



PETALUMA POLICE DEPARTMENT SPECIAL EVENT PERMIT APPLICATION FAQs

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WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

A Special Event Permit is required to be obtained from the Police Department by any person desiring to sponsor a parade, athletic event or other special event on a city street, sidewalk or other city owned land and improvements in the city (13.32.040 PMC).

A Special Event Permit is not required for the following:

1. Parades, athletic events or other special events which occur exclusively on city property under the jurisdiction of the Petaluma parks and recreation department
2. Funeral processions
3. Parades involving a total of thirty or fewer pedestrians marching along a parade route which is restricted to marching on sidewalks, and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls. Pedestrians participating in the parade shall cross crosswalks in units of ten or less, and shall allow vehicles to pass between each unit.

WHEN SHOULD THE SPECIAL EVENT PERMIT APPLICATION BE TURNED IN?

Special Event Permit applications must be received not less than thirty (30) days prior to the event date.

Applications submitted fewer than 30 days prior to the event date may be denied. If your event requires Petaluma Police Department to provide traffic control, the application must be received no less than 45 days in advance.

WHAT ARE THE SPECIAL EVENT PERMIT FEES?

- A. **POLICE DEPARTMENT PERMIT REVIEW:** The sponsoring organization will be invoiced for payment of a nonrefundable permit application fee after the application is received. Payment of the fee does not indicate or guarantee approval or issuance of the permit. Permits will not be issued until payment is received in full.

Special Event Permit – Minor: A minor event generally includes applicants that are reviewed and approved solely by the Police Department. These events include 30 or fewer participants and/or are unlikely to require any additional police presence or have minimal impact on the community.

Individual Applicant \$125

Commercial Applicant \$290 (Organizations, Businesses, Non-Profit Group)

Special Event Permit – Major: A major event generally includes applications that require review and action by the Police Department and other City Departments (Fire Department, Public Works, Risk Management, Parks and Rec., etc.). Major events may include large numbers of participants or attendees. Major events may require the preparation of a Neighborhood Impact Notices and City Council Resolutions to authorize street closures for the event. Major events may require the use and costs of police department and public works personnel to safely conduct the event.

Residential Applicant \$290

Commercial Applicant \$786 (Organizations, Businesses, Non-Profit Group)

- B. **POLICE DEPARTMENT TRAFFIC CONTROL:** If overtime officers will be assigned for traffic control at the event, the sponsor of the event shall be required to prepay the estimated costs of providing the officers prior to the issuance of the event permit. The traffic control fees will be computed by determining the number of police officers who will be required for traffic control, the number of hours the officers will be on duty, and the City's full costs of providing officers on an hourly basis. If the actual costs to the City of providing police officers on the day of the event are in excess of the sponsor's deposit, the sponsor shall be billed for the difference. If the actual costs of providing police services is less than the sponsor's deposit, the sponsor shall be refunded the difference.

C. FIRE DEPARTMENT PERMIT REVIEW

The Fire Department charges a permit processing fee of \$163/hour for reviewing special event permits. Review for most permits is minimum one hour fee.

D. FIRE DEPARTMENT EVENT INSPECTION

The Fire Department charges an inspection fee of \$163/hour for larger events which require additional inspections the day of the event.

IS A SPECIAL EVENT PERMIT REQUIRED FOR A BLOCK PARTY?

Yes. A block party, defined as a gathering on a residential street which requires the closure of a street or portion of the street to vehicular traffic, typically occurs on a dead-end street, cul-de-sac, or court. In addition to the Special Event Permit application, you must also acquire written permission from all the neighbors affected by the street closure; the form must contain the following:

1. Day, date, and time of the planned block party
2. Description of activities
3. Name, address, and signature of all property owners and residents on the closed street
4. Block Party fees \$247

WHEN IS INSURANCE REQUIRED?

Proof of insurance is required to be submitted with all Special Event Permit applications.

The City is obligated to manage citywide special events in order to ensure that the rights of all persons in the surrounding areas of use are protected, and organizers and attendees are mindful and respectful of the adjacent residences so not to cause unreasonable noise or disturbance. The requested use of City facilities and public rightaways constitutes a request for exclusive use in a designated area(s) for an activity which has and requires special City services. As such, the activity requires a Special Event Permit and the activity shall be carried out in accordance with the conditions of the Special Event Permit, City ordinances including but not limited to Petaluma Municipal Code chapter 13.32, and these Special Conditions incorporated herein and identified as Attachment A.

