Certificate Holder box:**

**City of Ventura, Special Events  
P.O. Box 99  
Ventura, CA 93002**

**The Endorsement page MUST state that the insurance is Primary and Noncontributing with respect to any other insurance available to the City and shall include a severability of interest (cross-liability) clause. It is important to note that insurance, including Additional Insured Endorsements, are required for the event host and all vendors participating in the proposed event. The additionally insured endorsement page must also include the following language in the "schedule" section:**

**City of Ventura, its officials, volunteers, employees  
P.O. Box 99  
Ventura, CA 93002**

Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding.

**Affidavit:** I, the undersigned, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief; that I have read and understand the agreements, rules and regulations governing the proposed activity on this application, and that this application is made subject to the terms and conditions established by the City Council, the City Manager or his/her designee.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

<b><u>Community Partnership Office Use Only</u></b>	
Permit No: _____	Final Routed: _____
Staff Received: _____	Balance Due: _____
Amount Received: _____	Insurance Submitted: _____
Check Number: _____	Insurance Purchased: _____
Routed For Review: _____	Internal Receipt #: _____

**Please keep this sheet for reference.**

The following is a partial listing of the general Terms and Conditions of the Permit and is provided for your information only. Additional specific Terms and Conditions of the Permit will be outlined on the issued permit.

It is unlawful for any person to conduct, sponsor, or knowingly participate in any event on or within any City street, sidewalk, parking facility, or other public right-of-way that obstructs or interferes with the normal flow of vehicular or pedestrian traffic or which does not comply with the applicable traffic laws.

**Permittee** shall supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than AA VII. Such insurance shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of **\$1,000,000.00** combined single limit.

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**Organizers** must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their businesses/residences at all times unless otherwise authorized by the permit.

**Organizers** must comply with any direction of any sworn public safety officer.

**Organizers** will be required to supply all signs and traffic control equipment specific to the event as detailed in the permit.

**Organizers** will be required to provide adequate parking, emergency personnel, trash & recycle containers and restroom facilities based on the size and type of the event. Specifications will be listed on the permit.

**Organizers** shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing prior to the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of the event.

**Organizer** shall promptly report to the Special Event office any injuries or property damage that occurs directly or indirectly as a result of the permitted event.

As a condition of the Fire Department, all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables or other objects shall be placed so they may be removed quickly for emergency equipment. It is the responsibility of the Permittee to ensure the enforcement of the aforementioned conditions.

**Organizers** shall not allow the sale, serving or consumption of alcoholic beverages on public property in conjunction with the event unless authorized by the permit. Alcohol must be served in accordance with ABC specifications.

The City has relied upon the information contained in this application. Any material misrepresentations or changes may result in permit amendment or revocation. Any changes are subject to the approval of the permit administrator or his/her designee.