

# CITY OF ANTIOCH APPLICATION FOR OUTDOOR SPECIAL EVENT PERMIT – 2019



## 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). Contact Public Works Department to arrange for commercial style garbage bags 14 days in Advance.
- \_\_\_ Applicant must provide sufficient garbage and recycling containers to service the event at multiple locations and provide a collection plan to the Recreation Department 14 days prior to the event.
- \_\_\_ 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