



San Rafael

Police Traffic Dept, 1400 Fifth Avenue (415) 485-3035
Events Coordinator, 1313 Fifth Avenue (415) 485-3465
San Rafael, CA 94901
Website: www.cityofsanrafael.org

APPLICATION FOR AND PERMIT TO CONDUCT A PARADE, AND/OR HOLD A MEETING OR ASSEMBLY
ON THE PUBLIC STREETS, PARK OR OTHER PUBLIC GROUNDS OF THE CITY OF SAN RAFAEL,
OR IN SAN RAFAEL CITY PLAZA, AS REGULATED BY SRMC CHAPTER 5.70

Name of Organization _____ Authorized Representative _____

Name of Event Chairperson/Organizer _____ CDL# _____

Address _____ Phone _____

Cell Phone _____ Fax _____ E-mail _____

Type of Event _____ Date _____ Event Hours _____ am/pm to _____ am/pm

Purpose of Event _____

Names of Speakers/Groups _____

List Type of Sound Equipment to be used (PA, microphone, stereo, etc.) _____

Is Alcohol Going to be Sold/Available? _____ What Type? _____ Has ABC Permit Been Obtained? _____

ESTIMATED NUMBER OF (attach detailed diagram of layout)

Participants _____ Vendors _____ Garbage Cans _____ Dumpsters _____ Portable Toilets _____

Vehicles (include types) _____

Animals (include species) _____ Estimated Attendance _____

PARADE/PUBLIC GATHERING

Location of Event or Starting Point and Route (be specific) _____

Location of Assembly Area _____ Location of Dispersal Area _____

Plans for Assembly and Dispersal, Including Times _____

Will Event Occupy All or Only a Portion of the Streets and Sidewalks? _____ If Inter-City Parade, Has Other City Issued Permit? _____

PLAZA (attach detailed diagram of layout)

Setup Date and Time _____ Takedown Date and Time _____ (If Different Than Hours Listed Above)

Number of Tables _____ Chairs _____ Generators _____ Tents _____ Dimensions of Tents _____

STREET CLOSURE(S) (attach additional sheets, if necessary)

List Street(s) to be Closed _____

Hours of Closure _____ am/pm to _____ am/pm

IT IS UNDERSTOOD THAT THIS MEETING AND/OR PARADE WILL BE CONDUCTED IN AN ORDERLY MANNER. IT IS ALSO UNDERSTOOD THAT THE MEETING AND/OR PARADE WILL BE STOPPED, MOVED TO ANOTHER LOCATION, OR REDIRECTED, IF SO REQUESTED BY A POLICE OFFICER OF THE CITY OF SAN RAFAEL WHEN SUCH ACTION IS NECESSARY TO PERMIT THE NORMAL FLOW OF VEHICULAR OR PEDESTRIAN TRAFFIC. IT IS ALSO UNDERSTOOD THAT THE PARADE WILL BE CONDUCTED IN CONFORMITY WITH THE ROUTE AND HOURS SPECIFIED IN THIS PERMIT. APPLICANT AGREES TO CONDUCT THIS EVENT IN COMPLIANCE WITH SAN RAFAEL MUNICIPAL CODE CHAPTER 5.70 (SEE BACK OF THIS FORM). APPLICANT REALIZES THAT A VIOLATION OF ANY PROVISION OF THIS ORDINANCE WILL BE GROUNDS FOR IMMEDIATE REVOCATION OF THIS PERMIT.

IT IS ALSO UNDERSTOOD THAT THIS MEETING AND/OR PARADE WILL BE FULLY COMPLIANT WITH THE AMERICANS WITH DISABILITIES ACT (ADA) LEGAL REQUIREMENTS. QUESTIONS/CONCERNS MAY BE ADDRESSED TO APPROPRIATE DEPARTMENT LISTED AT THE TOP OF THIS FORM.

THIS APPLICATION, WHEN SIGNED BY ALL PARTIES, SERVES AS A CONTRACT BETWEEN THE CITY OF SAN RAFAEL AND THE ABOVE MENTIONED ORGANIZATION. PRIOR TO THE EXECUTION OF THIS CONTRACT, THE ORGANIZATION WILL PROVIDE THE CITY OF SAN RAFAEL WITH ANY AND ALL REQUIRED DOCUMENTS (EVENT DIAGRAM, ABC LIQUOR PERMIT, ETC.) AND APPLICABLE FEES, AS WELL AS A CERTIFICATE OF LIABILITY INSURANCE WITH A MINIMUM OF \$1,000,000 COVERAGE, AND IF DEEMED NECESSARY, BASED ON TYPE OF ACTIVITY, UP TO \$2,000,000 COVERAGE. ALSO REQUIRED IS AN ENDORSEMENT TO THE LIABILITY POLICY LISTING THE CITY OF SAN RAFAEL AS AN ADDITIONAL INSURED.

THIS PERMIT MUST BE IN POSSESSION OF PERSON CONDUCTING PARADE, MEETING OR ASSEMBLY, AND MUST BE SHOWN TO ANY POLICE OFFICER OR AUTHORIZED REPRESENTATIVE OF THE CITY OF SAN RAFAEL UPON DEMAND. IF THIS PERMIT IS FOR A MEETING OR ASSEMBLY ON A PUBLIC STREET, MEETING MUST START WITHIN TEN (10) MINUTES OF THE SCHEDULED TIME; OTHERWISE PERMIT IS AUTOMATICALLY CANCELLED.

Approved _____
Denied _____

OFFICIAL USE
ONLY

Applicant _____ Date _____

City Event Coordinator _____ Date _____

By _____ Date _____

CHIEF OF POLICE

Insurance
Requirement:
\$1 Mil _____
\$2 Mil _____