



**City of Lindsay
Special Event Permit Application
City Services and Planning Department
150 N Mirage Ave. Lindsay, CA 93247
(559)562-7102 ext. 4**

OFFICE USE ONLY	
Fee Paid: \$	_____
Receipt #:	_____
Accepted by:	_____
Date Received:	_____

Event Details
 Event Name: _____
 Location: _____
 Date: _____
 Hours: _____
 Anticipated Attendance: _____
 Sale of Alcohol: Yes No
 Street Closure: Yes No
 Park Reservation: Yes No

Applicant Information
 Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 E-mail: _____

Event Organizer/Producer (if different than applicant)
 Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 E-mail: _____

Sponsoring Organizer/Company
 Company: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 E-mail: _____

Class I: Temporary uses of 31 days or less (e.g., Flower sales for Valentine’s Day, Easter, Mother’s Day, Father’s Day and Graduation, or firework sales for Independence Day)
Requirements: Special Event Permit application, site plan, business license application, property owner’s permission
Fee: \$100

Class II: Low impact events or road closures.
Requirements: Special Event Permit application, site plan, traffic control/parking plan
Fee: \$250 + hourly rate of staff + facility fee

Class III: High impact events involving road closures, the sale of alcohol, or events that occupy public space E.g., marathons, fairs, carnivals, rodeos, concerts.
Requirements: Special Event Permit application, sit plan, traffic control plan, waste plan, safety plan, insurance certificate, letter of indemnification, ABC (Alcoholic Beverage Control) license application. Additional requirements may be applicable depending on specifics of event.
Fee: \$500 + hourly rate of staff + facility fee

FEE ESTIMATE AND DOCUMENTS NEEDED WILL BE DETERMINED AT MEETING WITH STAFF. SEE PAGE 2.

CHECKLIST ITEMS TO BE DETERMINED AT MEETING WITH STAFF											
	Completed Application	Site Plan	Business License Application	Property Owner Permission	Traffic/Parking Control Plan	Waste Plan	ABC Application	Security Plan	Banner Permit	Liability Certificate	Alcohol Liability Certificate
Needed											
Submitted											

Purpose

A Special Event Permit Application allows for special events to use city streets, sidewalks, facilities, and/or services. The City Services Department will review the application and evaluate the proposed uses to ensure safety and appropriateness.

Review Process

Prior to applying, the applicant is required to schedule a pre-application meeting with Planning Staff to determine the Class of special use. This will allow Staff to **determine what materials and documentation are required, as well as provide a cost estimate of the event, to expedite the process.** Class I and II may be approved administratively. Class III events must be approved by Lindsay City Council. Class III events cannot be held in a residential zone. Special Events held in Parks cannot charge an entrance fee. Special Events that inquire for a city park to be closed must be brought forth to City Council. **Rental of public facilities requires an additional fee.**

Meeting Information

Date: _____

Time: _____

In attendance: _____

Instructions

This comprehensive application has been designed to assist you in developing your event plan while also informing you of your responsibilities as an event organizer and the fees, requirements, and other permits that may be required. All sections must be completed. *Incomplete applications will not be accepted.* Applications for Class I and II Events must be submitted no less than 15 calendar days in advance. Class III Event applications must be submitted no less than 60 calendar days in advance. *Applications that do not meet this time frame will not be accepted.*

Additional Event Details

Set-up Date _____ to _____

Set-up Time _____ to _____

Tear-down Date _____ to _____

Tear-down Time _____ to _____

Event Hours (the time the event is open to the public) _____ to _____

Number of Participants (use total number of units/floats for parades) _____

Number of Spectators _____

Total Anticipated Attendance _____

Type of Event:

Run Walk Cycling Parade Concert Carnival

Certified Famers Market Street Festival Park Festival

Fireworks Promotional/Marketing Fundraiser

Protest/Rally Filming Tournament Rodeo Circus

Open to Public or Private Event

Has this event been produced before? If so, state the previous name, date, and location of event.

