



# TOWN OF COLMA SPECIAL EVENTS PERMIT APPLICATION FORM

## Application and Fees (payable to Town of Colma) for:

Special Events Permit (Initial) – \$200.00  Special Events Permit (Recurring) – \$100.00

Initial Department Service Charge Deposit – \$ \_\_\_\_\_

*(Note: An application fee shall not be required (i) when the Town is organizing or participating the Special Event or (ii) from any organization that is exempt from federal income tax under IRC 501(c)(3) (need to provide IRS tax exemption letter) and either has its principal office in Colma or is organized for the primary purpose of serving Colma Residents or businesses, provided that the Special Event is reasonably related to its purpose.)*

## Event Title and Description (check all that apply and attach diagram showing location)

Porta-Johns  Tents  Stage  Banners/Portable Signs  Amplified Sound  Stage  
 Parking/Emergency Access  Trash/Recycling Locations  Other: \_\_\_\_\_

## Event Category

Athletic/Recreation  Concert/Performance  Circus  Farmer/Outdoor Market  
 Exhibits/Misc.  Festival/Celebration  Carnival  Parade/Procession/March

## Date/Time

**Setup** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_  
**Event Starts** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_  
**Event Ends** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_  
**Dismantle** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

## Anticipated Attendance

**Total** \_\_\_\_\_ **Per Day** \_\_\_\_\_

## Property Information

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

**Assessor's Parcel Number:** \_\_\_\_\_

**Use of Public Street or Sidewalk(describe location):** \_\_\_\_\_

## Alcohol

Does your event involve the use of alcoholic beverages?  Yes  No

If yes, please check all that apply:

Free/Host Alcohol  Host and Sale Alcohol  Wine  
 Alcohol Sales  Beer  Distilled Spirits

## Food Concessions or Preparation

Does your event include food concession and/or preparation areas?  Yes  No

Gas  Electric  
 Charcoal  Other: \_\_\_\_\_

### **This section to be completed by the Planning Department.**

Application Submittal Checklist:

Date Rec'd Stamp

\_\_\_\_\_ Diagram Showing Location

\_\_\_\_\_ Fee - \$ \_\_\_\_\_

\_\_\_\_\_ Initial Deposit against Departmental Service Charges – See attached Schedule

The Town of Colma Planning Department is open Monday – Friday – 8 am to 5 pm  
1198 El Camino Real, Colma, CA 94014  
Telephone: (650)-757-8888, FAX (650) 757-8890

Trash/Recycling Collection

*How will trash and recycling be addressed during and after the event?*

**Organization:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

Security Plan

*Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California. (Please attach or describe security arrangements).*

**Security Organization:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Private Patrol Operator License #:** \_\_\_\_\_

Medical Plan

*Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan? (Please attach or describe medical plans.)*

**Medical Services Provider:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

Insurance Requirements (Town of Colma as Additional Insured)

**Name of Insurance Agency:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Policy Type:** \_\_\_\_\_

**Policy Amount(\$1,000,000 Minimum):** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

Event Contact

**Name:** \_\_\_\_\_ **Cell Phone No.** \_\_\_\_\_

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

**E-Mail Address:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

Secondary Event Contact

**Name:** \_\_\_\_\_ **Cell Phone No.** \_\_\_\_\_

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

**E-Mail Address:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

Applicant

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

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

Property Owner/Property Manager (if different than applicant)

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Authorized Owner/Manger Signature: \_\_\_\_\_

**SPECIAL EVENT PERMIT INFORMATION**

The Town of Colma supports safe and well planned special events. The Town requires a Special Event Permit for most activities including filming, outdoor events and use of public streets or sidewalks.

An application for a special event should be files at least fifteen (15) days before the event in order to allow for review of the application by Town Departments and outside agencies. A decision letter will be issued for the request. If approved, conditions will be added to assure that the public health and safety are maintained.

**Departmental Service Charges**

Each organizer or manger of a Special Event, and the owner of any private property on which the Special Event is being conducted shall pay the Town all Departmental Service Charges actually incurred by the Town in connection with activities for which a Special Events Permit is required under this subchapter.

The Departmental Service Charges shall be determined by multiplying the hourly billing rate for each person required by the Town to provide support services to a Special Event times the amount of time on those activities plus all reimbursable expenses. The hourly rate to be filled by employees, agents, and consultants of the Town as Departmental Service Charges shall be periodically calculated by the City Manager to cover the salaries and benefits authorized by the City Council to be paid to the employee, agent or consultant, and shall be posted on the Town's website. Rates will be calculated in 15-minute increments. In no event shall the rates exceed the direct and indirect costs of the services provided. Initial deposit amounts are shown below. Additional deposit funds may be required based on the type and size of event.

**Departmental Service Charges Fee Schedule**

<i>Special Event Fees and Deposits</i>	
Fee for processing application of Special Event Permit	\$100.00

	Initial deposit against Departmental Service Charges for a Special Event Impacting Public Property	\$500.00
	Initial deposit against Departmental Service Charges for a Special Event on Private Property	\$200.00
	Initial deposit against Departmental Service Charges for a Public Assembly Event	\$500.00
	Initial deposit against Departmental Service Charges for a Special Commercial Event	\$300.00''