



# City of Clearlake

14050 Olympic Drive, Clearlake, California 95422  
(707) 994-8201 Fax (707) 995-2653

## SPECIAL EVENT PERMIT APPLICATION

**Application Fee:**

<b>A. Non-Profit</b>	<b>\$35.00</b>	<input type="checkbox"/>
<b>B. All Others Under 50</b>	<b>\$75.00</b>	<input type="checkbox"/>
<b>C. Over 50</b>	<b>\$125.00</b>	<input type="checkbox"/>

**Cleaning Deposit**

<b>A. \$100.00</b>
<b>B. \$500.00</b>
<b>C. \$1,000.00</b>

**(These fees adjustable by the City Administrator based on past performance)**

### Instructions and Check List

In order to process your request in a timely manner, please review the entire Special Event Permit Application packet before submitting your application.

Check (✓) any of the following that apply to your event:

- More then 50 people will be attending.
- Food will be served.
- Food will be cooked.
- Propane gas will be used
- Alcohol will be served (**Alcohol Permit Required**)
- Alcohol will be sold. (**Alcohol Permit Required**)
- Amusement rides, fishing tournament, concert or live entertainment.
- Live music or a amplifier will be used. (**Noise Permit Required**)
- You will hang a banner or sign in the City of Clearlake.
- A street or parking lot will need to be closed (even temporarily).
- The event is sponsored by a "Non-Profit Organization"

After completing this application and check list, or if you have questions or concerns, please contact Julie L. Burrow at (707) 994-8201 extension 100.

## General Instructions

1. Application must be completed and returned to the City Administrative Office located at 14050 Olympic Drive, Clearlake, Ca. 95422, no later than **30 days** prior to the event.
2. Upon submittal of the Special Event Application, a non-refundable administrative fee set by City Council Resolution No. 2008-134 shall be charged for each event.
3. Upon submittal of the Special Event Application, a refundable cleaning deposit shall be charged per City Council Resolution No. 2008-134.
4. An approved Special Event Permit is required for all groups and must be in the possession of the applicant or representative and must be shown upon the request of any law enforcement officer.
5. Applicant shall pay all cost associated with the event.

6. Insurance Requirements For Public Property Use

Permittee shall maintain and require its agents, vendors and exhibitors to maintain the following insurance:

A. Workers' Compensation and Employers Liability

1. Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
2. Employers Liability with limits of 1,000,000 per Accident; 1,000,000 Disease per employee; 1,000,000 Disease per policy.
3. Required Evidence of Coverage:
  1. Properly completed Certificate of Insurance.

B. General Liability Insurance

***Special Events Insurance is available through the City of Clearlake. If you are interested in obtaining information pertaining to this insurance, please contact the City Clerk's Office at (707) 994-8201 extension 106.***

1. Commercial General Liability Insurance no less broad than ISO form CG 00 01.
2. Minimum Limits: 1,000,000 per Occurrence; 2,000,000 General Aggregate; 2,000,000 Products/Completed Operations Aggregate.
3. Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
4. The City of Clearlake must be an additional insured for liability arising out of operations performed by or on behalf of the Licensee/Permittee for which a permit has been issued (ISO endorsement CG 20 12 or equivalent).
5. The insurance provided to the City of Clearlake as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City of Clearlake.

6. Thirty (30) days' prior written notice of cancellation or material change must be provided to the City of Clearlake.
7. The policy must cover inter-insured suits and include a “separation of Insureds” or “severability” clause which treats each insured separately.
8. Required Evidence of Coverage:
  1. Copy of the additional insured endorsement or policy language granting additional insured status; and
  2. Properly completed Certificate of Insurance.

C. Liquor Liability

1. Minimum Limits: \$1,000,000 for each Common Cause; 2,000,000 Aggregate.
2. Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.

D. Standards for Insurance Companies

1. Insurance policies must be issued by an insurer with an A.M. Best's rating of at least A:VII.

E. Documentation

1. The Certificate of Insurance must reference the Event Holder Name and Date of Event.
2. The name and address for Additional Insured endorsements, Certificates of Insurance and Notice of Cancellation is: City of Clearlake, Attn: City Clerk, 14050 Olympic Drive, Clearlake CA 95422.
3. Current Evidence of Coverage must be provided for the entire term of this agreement.
4. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

A copy must be filed with the City Clerk no less than (twenty) 20 days prior to the event.

***Special Events Insurance is available through the City of Clearlake. If you are interested in obtaining information pertaining to this insurance, please contact the City Clerk's Office at (707) 994-8201 extension 106.***

7. All outside vendors must be associated with and sanctioned by the Special Event and obtain a City of Clearlake Business License through the Administrative Office no later than seven (7) days prior to the event.
8. No advance promotional activities for a Special Event shall be commenced before obtaining a Special Event Permit.