Will there be an admission fee? If so, provide a detailed description of your event. Attach additional pages and materials as needed.

Event will occupy:

One Lane Two Lanes Half a Street Full Street

Sidewalk Only

Closure Type:

Rolling Street Closure (Street opens to normal traffic after participants pass)

Hard Street Closure (Street will be closed for an extended period of time and/or event equipment will be placed in street for the duration of the event, meaning, no vehicle access)

Street Name _____

Between _____ and _____

Start Time _____ End Time _____

Street Name _____

Between _____ and _____

Start Time _____ End Time _____

Alcohol Management Plan

Alcohol services and consumption on public property are allowed by Special Event Permit only. If you are interested in *selling* alcohol at your event, you will need to receive approval and signature from the Director of Public Safety for a California Alcoholic Beverage Control (ABC) license. Commercial enterprises and caterers are subject to different requirements. Please contact ABC's Fresno District Office at (559)225-6334 or visit www.abc.ca.gov for more information.

The following rules apply to alcohol service or sales on City of Lindsay public property:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing)
- If the alcohol area is accessible to all ages wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years old or older, they must be issued a nontransferable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two standard drinks at a time. The City of Lindsay defines one standard drink size as:
 - 12 oz. beer
 - 5 oz. of wine
 - 1 oz. of distilled spirit/hard alcohol in a mixed drink
 - Shots are not permitted on public property.
- Alcohol cups must be paper or plastic and be distinguishable from other beverages.
- Service must end a minimum of 30 minutes before the scheduled event's end time.
- City staff may establish a start and end time when alcohol may be served.
- Non-alcoholic beverages and water must be available at the event.

Are you requesting permission to serve alcohol at your event? If so, which kind.

Will the alcohol be *sold* to the attendees?

Yes No

Is the event open to all ages?

Yes No

Explain your sales plan (ticket system, cash at service area, how IDs will be checked, etc.).

Explain who will be serving the alcohol (professional bartenders, volunteers, etc.).

How many alcohol service locations will you have and where will they be located? Please include locations on the site plan/map.

Do you have an alcohol sponsor? If yes, state who.

Amplified Sound/Entertainment Related Activities

The City of Lindsay defines “amplified sound” as speech, music, or other sound projected or transmitted by electronic equipment including amplifiers, loudspeakers, microphones, or similar devices or combinations of devices, which are powered by electricity, battery, or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music, or other sound. In accordance with Lindsay Municipal Code 8.20 Noise Control, the following restrictions apply to amplified sound: no person, shall use amplified sound, before 7am and after 10pm unless prior authorization is received, and permission is included in your Special Event Permit.

Will your event include amplified sound?

Yes No

What times are you requesting amplified sound?

_____ to _____

Will sound checks be conducted prior to the start time? If yes, state the start time and end time.

_____ to _____

Describe the sound equipment that will be used at the event.

Will there be any musical entertainment related features at your event?

Yes No

Does the entertainment include the use of fireworks, strobes, lasers, or other electrical equipment? If yes, explain.

Does the entertainment include any inflatables (bounce houses)? If yes, explain.

Does the entertainment include any carnival rides? If yes, explain.

Does the entertainment include animals (petting zoo, pony rides, etc.)? If yes, explain.

Does the entertainment include any vehicles (car show, displays, etc.)? If yes, explain.

Stages/Platforms

Stages/platforms may require an inspection by the City Building inspector for a fee. Will your event include the installation of stages or platforms? If yes, indicate the number of stages and their corresponding sizes. Please include it on the site plan/map.

Tents/Canopies/Temporary Structures

The standard canopy allowed at events without a special permit is 10x10. These canopies can be grouped into clusters of no more than seven. There must be a minimum 12-foot space between each cluster of canopies. Tents larger than 200 sq ft must be permitted and inspected by the Lindsay Fire Department.

Will your event include tents or canopies? If yes, indicate the number and their corresponding sizes. Please include it on the site map/plan.