1. Conditions:

- A. Submit a route/street map that shows the route to be used for event activity.
- B. City approval is required for all activities, additional structures, furnishings, and decorations, use of music, props, signs, and changes made to the location or venue.
- C. Make arrangements and cover costs for additional toilets to accommodate the number expected to attend including volunteers, participants, staff, and security.
- D. Must arrange for private security or City of Petaluma Police and Fire Departments during the event to maintain access to event location, facilities, and parks, enforce restrictions, and respond to possible incidents.
- E. Deposit fees for damage, City services, cleanup, business license, and permit fees approved by the Council shall apply as stipulated on Special Event Permit application.
- F. Roadway and sidewalks must be clear at all times.
- G. A Hold Harmless and Release Agreement as stated in the Special Event Permit regulations will be on file.
- H. A leadership team is to form to administer and manage the event, volunteers, participants and vendors.
- I. Vehicles are prohibited from entering a park or site without preapproval.
- J. The event location shall be maintained and left clean as found.

2. Insurance Requirements: Event organizers are to acquire and submit required general liability, liquor liability (if applicable), and automobile insurance (if applicable) with correct verbiage and endorsements or Waiver of Insurance request. Requirements to be met are as follows:

- A. **Minimum Scope of Insurance.** Coverage shall be at least as broad as:
 1. Insurance Services Office Commercial General Liability Coverage
 2. Automobile Liability

3. Liquor Liability

B. **Minimum Limits of Insurance**

1. General Liability

- General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- Damage to Rented Premises: \$300,000
- Personal & Advertising Injury: \$1,000,000
- General Aggregate: \$2,000,000
- Products Completed/Operations: \$1,000,000

2. Automobile Liability (*Required if Permittee owns autos or if autos are used in the activity or event*)

- \$1,000,000 per accident for bodily injury and property damage.

3. Liquor Liability (*Required if alcohol will be available at the event*)

- \$1,000,000 for each Common Cause or Occurrence; \$1,000,000 Aggregate

C. **Other Insurance Provisions.** The required general liability and automobile policies are to contain, or be endorsed to contain the following provisions:

1. The City of Petaluma, its officers, officials, employees, agents and volunteers are to be covered as Additional Insureds as respects liability arising out of or in any way connected with participation in the Special Event Agreement and program, including injuries or property damage due to the active or passive negligence of the City, its officers, officials, employees, agents and volunteers.

D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

E. **Verification of Coverage.** The City of Petaluma is now using an online insurance program, PINS Advantage. Once you have been awarded a contract with the City of Petaluma, you will receive an e-mail from PINS Advantage/City of Petaluma requesting that you forward the e-mail to your insurance agent(s). Event organizer(s) shall furnish the City with Certificate of Insurance along with Endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before the Services commence.

3. **Hold Harmless and Release Agreement:** In consideration of participation in this Agreement, the undersigned representative of (*organization*) _____ agrees to indemnify and hold harmless, and to release, waive, and discharge the City of Petaluma and its officers, officials, agents, employees and volunteers, from any and all liability for any injury including death, or property damage, arising out of or in any way connected with participation in this Agreement and program, including injuries or property damage due to the active or passive negligence of the City of Petaluma and its officers, officials, agents, employees and volunteers. (*Contact name*) _____

ACKNOWLEDGES HAVING READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTANDS THAT THEY ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE. The undersigned agrees that the event/activity will be conducted in accordance with and subject to the terms and conditions of this Agreement. **To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and/or waiver shall expressly include the City, its employees, agents and representatives as released parties. Said provision(s) shall confirm that the City, its employees, agents and/or representatives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.**

WHEN IS A FACILITY PERMIT REQUIRED?

A **Facility Permit** from the City of Petaluma is required for special events taking place in a City building or park which involve any of the following conditions: 20 or more people, exclusive use, sales of goods, amplified sound, stage/booth placement, or alcohol (<http://cityofpetaluma.net/parksnrec/pdf/park-reservation-book.pdf>). Contact the City of Petaluma Recreation Services at 707-778-4380 for further information.

WHEN IS AN ABC LICENSE REQUIRED?

