



**CITY OF SANTA ANA  
SPECIAL EVENTS OFFICE**

20 Civic Center Plaza, Santa Ana, CA 92701  
Office (714) 571-4236; [specialevents@santa-ana.org](mailto:specialevents@santa-ana.org)

## EVENT PERMIT APPLICATION

For MINOR events (up to 100 attendees) and MODERATE events (between 100 and 1,000 attendees), applications and event site plans are required forty five (45) business days to six (6) months prior to the first event date. For MAJOR events (over 1,001 attendees), applications and event site plans are required between ninety (90) business days to one (1) year prior to the first event date. Late or incomplete applications will not be accepted. Please email your application and all supplemental documents (i.e. site plan, traffic plan, parade route, etc.) to [specialevents@santa-ana.org](mailto:specialevents@santa-ana.org).

### SELECT THE TYPE OF PERMIT OR LICENSE YOU ARE APPLYING FOR (PLEASE SELECT ALL THAT APPLY)

#### SANTA ANA POLICE DEPARTMENT

☐ Special Event Permit

☐ Land Use Certificate

#### PARKS, RECREATION AND COMMUNITY SERVICES AGENCY

☐ Parks Facility Permit

☐ Film Permit

### SECTION 1: PRIMARY APPLICANT INFORMATION

Business or Organization Name:

Full Name:

Title:

Preferred Pronoun(s):

Business or Organization Address:

Suite #:

City:

State:

Zip Code:

Office Number:

Mobile Number:

Email Address:

Do you have a current Santa Ana Business License on file?

No

Yes

If you are a non-profit organization, please provide your 9 digit EIN number:

-

### SECTION 2: VENUE INFORMATION

#### PLEASE CHECK THE TYPE OF LOCATION YOU ARE REQUESTING (CHECK ALL THAT APPLY):

- |   |   |
|---|---|
| <input type="checkbox"/> Alley                            | <input type="checkbox"/> Private Property - Residence           |
| <input type="checkbox"/> Civic Center                     | <input type="checkbox"/> Private Property – Commercial Business |
| <input type="checkbox"/> City Park                        | <input type="checkbox"/> Spurgeon Promenade                     |
| <input type="checkbox"/> Dan Young Soccer Complex         | <input type="checkbox"/> Second Street Promenade                |
| <input type="checkbox"/> Santa Ana Stadium                | <input type="checkbox"/> Sidewalk                               |
| <input type="checkbox"/> Godinez Performing Arts Facility | <input type="checkbox"/> Street/Right of Way                    |
| <input type="checkbox"/> Plaza Calle Cuatro               | <input type="checkbox"/> Other:                                 |

<b>VENUE NAME #1:</b>			
Venue Address:			Suite #:
City:	State:	Zip Code:	
Venue Owner and Phone Number (if applicable):			
If privately owned, do you have a signed location agreement?      Y      N			
<b>VENUE NAME #2:</b>			
Venue Address:			Suite #:
City:	State:	Zip Code:	
Venue Owner and Phone Number (if applicable):			
If privately owned, do you have a signed location agreement?      Y      N			
For any additional venues, please list on a separate attachment.			
<b>SECTION 3: EVENT INFORMATION</b>			
<b>PLEASE CHECK THE TYPE OF EVENT YOU ARE HAVING (CHECK ALL THAT APPLY):</b>			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Art show  <input type="checkbox"/> Athletic or sporting event  <input type="checkbox"/> Car Show or display  <input type="checkbox"/> Carnival  <input type="checkbox"/> Community outreach  <input type="checkbox"/> Community and/or holiday celebration  <input type="checkbox"/> Faire or festival  <input type="checkbox"/> Live musical event         </div> <div style="width: 50%;"> <input type="checkbox"/> Movie Night  <input type="checkbox"/> Film/Photography Production (Commercial)  <input type="checkbox"/> Film/Photography Production (Student)  <input type="checkbox"/> Neighborhood activity (i.e. Block party)  <input type="checkbox"/> Parade/Procession/March  <input type="checkbox"/> Promotional or fundraising activity  <input type="checkbox"/> Sidewalk Sale  <input type="checkbox"/> Other:         </div> </div>			
Title of Event:			
Event Website (if applicable):			
Event Date(s):			
SETUP Start Time:	EVENT Start Time:	EVENT End Time:	CLEAN UP End Time:
Expected Attendance at one time (please list the following):			
Number of Personnel/Staff:		Number of Volunteers:	
Number of Guests/Spectators:		<b>TOTAL EXPECTED ATTENDANCE:</b>	
Onsite Contact Person*:		Title:	
Phone Number:		Email:	

*\*On-site contact must be present during event at all times*

**PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR EVENT INCLUDING ALL ACTIVITIES:**

*For additional space, please attach a separate document to this application.*

**PLEASE CHECK THE ELEMENTS THAT APPLY TO YOUR EVENT (CHECK ALL THAT APPLY):**

Alcoholic beverages consumed/served/sold\*\*  
Amplified sound  
Canopies  
Car show or display  
Catering services  
Drive Thru/Drive In  
Drones  
Fencing/Enclosure\*\*  
Food trucks or pushcarts  
Food/Beverage distribution  
Fundraiser/Donations/Opportunity Drawing  
Game booths  
Generators (gas or diesel)  
Live animals\*\*  
Live music or performance  
March/Procession/Parade  
Mechanical rides\*\*  
Onsite cooking  
Oversized or specialized equipment  
Temporary structures  
Other:

