



# City of Weed

550 Main Street  
P. O. Box 470  
Weed, CA 96094

**Application Fee  
\$300.00**

(530) 938-5020  
(530) 938-5096 (FAX)

**MUST BE RECEIVED 45 DAYS BEFORE PLANNED EVENT**  
**THIS IS AN APPLICATION ONLY**  
**NO SPECIAL EVENT CAN HAPPEN UNTIL YOUR PERMIT IS APPROVED**

## APPLICATION FOR SPECIAL EVENT PERMIT

A special event permit is a contract between the City and a special event permit holder (permittee) that describes the terms and conditions under which the permittee is granted permissive authority to enter in, on, upon, or to use the public right-of-way for a special event. A special event permit is required for anyone that will be holding a special event in, on, or blocking a city right-of-way by any means per Municipal Code Chapter 12.06.

A special event permit grants permission to the permittee or their authorized agent (i.e., an organization's event coordinator) to hold a certain event within the City's right-of-way. Assignment of the permit to another party is prohibited.

A special event permit is not a property right, such as an easement, nor does it confer a property right. It cannot be transferred with the sale of real or personal property.

Any person desiring to conduct or manage a special event shall, not less than 45 days before the date on which it is proposed to conduct such a special event, file with the city clerk a verified special event permit application. This 45-day time limit shall not apply to any non-commercial activity or speech that is protected by the First Amendment, without consideration of its message or content, where application of such time limit would inhibit the free exercise of or participation in such activity or speech. The time for applying for a permit under this subsection shall be reduced to not more than 72 hours, consistent with the necessity to protect the public health and safety by the least restrictive means possible.

The public works director shall issue a special event permit if, from consideration of the application and such other information as may be obtained, the public works director finds that:

1. The application provides all necessary information.
2. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location; and
3. The conduct of the special event is not reasonably likely to cause injury to persons or property.

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

**(Applicant to provide the following information fully, attaching extra sheets if necessary.)**

1. The name, address and telephone number of the person or organization wishing to conduct the special event:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the authorized and responsible head of such organization:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. The name, address and telephone number of the person who will be the special event chair and will be responsible for its conduct:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

4. The location of the special event:

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

5. If applicable, the route to be traveled, the starting point and the termination point:

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

6. Description of the nature of the special event:

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

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7. The date(s) when the special event is to be conducted:

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8. The hour when the special event will start and terminate:

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9. The approximate number of persons, animals and vehicles that will constitute and/or attend the special event:

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10. A description of any temporary structure(s):

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11. A description of the intended parking facilities:

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12. Security Company Information: (The Weed Police Department may patrol your event as needed for public safety but is not responsible for security or overnight security. The security of any items left unattended during the event or overnight is the responsibility of the applicant) Please list Name, Address, Name of Security Person in charge and Contact Number:

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If the special event is designed to be held by and on behalf of any organization other than the applicant, the applicant for such permit shall include a communication in writing from such organization authorizing the applicant to apply for such permit on its behalf.

**WARRANTY**

The undersigned hereby represents and warrants that he/she/it has obtained any and all permission(s), permit(s), license(s), or other consent necessary for the special event from any and all other public agencies and public utilities having jurisdiction over the property.

**HOLD HARMLESS AGREEMENT**

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, the undersigned does hereby agree to indemnify and hold harmless the City of Weed and its agents, officials, officers, d employees, and volunteers, from and against any injury, damage, claims, actions or suits arising out of or related to the special event activity(ies) herein described or contemplated, or arising out of or related to the undersigned and his/her agent's failure to perform any requirements of the permit, and further agrees to defend and indemnify the City of Weed from and against any injury, damage, claims, actions or suits arising out of or connected with the foregoing activity(s).

The undersigned does hereby agree to comply with the current City of Weed Improvement Standards, the City of Weed Municipal Code , and with the general provisions, terms, and conditions as stated on this permit. The undersigned hereby releases, discharges, covenants not to sue the City of Weed, its agents, officials, officers, employees, and volunteers from all liability, claims, demands, losses or damages, sustained by me, my guardians, legal representatives or assigns, caused or alleged to be caused, in whole or in part, by the City of Weed, its agents, officials, officers, employees, or volunteers, to the full extent permitted by law. The undersigned further agrees that if, despite this release, I, my guardians, legal representatives or assigns or anyone makes a claim against the City of Weed, its agents, officials, officers ,employees, or volunteers, I will indemnify, save and hold harmless the releasee from any litigation expenses, attorneys' fees, loss, liability, damage, or other cost that may occur as the result of such claim.

**COVID-19 WAIVER**

I, the undersigned, acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that myself and others attending my event may be exposed to or infected by COVID-19. I agree to having all attendees follow CDC and Siskiyou County Department of Public Health recommendations for enhanced health and safety measures related to COVID-19 and follow all posted instructions while using City facilities; including requirements for social distancing, wearing of face coverings, participant grouping, types of activities allowed, and potential limits on event size.

**INSURANCE CERTIFICATE REQUIRED**

**Note: The insurance certificate provided to the City by your organization's insurance company must name the City of Weed as an additional insured for the event specified in this application and must include a copy of any endorsements. The minimum coverage required is \$2,000,000 occurrence and \$4,000,000 aggregate. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.**

**PLEASE NOTE:**

The signature of the applicant on this application will serve to indicate and acknowledge that the applicant has read and does understand the provision set forth therein, and upon affixing said signature, does agree to conform and comply with these provisions and requirements.

NAME (PRINT/TYPE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

**City Use Only** \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Director

**Requires City Council Review:**

**Date of Meeting:**

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