A nonprofit organization selling donated or purchased alcohol at a special event is required to obtain a **Daily License** from the California Department of Alcoholic Beverage Control (<http://www.abc.ca.gov/FORMS/ABC221I.pdf>). The alcohol can be sold by the glass or included in a door charge or other donation; it cannot be given away for free.

A winery or brewery can assist in pouring alcohol outside of their premises only if a nonprofit organization sponsors the event and obtains a Daily License.

A private party hosting a special event does not require a Daily License, as long as the event is not open to the public, the alcohol and the event are free, and the premises is not a restaurant, bar, winery, or brewery (23399.1 BP).

Sponsoring organizations are responsible for the conduct of the special event. Contact the California Department of Alcoholic Beverage Control 707- 576-2165 for further information.

WHEN IS AN ENCROACHMENT PERMIT REQUIRED?

Encroachment Permits from the City of Petaluma are required anytime someone encroaches on the public right of way, either for construction work on sidewalks, driveway approaches, underground utilities, or for temporary placement of scaffolding, dumpsters, storage bins or debris boxes (<http://cityofpetaluma.net/pubworks/encroachment-permit-submission.html>). Contact the City of Petaluma Public Works at 707-778-4303 for further information.

WHEN IS A SONOMA COUNTY HEALTH DEPARTMENT PERMIT REQUIRED?

If your community event is two or more days in length and includes two or more food vendors who are selling or giving away food or beverages, including samples, the following permits from the Sonoma County Department of Health Services are required:

1. The individual responsible for facilities or equipment shared by two or more food vendors at a community event is required to obtain a **Community Event Organizer Permit** (<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Community-Event-Organizer-Permit/>)
2. The event organizer must ensure that all food vendors have submitted a **Temporary Food Facility Permit** application 30 days prior to the event, or have a current permit on file with Environmental Health & Safety (<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Temporary-Food-Facility-Permit-for-Community-Events/>)

A **Farmers Market Food Permit** is required your community event includes a certified farmers' market (<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Farmers-Market-Food-Permit/>).

Sponsoring organizations and vendors are required to comply with all County Health Department Food Safety Regulations. Contact the Sonoma County Department of Health Services Environmental Health & Safety at 707-565-6565 for further information.

WHEN IS A TEMPORARY ZONING PERMIT REQUIRED?

A **Temporary Zoning Permit** from the City of Petaluma is required anytime a *Special Activity* occurs on private property which would require the need for a Temporary Zoning Permit pursuant to Implementing Zoning Ordinance (IZO) section §7.070.A.3 which states:

"No property owner shall conduct or permit to be conducted a special activity as defined in this section of the Zoning Ordinance on his/her land without first obtaining a Zoning Permit from the Director.

A. **Special Activity.** A special activity is any of the following temporary (60 consecutive days or less unless otherwise restricted) uses of private property:

1. Outdoor sale of Christmas trees, pumpkins, or other produce, goods or merchandise.
2. Outdoor swap meets or flea markets.
3. Carnivals, circuses, rodeos, fairs, festivals, tent sales, open air theaters, exhibits, games of skill, rides, booths, concession stands and other temporary entertainment events open to the public which are held out-of-doors."

An application for a **Temporary Zoning Permit** shall be filed no less than thirty (30) days nor more than six months prior to the date the special activity is to commence. Upon showing of good cause, the Director may process an application filed less than 30 days before the activity date if sufficient time remains to investigate the application.

petalumaplanning@cityofpetaluma.org.

WHEN IS A SELLER'S LICENSE REQUIRED?

A **Seller's Permit** from the California State Board of Equalization is required if you do business in California and intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail (includes corporations, partnerships, and limited liability companies, wholesalers, manufactures, and retailers). A **Temporary Seller's Permit** may be obtained for sales during temporary periods lasting no longer than 90 days at one location (<https://www.boe.ca.gov/sutax/faqseller.htm>).

Sponsoring organizations and vendors are responsible for complying with all California State Board of Equalization licensing requirements. Contact the California State Board of Equalization at 707-576-2100 for further information.

CAN A SPECIAL EVENT PERMIT APPLICATION BE DENIED?

Please refer to the **City of Petaluma Municipal Code Chapter 13.32.080** for the list of grounds for denial of application for a Special Event Permit, including but not limited to incomplete or false information on the application, or substantial interruption to traffic.