



## Large Events Application Checklist

### Parades, Demonstrations, Use of City Plaza

Please complete and return the following items to the San Rafael Police Traffic Division ([events@cityofsanrafael.org](mailto:events@cityofsanrafael.org))

- Completed Parade/Assembly/City Plaza Permit Application  
<https://www.cityofsanrafael.org/specialevents>
- Application Processing Fee made payable by check or money order, to the City of San Rafael
  - \$80 for standard/commercial events
  - \$40 for non-profit fundraising events
  - When Police services are required the charge is \$100 per hour per officer.
- Diagram of Event Layout.
- Description of Event, including Time Schedule, Monitor and Cleanup Plan, Security Plan, and Volunteer Tasks.
- Written list of Power Requirements. Power services charge may be assessed after review by the San Rafael Police Traffic Division. If services are charged, payment must be received no less than 48 hours prior to event.
- Insurance Certificate with Additional Insured Endorsement must be received no less than 48 hours prior to event. Events Coordinator will provide details.
- Refundable Damage Deposit, may be charged after review of the event plan; minimum \$500.00, up to maximum \$1,000.00.

#### Contact Information:

San Rafael Police Department,  
Traffic Division  
E-mail: [events@cityofsanrafael.org](mailto:events@cityofsanrafael.org)  
Phone: (415) 485-3034

#### Return completed application/event information and payment to:

Via E-mail: [events@cityofsanrafael.org](mailto:events@cityofsanrafael.org)

By mail or in-person:

San Rafael Police Department,  
Traffic Division  
1375 Fifth Avenue  
San Rafael, CA 94901