# SPECIAL EVENT APPLICATION FORM

Recp't# \_\_\_\_\_

Check# \_\_\_\_\_

Date Pd \_\_\_\_\_

Date of Application: \_\_\_\_\_ Non-Profit No: \_\_\_\_\_  
(if applicable)

Title of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

If Sponsored by Organization, Contact Person: \_\_\_\_\_

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

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

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

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

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

Nature/Proposed Event: \_\_\_\_\_

Activities: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Total Days: \_\_\_\_\_

Set up From: \_\_\_\_\_ To: \_\_\_\_\_

Actual Event From: \_\_\_\_\_ To: \_\_\_\_\_

Clean up From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Volunteers: \_\_\_\_\_

Will Structures be used: Yes\_\_\_ No\_\_\_ Type\_\_\_\_\_

Will there be a fee for: Admission: Yes\_\_\_ No\_\_\_ \$\_\_\_Per person

Participants Yes\_\_\_ No\_\_\_ \$\_\_\_Per Vendor

Business License Obtained: Yes\_\_\_ No\_\_\_

Other: \$\_\_\_\_\_ Please state:\_\_\_\_\_

Will Sound Amplification be used? Yes\_\_\_ No\_\_\_ Type\_\_\_\_\_

Will Alcoholic Beverages be served? Yes\_\_\_ No\_\_\_ Type\_\_\_\_\_

Sold? Yes\_\_\_ No\_\_\_

Will Food be served? Yes\_\_\_ No\_\_\_ Description:\_\_\_\_\_

Event plan, route or map attached? Yes\_\_\_ No\_\_\_

Temporary Banner(s) or Sign(s)? Yes\_\_\_ No\_\_\_ Location:\_\_\_\_\_

Security? Yes\_\_\_ No\_\_\_ Number:\_\_\_\_\_

Your event will require:

[ ] Electrical Power [ ] Disposal Cans #\_\_\_\_\_ [ ] City Barricades #\_\_\_\_\_

Additional Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***A SITE PLAN SHOWING VENDOR(S) LOCATION AND/OR WHERE THE ACTIVITIES WILL BE HELD IS REQUIRED!***

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of City of Clearlake public facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to any part of the facility. Any violation of the City of Clearlake Rules and Regulations can result in a denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the City of Clearlake Rules and Regulations concerning the use of public facilities and agree to comply with them. I, \_\_\_\_\_, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

In consideration of the City of Clearlake permitting the use of its facilities,

I, \_\_\_\_\_, individually and on behalf of Applicant, my successors, heirs, administrators and assigns, agree to defend hold harmless, indemnify and release the City of Clearlake, its officials, officers, employees, volunteers and agents, from any and all actions, demands, and/or claims for damage or injury, including claims for negligence, which may arise from or in connection with the use of said facilities except where caused by the active negligence, sole negligence, or willful misconduct of the City of Clearlake, its officers, officials, employees and volunteers.

Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**City of Clearlake**  
**SPECIAL EVENT USE PERMIT APPLICATION**  
**ACKNOWLEDGMENT:**

(PLEASE INITIAL EACH LINE)

- \_\_\_\_\_ The full license fee must be paid thirty (30) days prior to the event.
  
- \_\_\_\_\_ I have read the Policies and procedures that govern the Clearlake Special Event use permit application, and I agree to comply with them in their entirety, including, without limitation, the policies and procedures highlighted in this acknowledgment.
  
- \_\_\_\_\_ I understand that I must have all of my guests and all equipment/decorations out of the facility at the end of the event. I further understand that failure to do so may cause forfeiture of my deposit.
  
- \_\_\_\_\_ I understand that I may be held financially responsible for the cost of any damage in excess of my deposit caused by my failure to comply with the policies and procedures or otherwise arising from my use of City property.
  
- \_\_\_\_\_ I agree to comply with the requirements and clean up as stated in the Special Use Permit Application.

Signature of License:

Signature of City Clerk or Deputy:

\_\_\_\_\_

\_\_\_\_\_

Date Signed: \_\_\_\_\_

## ***SPECIAL EVENT CHECKLIST***

- Complete the Special Event Application and sign the General Instruction document.
- If a sponsoring organization is non-profit, provide supporting documentation along with the non-profit number on the application form.
- Provide expected parking requirements and plan for Event.
- Provide clean-up plan for after Event, including and contracts to effectuate the clean-up.
- Review the City Insurance requirements. Contact your insurance carrier for the Special Event Insurance naming the City of Clearlake as additionally insured.
- If your event is preparing, cooking or selling food to the public, you are required to contact Lake County Health Department at (707) 263-1164.
- If you are planning to use a tent, canopy or cook food using propane fuel, you will need to contact the Lake County Fire Department at (707) 994-2170.
- If an amplifier will be used for your event, a noise permit is required at no additional charge.
- If you plan to serve alcohol, a one-day alcohol permit may be required at no additional charge. (**see conditions**)
- All fees are due 30 days prior to the event. The City accepts checks, checks or money order.



**Conditions:**

1. No glass containers are allowed. All containers must be clearly marked in a manner that will allow containers to be identified with the event/applicant that the permit is issued to.
2. If your event is open to the public or you are charging money for any portion of the event (cover charge, alcohol sales, food sales, wine auction, etc.), you will need to obtain an Application for Daily License from the California State Department of Alcoholic Beverage Control. A copy of the license must be submitted to this office prior to the event. Applicant must comply with all rules and regulations in accordance with the California State Department of Alcoholic Beverage Control.
3. Organization shall confine the designated area in which alcohol is allowed subject to this permit. Depending upon availability, City barricades may be used for this purpose. Written request must be submitted 30 days prior to the event.
4. Organization shall provide adequate monitoring to ensure that alcohol and containers for alcohol do not leave the area designated in which alcohol is allowed under this permit.
5. Permit must be available at the location of the event for review upon the request of any law enforcement officer.

**SPECIAL CONDITIONS:** \_\_\_\_\_

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