

TODAY'S DATE: _____ Applications must be submitted 90 days in advance. Incomplete applications and/or applications submitted less than 90 days and/or without application fee will not be processed. Checklist must be submitted with application.

1. EVENT INFORMATION

Event Name _____

Location of the Event _____

Single Event Date: _____ Multi-day Event Dates _____

Type of Event/Event Includes (check all that apply):

- | | |
|-----------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Protest/Rally/Demonstration |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Certified Farmers Market | <input type="checkbox"/> Fireworks/Pyrotechnics |
| <input type="checkbox"/> Live Entertainment/Concert | <input type="checkbox"/> Filming/Photography |
| <input type="checkbox"/> Vendors | <input type="checkbox"/> Open to the Public |
| <input type="checkbox"/> Parade/Procession | <input type="checkbox"/> Private Event (not open to the public) |
| <input type="checkbox"/> Other _____ | |

Event Start Time For Public _____ Event End Time For Public: _____

Step-off Time (applicable only for events with a route): _____ to _____

Set-up Date(s): _____ to _____ Set-up Times: _____ to _____

Tear Down Date(s): _____ to _____ Tear Down Times: _____ to _____

Start Area _____ Finish Area _____

Number of Participants (bands, volunteers, units and floats for parades): _____

Number of Spectators: _____ Total Anticipated Attendance: _____

Has this event been produced before? No Yes

Is this an annual event? No Yes

Previous name(s), date(s) and location(s) of event: _____

Will there be an admission or entry fee? No Yes If yes, provide fee below.

Fee per adult: _____ Fee per child: _____

2. APPLICANT INFORMATION

Name of Applicant/Event Planner _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Email Address _____

Daytime Phone _____ Cell Phone _____ Fax _____

Name of Sponsoring Organization/Company _____

Nonprofit Tax ID Number _____ Attach Letter from IRS stating exempt status

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Email Address _____

Daytime Phone _____ Cell Phone _____ Fax _____

Website _____

Name of Event Organizer/Producer (if different from Applicant) _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Email Address _____

Daytime Phone _____ Cell Phone _____ Fax _____

Event Contact for Public Information

Name _____ Phone _____

Email Address _____ Website _____

On-site Contact Name _____ On-site Contact Cell Phone _____

EVENT DESCRIPTION REQUIREMENTS

EVENT PLANNER MUST PROVIDE THE FOLLOWING ITEMS

- 1) Attach a letter describing the event in full detail
- 2) Attach a diagram of the layout of the event; include all these items – location of tents and tent sizes, seating/spectator plan, location of portable toilets, location of all event activities such as rides, food preparation; information tables.
- 3) Identify how you will provide electricity; which stations, purpose of electricity
If electric generators are needed identify where and load capacity
City of Antioch Does NOT provide access to power
- 4) Note whether amplified sound will be used
- 5) **Attach a map** of the streets to be used for parades, street fairs & other closures
- 6) Identify which Public Parking Lots will be used and if they need to be closed to public
- 7) Identify what type of food will be provided and/or sold
- 8) Identify extra trash receptacles needed

Event planner will be required to contact Contra Costa County Environmental Health Department for food preparation, food handling, and food distribution permits. Visit their website

www.cchealth.org/eh/

Event planner will be required to contact Contra Costa County Fire District for tents, BBQ and other structural permits. Visit their website www.cccfpd.org/

All vendors – commercial, nonprofit, individual – must provide copies of City of Antioch Business License. Event planner should be prepared to submit copies.

Event planner will be required to provide Event Insurance as follows:

The certificate of liability insurance **must name the City of Antioch as an additional insured and must include the additional insured endorsement** in order to be acceptable.

Typically, the City of Antioch receives and accepts Accord 25 as standard practice. The following are Insurance Requirements for Rental of Facilities from our liability claim manager:

Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence.

Additional Insured Status

The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

STREET CLOSURE INFORMATION

Event Planner is responsible for notifying impacted parties in advance of all street closures and must provide verification to City that all parties have been informed at least two weeks prior to the event.

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP).

In most cases, Antioch Police Department officers will facilitate the street closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for paying the costs associated with hiring officers. Event planner must provide adult volunteers to be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by the Antioch Police Department.

Event will occupy:

- one lane
- two lanes
- half of street
- full street

Closure type:

- Rolling street closure (street opens to normal traffic after participants pass)
- Hard street closure (street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Name of street(s) to be closed:

(Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach a map.)

Street name _____ between _____ and _____ start time _____ end time _____

Street name _____ between _____ and _____ start time _____ end time _____

Street name _____ between _____ and _____ start time _____ end time _____

Street name _____ between _____ and _____ start time _____ end time _____

Street name _____ between _____ and _____ start time _____ end time _____

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests. The City of Antioch has a number of public parking facilities.

Parking restrictions requested:

ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see "Restrooms" for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

SECURITY PLAN

You may be required to hire Antioch Police Department officers, a professional security company, or a combination of both in order to obtain your permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event. If you are required to hire Antioch Police Officers, the Antioch Police Department, Special Events Unit will issue you a contract for their services. You will be responsible for reimbursing the Antioch Police Department for the officers' time.

ALCOHOL MANAGEMENT PLAN

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC) and abide by the following rules:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing).
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two (2) standard drinks at a time. The City defines one (1) standard drink size as:
 - 12 oz beer
 - 5 (five) oz wine
 - 1 (one) oz distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water and food must be available at the event.

Are you requesting permission to serve alcohol at your event? **No** **Yes**

Alcohol Management Plan continued on next page

ALCOHOL MANAGEMENT PLAN – Continued

Will the alcohol be sold to the attendees? No Yes

Type of alcohol (check all that apply):

- Beer
- Wine
- Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method(s) of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

Additional Permits Required: To qualify for a Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (916) 227-2002 for permit information. Applicant may also be required to contact the Antioch Police Department.