Trailers or RVs  
Portable restrooms  
Registration or paid admission (ticketed event)  
Run/Marathon activities  
Security personnel  
Street closure (includes alleys and sidewalks)  
Transportation/Shuttle services  
Vendors/Exhibitors  
Waste management equipment/services

Exclusive to film permits only:

Picture cars  
Pyrotechnics or stunts  
Simulated blood or violence  
Simulated emergency personnel or vehicles  
Simulated weapons  
Special Effects  
Loud noises  
Other:

*\*\*Not allowed at City parks*

Please describe your waste management plan in detail; include number and type of receptacles, number of cleaning personnel, areas/duration of service and assignments.

**FOR PARADES ONLY, PLEASE COMPLETE THE FOLLOWING:**

Starting Location:	Ending Location:
Maximum length of parade (in feet):	Number of Vehicles/cars/floats:
Speeds to be maintained by vehicles in the parade:	MIN                      MAX
Maximum interval of space to be maintained between units of the parade (i.e. feet):	
Please provide a brief description of your parade route, indicating the start to finish, the direction of travel, and areas of assembly and disassembly. A parade route/map must also be submitted, along with a full list of entries.	

**SECTION 4: PARKING INFORMATION**

Will you be utilizing public or private parking? Check all that apply.	PUBLIC	PRIVATE	BOTH
Will you require reserved <u>meter</u> parking?(Costs will apply)	Y	N	
If yes, please indicate the exact location, meter numbers and date/time(s) you would need them reserved:			
Will you require reserved spaces in a City public parking structure?	Y	N	
If yes, please list the name of the parking structure, address and amount of spaces:			
Do you have any oversized vehicles or equipment?	Y	N	
If yes, please list each vehicle, their specifications and where it will be parked:			

**SECTION 5: PUBLIC SAFETY**

Will you be utilizing police officers and/or security for your event?	Y	N	N/A
If yes, please describe what type of safety personnel will be utilized and their role/assignment:			
<i>Hired security companies must be pre-approved by the Santa Ana Police Department. If police are required, police overtime is at the expense of the event producer. For police overtime estimates, contact <a href="mailto:policeplancheck@santa-ana.org">policeplancheck@santa-ana.org</a>.</i>			

## SECTION 6: STREET CLOSURES

Will your event require the use of a street, alley, promenade or sidewalk?	Y	N
Will your event require a full or partial closure of this location and limit the public right of way?	Y	N

Location #1	Full Closure?	Y	N
Between Street #1:	Partial Closure?	Y	N
Between Street #2:	Require police traffic control?	Y	N

Location #2	Full Closure?	Y	N
Between Street #1:	Partial Closure?	Y	N
Between Street #2:	Require police traffic control?	Y	N

If requesting a modified or full closure, do you have a professional traffic control company who will provide a traffic control plan?    Y        N        If yes, please indicate the name of the company and address below:

*All traffic control plans must be reviewed and approved by the City's Public Works Agency.  
Any recommended modifications made by the City must be updated on the plan and resubmitted for final approval.  
Please submit your traffic control plan along with your event permit application.*

If your closure requires the use of water filled k-rail, does your hired traffic control company have a water truck to fill the water filled k-rails?    Y        N        N/A

Do you have an alternative method of filling the water filled k-rails?    Y        N

If yes, please describe the alternative method of filling the k-rails:

Traffic Control Company Name:

Traffic Control Company Address:

City:

State:

Zip:

Traffic Control Company Contact:

Contact Phone:

Event Crew Leader:

Crew Leader Phone:

*Please note that if any of the streets within the limits or boundary of the event are not classified as residential streets, water filled k-rails will be required to safely close the street.*

## SECTION 9: AGREEMENT

Permittee shall indemnify, defend, and hold harmless the City of Santa Ana, its officers, agents, volunteers and employees from and against all suits or actions and from any loss, damage, liability, cost or expense, including reasonable attorney fees, for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the direct or indirect operations of the Permittee or its contractors, subcontractors, agents, employees, or other persons acting on their behalf which relates to the permission granted by this permit.

Prior to undertaking performance of work under this Permit, PERMITTEE shall maintain commercial general liability insurance naming the City of Santa Ana, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of PERMITTEE'S operations in the performance of this Agreement, including, without limitation, acts involving vehicles. Risk Management will review each application and determine the amount of insurance that will be required. Insurance requirements are likely to be in the vicinity of \$1,000,000 to \$5,000,000 per occurrence. The City reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances. PERMITTEE shall supply City with a fully executed additional insured policy endorsement. This insurance is primary and non-contributing with any other valid and collectible insurance or self-insurance available to the City.

**I have read and fully understand the above requirements and hold that all answers on my application are true.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Reviewed by:      Santa Ana Police      Reservations Admin/Athletics      Parks Facility/Film

FEE TYPE	DESCRIPTION	TOTAL FEES
Security Deposit		\$
Permit Fee(s)		\$
Police Overtime Fees		\$
Meter Parking Fees		\$
Other		\$
Other		\$
Other		\$
	<b>TOTAL</b>	\$