Vendors

The City of Lindsay defines "vendor" as an organization or business that sells or advertises products and/or services to event attendees. Generally, there are three categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of Lindsay Business License is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of Lindsay. Please contact the Lindsay Department of City Services at (559) 562-7102 ext. 4 for business license information. You should require each vendor to provide you, the event organizer, with a copy of their business license (if applicable).

Does your event include food vendors? If yes, how many? _____

Does your event include food trucks? If yes, how many? _____

Will any of the food vendors or food trucks be cooking or heating food on-site? If yes, how many? _____

What method(s) will be used?

Gas Electric Charcoal Other

What is your plan for disposing of grease, charcoal and/or wastewater?

Does your event include merchandise vendors? If yes, how many? _____

Does your event include information vendors? If yes, how many? _____

Will any items or services sold at your event present any unique liability issues (massages, pony rides, tattooing, piercing, etc.)? Please describe the services.

Marketing/Advertisement/Promotions

Please ensure that you have conditional approval *before* you begin to market, advertise, or promote your event. Acceptance of the Special Event Permit Application *does not* guarantee approval of your event. Once you have conditional approval, you may proceed to market, advertise, or promote your event at your

own risk. However, if the permit is not guaranteed and the event is therefore cancelled, **YOU MAY NOT HOLD THE CITY OF LINDSAY RESPONSIBLE OR LIABLE FOR ANY OF THE COSTS INCURRED FROM YOUR MARKETING, ADVERTISING, OR PROMOTIONS.**

Applicants may not use the City of Lindsay’s logo for promotional purposes unless authorized by the City Council.

Do you plan to place signs or hang banners on city property? If yes, please explain and submit conceptual design of proposed signs and a sign permit application.

Insurance

Verification of insurance must be submitted along with the Special Event application. You must submit two documents to satisfy insurance requirements:

1. Certificate of Insurance documenting General Liability insurance coverage in the amount of \$1 million coverage and \$2 million aggregate for Class Events I and II. Class III must provide \$2 million coverage and \$3 million aggregate. The coverage should extend from the event date to any set-up and/or tear down dates. The standard proof of insurance is the ACORD certificate form. The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance. If alcohol is to be sold at the event, an additional \$1 million in liquor liability insurance is required. Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
2. An additional Insured Endorsement is required to reflect that the insurance policy has been amended to include the City of Lindsay as additional insured. The Additional Endorsement must reference the policy number as it appears on the certificate. “The City of Lindsay, it’s officials, agents, employees and volunteers” must be named as additionally insured on the Additional Insured Endorsement. Your permit will not be issued until both the Certificate of Insurance and Additional Insured Endorsement have been received.

The promoter and/or vendor must agree to indemnify, save, hold harmless, and at City’s request, defend the City, its officers, agents, and employees from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to the City in connection with the performance, or failure to perform, by Promoter and/or Vendor, its officers, agents, or employees under this agreement arising out of the event.

Form of Payment

Your application is not considered complete until this fee is received. Checks must be payable to “City of Lindsay.”

Please indicate the type of payment method you will be using:

- Cash
- Personal/Business Check
- Money Order
- Visa/MasterCard

- Class I: \$100
- Class III: \$250 + the hourly rate of staff + Facility Fee
- Class III: \$500 + the hourly rate of staff + Facility Fee

Signature

I have read the rules and regulations contained in this document and agree to abide by these rules and regulations. I am duly authorized by the Organizer or Sponsoring Company to submit this application on their behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Lindsay. I certify that the information that I have provided on this application is true and to the best of my knowledge.

Printed Name _____

Signature _____

By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the special event permitting process and agree that all information contained in this application is correct and to the best of my knowledge.

Date _____ Driver’s License/ID Number _____

City Use Only

APPROVAL DATES	COMMENTS
Planning:	
Building:	
Other:	
APPROVAL SIGNATURES	
Planning Dept.	Building Dept.