



# SPECIAL EVENTS PERMIT APPLICATION

Return completed form  
and  
\$47 processing fee to:  
*(Make check payable to City of Reedley)*

**Community Services Department**  
100 N. East Avenue, Reedley, CA 93654  
Telephone (559) 637-4203 C FAX (559) 637-7253

## APPLICATION PROCEDURES

1. Applications for Permits are available from and must be filed with the City of Reedley, Community Services Department, 100 North East Avenue, not less than ninety (90) days or more than 364 days prior to the proposed activity date. Applications are accepted on a first come, first served basis. Dates will not be held without receiving an application.
2. A \$47 non-refundable processing fee will be required to cover administrative costs and must accompany any and all applications.
3. A cleaning deposit may be required.
4. The applicant will be required to provide comprehensive general liability insurance. Coverage may be purchased through the Community Services Department.

### **Type of Event**

#### *Class I Events – General Liability Insurance coverage minimum – \$1 million*

- Meetings (may or may not require an entrance fee)
- Speaking Engagements (may or may not require an entrance fee)
- Auctions
- Auto Shows
- Educational Exhibitions
- Weddings, Plays and Theatrical Performances

#### *Class II Events – General Liability Insurance coverage minimum – \$1 million*

- Sporting Events
- Concerts, other than rock
- Dances, where alcohol is served
- Parades
- Rummage sales/ flea markets
- Pool parties

#### *Class III Events – General Liability Insurance minimum – \$2 million*

- Rock concerts
- Political rallies
- Fireworks exhibitions
- Circuses
- Carnivals

### **Requirements – All Class Events (Class I, II, III)**

- City of Reedley be named as additional insured by endorsement on sponsor's insurance policy including appropriate certificate.
  - Applicant must sign "hold harmless" agreement.
  - Copy of applicant's Certificate of Insurance showing the City as an additional insured on sponsor's policy for amount required for Class of Event as shown under Type of Event.
  - Coverage shall contain a waiver of subrogation in favor of the City.
5. **NO** activity will be permitted which is in violation of local, state, or federal statutes. Applicants must adhere to all City, Police, and Fire Department Codes.

6. **NO** Parade Permit will be issued authorizing a parade which is for the sole purpose of advertising any product, goods, wares, merchandise or event, or is designed to be held purely for private profit.
7. The conduct of any parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route, will not require the diversion of so great a number of police services as to prevent normal police protection to the city, will not interfere with the movement of firefighting or ambulance equipment, and the conduct of such a parade is not reasonably likely to cause injury to persons or property, provoke disorderly conduct or create a disturbance.
8. Applicants must provide a drawing/detailed map to include area to be used, entry and exits (if closed), set up structures and parade routes to include assembly points at the beginning and end. (i.e., bleachers, barricades, fences, display concessions, etc.).
9. City sponsored events will retain first priority for use of all facilities.
10. After receipt of the application and the administrative fee, the application will be forwarded to the Special Events Committee (Police Department, Fire Department, and Public Works, Administrative Services, Community Services Department, etc.).
11. At the discretion of the Special Events Coordinator, a meeting between the event holder and city staff may be scheduled. Staff will take into consideration your availability, and if possible, schedule the meeting at a convenient time for you. This joint meeting will be used to find out in more detail about your event and how the city and the event holder can work together to minimize staff time and supplies to keep the costs down.
12. The Special Events Committee will require the applicant to compensate the City for any incidental costs (i.e., supplies, utilities, coordination, monitoring, increased police and fire protection or other staff costs). Some events may qualify for reduced fees. Please ask Special Events Coordinator for details. **An invoice with the estimate of expenses will be prepared. All fees must be paid within 10 days after the last day of the event.** Within 30 days after the last day of your event, a final invoice will be sent. Any underpayment will be due within 30 days; any overpayment will be refunded within 30 days.
13. If the event has vendors without annual City of Reedley business licenses, a one day Vendor Permit is required from each. It is the responsibility of the event holder to distribute the application (included in this packet) and to collect all applications and fees. These can either be turned into the Community Services or Administrative Services offices.
14. Groups requesting a non-profit classification must provide proof of non-profit status.
15. A Special Event Permit will be issued to you. Please keep it, along with this completed application, and the receipt of payment with you during the event. This is important in the case there are any issues that come up during your event.
16. If you have any questions, please call the Community Services Department, 637-4203, between 8:00 a.m. and 5:00 p.m., Monday through Friday.
17. **Please keep a copy of this completed application, along with the receipt of payment with you during the event.** This is important in the case there are any issues that come up during your event.

NO PERMIT IS VALID UNTIL ALL PROVISIONS ARE MET WITHIN THE APPROPRIATE TIME FRAME

## CITY OF REEDLEY SPECIAL EVENTS PERMIT APPLICATION

Please read procedures (copy attached) before filling out application. Type or use black or blue ink only. Incomplete applications will be returned.

Day(s) of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

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

Description of Event (in detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Additional Set-up Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

Event's Sponsor/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Number and Street / PO Box

City

State

Zip

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email Address: \_\_\_\_\_

Print Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Home/Work

Cell

Address: : \_\_\_\_\_

Number and Street / PO Box

City

State

Zip

Person in charge, day of event (on site): \_\_\_\_\_ Public Info Phone#: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Estimated Participants (Vendors/Performers): \_\_\_\_\_

Admission Charge?  Yes  No Charge: \$ \_\_\_\_\_ Participant Charge?  Yes  No Charge: \$ \_\_\_\_\_

Will alcohol be served on the premises?  Yes  No  Sold  Free (Alcoholic Beverage Control Permit must be obtained as required by law)

Is event a concert?  Yes  No Is event a dance?  Yes  No (Dance permit and/or security will be required according to Reedley City code)

Applicant, for himself/herself and the above organization and all members thereof, agree to abide by the policies and procedures as set forth.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt#	Date Paid:	Amount Paid:
Cash/Check#:	Received from/Check from:	

## City of Reedley – Special Events Checklist

Please check YES or NO for each question. Any unanswered question will cause this application to be returned to you, the applicant.

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Will your event include:	YES	NO	Details / Location
Alcohol			
Amplified Music or Radio Station			
Barbecue			
Beverage vendors			
Bicycle race			
Boating			
Car show			
Carnival games			
Concert (type of music)			
Dancing			
Dunk tank			
Fencing (location diagram)			
Fireworks			
First Aid area			
Food vendors			
Foot race			
Inflatables			
Information area			
Jet Skis			
Live animals			
Live performers			
Movie			
Parade (route?)			
Prize raffle or drawing			
Retail sales booths (how many?)			
Scaffolding			
Security (how many?)			
Sky divers			
Solicitation of funds			
Television coverage			
Trade Show			
Use of Community Center			
Use of Amphitheater			
Wedding/Reception			
Other			

### City of Reedley – Special Events Checklist – cont.

Will you need any City services:	YES	NO	Details / Location
Chairs (how many?)			
Tables (how many?)			
PA System			
Banners hung			
Electric hook-up (amps required?)			
Exclusive parking			
Special street sweeping			
Street barricades (how many?)			<i>Office Use Only:</i> City Delivers:    Yes    No
Street cones			
Trash cans or bins (how many?)			
Trash pick-up			
Bleachers (portable)			
Water hook-up (location)			
Street closure (where / times)			
Traffic control			
Other			
Additional requests and/or comments:			
<p>Applicant must provide a drawing or a detailed map, to include 1) the area to be used, 2) entry and exit locations, and 3) set-up of any structures, i.e. bleachers, barricades, fences, displays, etc., that your event might need.</p>			