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages? No Yes

Explain how IDs will be checked, wrist bands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? No Yes *If yes, explain:*

MEDICAL PLAN

Have you made provisions for on-site medical services? No Yes

If yes, please describe your medical plan:

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of Antioch defines “amplified sound” as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

Will your event include amplified sound? No Yes

What times are you requesting amplified sound? Start: _____ End: _____

Will sound checks be conducted prior to the start time? No Yes

If yes, what time?: _____ Describe the sound equipment that will be used at the event:

Are there any musical entertainment features related to your event? No Yes

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics? No Yes **If yes, explain:**

Does the entertainment include any inflatables? No Yes **If yes, explain:**

Amplified Sound/Entertainment continued on next page

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES - *Continued*

Does the entertainment include carnival rides? No Yes ***If yes, explain:***

Does the entertainment include animals? (petting zoo, pony rides, etc.) No Yes

If yes, explain:

Does the entertainment include vehicles? (car show, displays, etc.) No Yes

If yes, explain:

GARBAGE, WASTE AND RECYCLING REQUIREMENTS

The State of California, Contra Costa County, and the City of Antioch require garbage, waste, and recycling plans for all events and programs. Event organizers must be prepared to remove all waste and coordinate recycling of materials before, during, and after all events.

Does your event include outside vendors? No Yes

Will you haul away all extra garbage and all recycling material (plastic, cans)? No Yes

If no, contact Republic Services Customer Service at **925-603-1383** to start your garbage, recycling, and organics service at your event.

The Environmental Resources Division offers 2 hours of technical assistance to applicant to develop and implement your waste diversion plans at no charge. Additional time and resources provided are available, fees may apply.

Will you need assistance from the City of Antioch? No Yes

Explain garbage and recycling plans for the event (removing excess garbage, recycling cans, plastics, paper, organics):

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing.

- In addition to the main entrance, two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; three (3) exits for 1,000 to 3,000 attendees; and four (4) exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits.

Will your event include the installation of fencing? No Yes

If yes, indicate on the site map and explain:

APPLICANT CHECKLIST

Applicant must submit a completed checklist with the original Application for Outdoor Special Event. The checklist can be found on the very last page of the application. The City will review completed applications only: all questions answered, even if the answer is N/A; all application fees paid for and receipt attached with application, application checklist complete and submitted with full application.

3. EVENT SUBMITTAL SIGNATURES

By signing the Application for Outdoor Special Event Permit form, I am confirming that I have read all the instructions for event planning and understand the timeline needed for review and approval, and the requirements necessary for planning the event. I understand that if my organization and/or event planner fails to meet the planning requirements or the event poses a risk to public safety, the City of Antioch will terminate the event.

Submitted By:

Submit to:

Print Name

City of Antioch
P. O. Box 5007
Antioch, CA 94531
Attn: Parks & Recreation Director

Signature

OR

Email Address

Submit During Business Hours
TO:
Antioch Community Center
4703 Lone Tree Way
Antioch, CA 94531
Attn: Parks & Recreation Director

Phone Number

PERMIT APPLICATION FEE: \$140.00

Paid By:

Date: _____

Received By:

Date: _____

APPLICANT CHECKLIST

- ___ Review Policy
- ___ Complete Application; Every section, insert N/A if not applicable
- ___ Submit Application; At least 90 days in advance of event date, pay application fee
- ___ Provide Contact - Must be on site during event hours including set-up and tear-down
- ___ Submit Current Certificate of Insurance (COI) 30 Days in Advance
- ___ COI MUST Include Additional Insureds Endorsement as Described in Application
- ___ Submit Map of the Event Using Google Maps; handwritten maps not accepted
- ___ Serving or Selling Food? – Must Obtain a CCC Environmental Health Permit
- ___ Submit Evidence of Environmental Health Permit; 14 Days in Advance
- ___ Serving or Selling Alcohol? – Must Obtain a State of CA Temporary ABC Permit
- ___ Submit ABC Permit Application to Recreation Department 45 Days in Advance
- ___ Submit ABC Permit Application to Antioch Police Department 40 Days in Advance
- ___ Submit ABC Approval to Recreation Department 14 Days in Advance
- ___ Make sure all Vendors have a valid City of Antioch Business License
- ___ Describe how event organizers will provide security for event to ensure participant and community safety
- ___ Applicant understands that amplified sound must comply with City of Antioch Noise Ordinances and Regulations; complaints may result in termination of event
- ___ Applicant understands that walkways and pathways must remain clear at all times for ADA and pedestrian access. No tables, tents or other equipment allowed on walkways
- ___ Public Works Department may place cones and barricades in the general location of the event. Applicant understands that they are responsible for securing the final location of all cones and barricades as well as removing them and locating them in a central location for pick up.
- ___ Paint and permanent marking material may not be used at any time; applicant understands that all marking must be temporary and immediately washable
- ___ Tents and canopies shall be anchored with sand or water barrels only unless another method is approved in writing by the City of Antioch
- ___ Applicant must arrange pick-up of all trash and garbage generated by the event (on and off site). Submit garbage and recycling plan and request for City assistance 60 days in advance.
- ___ Applicant must provide sufficient garbage and recycling containers to service the event at multiple locations; provide a collection plan to the Recreation Department 60 days prior to the event and outline request for City assistance (fee for services).
- ___ Applicant may be required to provide portable toilet facilities for their event and shall provide a contract with a company that provides the service or a written agreement with an adjacent business that restrooms are available. Contracts or agreements must be submitted 14 days in advance.

I have reviewed this checklist and understand the requirements necessary to host my community event.

 Applicant Signature

 Date