

CITY OF ANTIOCH SPECIAL EVENT POLICY



Introduction

Special events are important gatherings in the community that remind us of Antioch's rich heritage. Special events strengthen civic pride and support the efforts of businesses and organizations. It is the City's goal to assist event organizers in planning a safe and successful event with minimal adverse impacts upon our citizens or neighborhoods surrounding the event.

Generally, any activity organized by an individual, group, or outside entity that involves the use of, or having an impact upon, public property, public facilities, parks, sidewalks, and street areas, requires a permit. Events that take place on private property also require a permit. Special events are generally significant in scale and often involve an invitation to the community at large.

Definitions

There are two types of special events: Community Special Events and Professional Special Events.

- 1) Community Special Events are those events organized for the main purpose of benefiting the local community, and where no individual or group receives a monetary gain for coordinating the event.
- 2) Professional Special Events are those events organized for the main purpose of producing a financial benefit for an individual or organization.

Special events are labeled and described in many different ways. Commonly known events include festivals, parades, performances, competitions, running and walking events, and concerts. This list does not represent a complete list of event descriptions.

Community and Professional Special Events change over time and they all require a permit. Individuals, organizations, and businesses interested in hosting functions in the City of Antioch should begin by submitting a permit application. City staff will provide direction to the applicant for completing the permit process, including the need to secure additional permits (fire and health, for example) and pay all fees applicable to the nature of the event. Special event permits can be found on the City of Antioch website

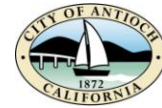
<http://www.ci.antioch.ca.us>

Outdoor events that are organized and conducted on private property must receive an approved Administrative Use Permit from the Community Development Department. Contact the Department at (925) 779-7035. The application can also be found on the City of Antioch website using this link:

<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/CommercialInfo.htm#Dapp>

Events that support economic development or business functions such as television or motion film production, still photography, peddler's fairs, or farmer's markets should contact the City of Antioch, Economic Development Office at (925) 779-6168 before completing their application.

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Street closures that are intended for neighborhood residents only, such as a block party, require a permit. The temporary use of private property in a manner that varies from its current land use also requires a permit. Information about the application process, permits, and fees can be obtained by contacting the Antioch Community Development Department at (925) 779-7035. Applications for a neighborhood block party can be found using this link: <http://ci.antioch.ca.us/CityGov/Police/BlockPartyApplication.pdf>

Private rental agreements for the use of City of Antioch Parks and Recreation facilities for the purpose of a private function or group use are not included in this event policy. Please contact the Recreation Department at (925) 776-3050. Applications for reservable facilities can also be found on the City of Antioch website: <http://ci.antioch.ca.us/Recreation/facility-rentals.asp>
<http://ci.antioch.ca.us/Recreation/parks.asp>

An event or program that is organized by a City of Antioch department is considered a City Program and is exempt from the need to apply for a special event permit.

Guidelines

In order to plan a safe and successful event while being mindful of the needs of the surrounding community, there are various departments within the City of Antioch that review all special event applications. It is intended that the application provides a simplified process for both the event organizers and the city representatives. Depending upon the nature and size of individual events, the event planner may need to comply with other department requirements and other federal, state and county regulations in addition to completing a City of Antioch application.

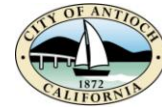
Some of these requirements are entirely the applicant's responsibility including taxation and revenue reporting. For example, if there is any intent to sell any product during your event, sales tax must be collected and reported unless otherwise exempted by state or federal law. Insurance may be another requirement the applicant must provide.

If any event serves or sells alcohol the applicant will need to comply with all the rules and regulations issued by the Department of Alcohol and Beverage Control. Events must also comply with accessibility requirements to ensure that all citizens can participate.

A Special Event Permit Application must be completed in full and submitted to the City at least ninety (90) days prior to the event date, and no more than one (1) year in advance of the event date. Applications are accepted on a first-come, first-served basis. A \$100 non-refundable application fee must be paid upon submission of all completed applications. Additionally, a photo copy of the applicant/responsible party's ID is required.

Incomplete applications will not be accepted and will delay processing which could affect the availability of the preferred event date or location. Use NA for "not applicable" to questions or sections that do not apply to the event. Upon receiving a completed

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application, ID and application fee, a representative from the City of Antioch will contact the applicant.

The City of Antioch is committed to keeping this community vibrant and engaging. The river, the historic district, golf course, parks & open spaces, and abundant retail possibilities contribute to a memorable experience for residents and visitors alike. The City appreciates all interests in conducting a special event, and adding to a sense of community.

City Support and Sponsorship

The City of Antioch responds to requests for City support for special events and community activities that take place in Antioch. These guidelines set forth the criteria for application to the City.

The City supports up to four key community events each year by providing staff support, such as Police Services and Public Works equipment for the event. These standard events are included in the annual budget approved by the Antioch City Council and are known as the July 4th Parade & Fireworks, Veteran's Day Parade, Holiday Delites, and the Memorial Day Parade.

New requests for City financial sponsorship and support, as well as requests for additional services for the standard events, must use the Sponsor Application Form. Requests must be submitted before March 1st in order to be considered for the next fiscal year (July 1 – June 30). All requests will be reviewed during the annual Budget approval process.

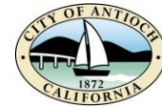
As a primary purpose of the City of Antioch is to lead and unify our diverse community and enhance the quality of life, all applicants must detail how the proposed event will strengthen civic pride and boost economic development.

The City will review the application based on the following guidelines.

1. The four standard community events will be supported with Police and Public Works services based upon available funds approved in the City's annual budget (July 4th Parade & Fireworks, Veteran's Day Parade, Holiday Delites, Memorial Day Parade).
2. City Council approval is required for the following:
 - a. Public events requesting a direct City sponsorship of City funds;
 - b. Public events requesting estimated expenditures for staff time, City supplies or equipment, or a waiver of fees; and
 - c. Use of City's name or logo branding materials for fundraising or donation purposes.

The City budget does not include dedicated funds for sponsoring special events and community activities. Financial sponsorships and other support may only be available after all essential City services are funded and approved during the regular annual budget approval process. Budget adjustments are required for events that the City Council approves to receive City support or financial sponsorship beyond those approved during the annual budget process.

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Traditional Community-wide Events in the City of Antioch

January

- Martin Luther King Celebration

April

- Keep Antioch Beautiful Day of Service

May

- Memorial Day Parade
- Antioch Water Park Opening Day

July

- July 4th Parade and Civic Celebration/Fireworks
- Summer Concerts; Saturday Evenings

August

- Summer Concerts; Saturday Evenings

September

- Coastal Clean-Up
- Delta Blues Festival

November

- Veteran's Day Parade

December

- Holiday de-Lites
- Holiday Run/Walk

This list provided for planning purposes only. It is not a list of pre-approved events, nor a list of events that will necessarily be City supported.