



City of Etna

EVENT APPLICATION

Location of Event: <input type="checkbox"/> Park <input type="checkbox"/> Main Street <input type="checkbox"/> Pool <input type="checkbox"/> Other:	
ORGANIZATION INFORMATION	
Name of Organization:	Event Contact Person:
Street Address:	Phone Number(s):
EVENT INFORMATION	
Name of Event:	Event Date(s):
Event Start Time:	Event End Time:
Event Description:	
Estimated Number of Participants:	Estimated Number of Vendors:
Is there an outdoor bar that will serve alcohol? If yes, liquor & bartender licenses are necessary under separate application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be selling/serving food? If yes, you will need to contact Siskiyou County Health Department for proper permits.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be merchandise for sale? If yes, each vendor must apply for a Peddler's License at City Hall.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be musical entertainment? If yes, you are responsible for following City Noise Ordinance 9.05.030. Contact Etna PD with questions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event require electricity? If yes, the Fire Department and Public Works Director will need to inspect prior to use.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event require a street shut-down? If yes, you must contact the Etna Police Department for secondary approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be providing portable restrooms & wash stations for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be fireworks? If yes, approval from the Fire Chief and Police Chief is required. Additional fee of \$150.00 is required for Fire & Police Standby.	<input type="checkbox"/> Yes <input type="checkbox"/> No

INSURANCE REQUIREMENTS

The Event Sponsor will obtain liability insurance with coverage no less than \$1,000,000 which names and endorses the City as an additional insured party. A copy is due within 15 days of the event.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the City a cleaning/damage deposit of \$200.00 per day for each scheduled day of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if clean up is not completed to the satisfaction of the City. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary clean up associated with the permitted event to be completed within 12 hours after the conclusion of the event.

What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?

BINDING AGREEMENT

I have read understand this application and the requirements placed upon this applicant and organization. I agree to defend, indemnify, and hold harmless the City of Etna, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses relating to or alleged to have resulted from the acts, errors, mistakes or omissions of the applicant. I agree to abide by the City of Etna’s regulations, laws and ordinances.

Authorized Signature:

Date:

LIST OF FEES

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Council Approval:

Date:

Police Chief Approval:

Date:

Fire Chief Approval:

Date:

Public Works Director Approval:

Date:

Deposit Amount:

Deposit Amount Returned:

Notes: