



CITY OF NEVADA CITY SPECIAL EVENT APPLICATION / CONTRACT

EVENT NAME: _____

EVENT INFORMATION. Please attach a detailed description of your event to this application (e.g. Overall summary, open to the public? How being publicized? Kid/family friendly? Rain or shine? Etc.)

Type of Event (Check all that apply)

- Parade/Procession
- Street Festival/Block Party
- Run/Walk/Bicycle
- Concert/Show/Public Dance
- Fundraiser
- Other: _____

Has this event been produced before? Yes No
 Is this an annual event? Yes No
 Will there be an admission or entry fee? Yes No
 If yes, fee per adult: \$ _____ Fee per child: \$ _____

Event Date(s) _____

Expected number of:

Attendees _____ Participants _____ Volunteers _____
 Units and floats for parade: _____

Event Hours Start _____ End _____

Set-up Date _____ Time _____

Break Down Date _____ Time _____

Names of street(s), sidewalk(s), alley(s) proposed to be closed (Attach additional pages or a map if necessary). Note that it may be necessary to consult with a Police Lieutenant (265-2626) and/or the Public Works Superintendent (265-2496) to accurately identify requested street closures.

_____ between _____ & _____
 _____ between _____ & _____

Additional Facilities Requested

Event organizers may be asked to complete a Facility Rental Contract with details about use of these additional facilities. Rental fees & cleaning deposits may apply.

Robinson Plaza Calanan Park Other: _____

Please note whether your event includes any of the following. If any apply, attach details.

- | | | |
|---|--|---|
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Concessions | <input type="checkbox"/> Food Vendors |
| <input type="checkbox"/> Stages/Platforms | <input type="checkbox"/> Food Cooking | <input type="checkbox"/> Alcohol sales |
| <input type="checkbox"/> Tents/Temporary Structures | <input type="checkbox"/> Animals will be present | <input type="checkbox"/> Temporary Lighting |

APPLICANT INFORMATION

Sponsoring Organization/Company _____

Name of Applicant/Responsible Party _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Email _____

Daytime Phone _____ Cell Phone _____

Does the sponsoring organization have experience producing similar events? Yes / No (Circle One)

Event Contact for Public Information

Name _____ Contact Phone _____

Email _____

Website _____

Day of Event Contact Information

On-site Contact Name _____

On-site Contact Cell Number _____

Day of Event ALTERNATE Contact Information

On-site Contact Name _____

On-site Contact Cell Number _____

APPLICATION FEES

The City requires the payment of a non-refundable application fee upon submission of your completed application. Late fees apply to applications filed less than 90 days in advance of an event. The City does not guarantee any application submitted less than 45 days in advance will be able to be submitted to the City Council for consideration prior to the planned event. Please select from the following table the fee(s) that apply to your application:

- _____ \$100 Timely application for single new event OR old event with new sponsor
- _____ \$50 Timely application for repeat of event with same sponsor
- _____ \$25 For each additional application for new event by the same sponsor
- _____ \$10 For each additional application for repeat of event with same sponsor
- _____ \$75 Additional fee for applications filed less than 90 days in advance of an event
- _____ \$100 Rental Fee for Robinson Plaza or Calanan Park
- _____ \$100 Cleaning Deposit for use of Robinson Plaza or Calanan Park
- _____ \$500 Additional refundable security deposit, (if applicable), payable to the City of Nevada City, is to be paid to the cashier by cash, personal/business check, money order or cashier's check, for costs associated with city staff and/or extraordinary police services and/or costs of damages to public facilities that may be associated and reasonably foreseen with such event.

\$ _____ Total Fees

APPLICANT AUTHORIZATION AND INDEMNITY

To the extent allowed by law, Applicant agrees to defend, indemnify, and hold harmless the City of Nevada City, its agents, officials, and employees from and against all claims, damages, losses, injuries, illness, accidents relating to, arising out of, or resulting from, the use of this Special Event Application and the information contained therein, and any resulting Contract.

Applicant acknowledges that the information provided in this Application is true and accurate to the best of Applicant's knowledge and belief.

I have read, understand and agree to comply with all the information provided in the Special Event Application (attached) and any resulting permits and Special Event Contract if approved by the City Council.

Signature of Applicant/Responsible Party

Date

[PAGE LEFT BLANK INTENTIONALLY]



CITY OF NEVADA CITY

SPECIAL EVENT GUIDELINES

OVERVIEW

Thank you for choosing the City of Nevada City as the location for your event. Special events such as fairs, carnivals, rallies/races, festivals, public dances, shows, concerts are an important role in the life of a healthy and vibrant community. However, such events may have a negative effect on surrounding residents and businesses if they are not planned appropriately. The purpose of the special event permitting process is to ensure that there are adequate measures for security, traffic control, crowd control, parking and other health and safety impacts related to a special event. "Special Event" means, for the purposes of this requirement, any activity on public or private property that, due to the anticipated amount of attendees or the nature of the event, is not compatible with the generally intended use of the property for which it is proposed and is characterized by any of the following:

1. Requires city services to ensure compliance with state or local laws; for example, temporary licenses issued by the California Department of Alcoholic Beverage Control, or temporary structure permits;
2. Involves use of city owned or managed property such as public streets, sidewalks, alley, parking lots, plazas or other city owned or managed open spaces;
3. Involves closure, or partial closure, of any public right-of-way, or requires traffic control procedures necessitating the involvement of police or street maintenance personnel;
4. Impairs emergency vehicle access;
5. Requires extraordinary police services in order to protect public safety, health, and/or welfare;
6. Results in impacts to adjacent public or private property because of, for example, the use of live or amplified entertainment or the anticipated impacts on parking.

Exclusions. The following activities shall not be considered a "special event" within the meaning of this chapter and therefore they do not require a special event permit:

- A. An event sponsored by the city.
- B. An event held at a city facility pursuant to a facility rental agreement and it is reasonably foreseeable in the opinion of the chief of police that no extraordinary police services are required;
- C. An event held in a private residence where no admission is charged, the event is not open or advertised to the public, and it is reasonably foreseeable in the opinion of the chief of police that no extraordinary police services are required;
- D. An event held in a members-only facility at which the only participants are the members (and their invited nonpaying guests) and it is reasonably foreseeable in the opinion of the chief of police that no extraordinary police services are required;

- E. Events sponsored by religious entities held in the religious entity's facility that only members by permission attend and it is reasonably foreseeable in the opinion of the chief of police that no extraordinary police services are required;
- F. Events that are authorized by and consistent with existing use permits and licenses governing the establishment, unless that person, entity, or business holds an event that, in the opinion of the chief of police, will foreseeably result in impacts on public safety, health, welfare, and police resources; and
- G. Any entertainment for which other special permits have been obtained, such as, but not limited to, parade permits, dance permits, use permits, and short-term encroachment permits and it is reasonably foreseeable that no extraordinary police services will be required.

The City requires the submittal of a Special Event Application as a pre-condition of considering whether to enter into an agreement to grant a permit for the event or to allow temporary use of all or any portion of a public street, sidewalk, alley, parking lot, plaza or other city owned or managed open space.

Application materials must be completed in full and submitted to the City at least 90 days prior to your event date, and no more than one year in advance of the event date. Applications are accepted on a first-come, first-served basis. A non-refundable application fee must be paid upon submission of your completed application. Use "NA" for "not applicable" to questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location. Please note the information you provide becomes public information.

City staff will review the Application/Contract. Notes from Police, Fire, Public Works and Parks & Recreation will be presented to City Council for consideration. City Council approves or disapproves your Application/Contract at a formal noticed public meeting. Applicants are strongly encouraged to attend the designated City Council meeting in order to discuss their proposed event and answer related questions. Please ensure you have City Council approval before marketing or advertising your event.

EVENT REQUIREMENTS

Alcohol. If alcohol is sold at your event, an Alcohol Permit from California Alcohol Beverage Control (ABC) is required. Please contact ABC at (916) 419-1319.

Amplified Sound. If the event will have amplified sound, applicant is required to have an event staff member responsible for monitoring sound levels to assure compliance with City noise standards when sound/music/noise may be audible beyond the event venue.

Business License. All vendors participating in an event held in Nevada City must obtain a current business license. For information about business license requirements, call City Hall at (530) 265-2496 x100.

Form of Payment. The City accepts payment in the form of cash, personal/business check, money order or cashier's check. Please note there will be a \$25 service charge for all returned checks.

Insurance. The applicant and/or the sponsoring organization is required to provide proof of insurance. A current or valid Certificate of General Liability Insurance in the amount of \$1,000,000 and an

endorsement (CG2026 or equivalent) naming the City of Nevada City as additional insured will be required at least 30 days prior to the event.

Event Notification. An event can change the normal flow of residential and business activity potentially causing a negative impact on the community. As the event organizer, you are responsible for notifying those residents and businesses that are adjacent to the planned closure prior to submission of your Application. Applicants must meet the Event Notification requirements unless the event is sponsored by the Nevada City Chamber of Commerce or has been approved and held annually in the same manner for three or more years. The preferred method of notification is the Requested Special Event Notification Form (Addendum A). Unless otherwise exempt, your application materials must include a signed Notification Certification (Addendum B) confirming adjacent residents and businesses were notified of the planned event.

Parking. Applicants will be required to work with the Nevada City Police Department to facilitate ingress/egress requirements for event participants.

Restrooms. Public restrooms are limited to two for downtown events, one at Robinson Plaza and one in the Commercial Street parking lot. If your event is planned for more than 50 people or in an area away from either public restroom, you may be required to provide restroom accommodations and hand washing facilities for event attendees in the quantity prescribed by the City.

Waste Management/Recycling. You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event the area must be returned to a clean condition. Therefore, the City may require the applicant to provide trash and recycling containers if the event involves food or drink vendors. Should cleanup be inadequate or damage to City property occurs, you will be billed at full recovery rates, plus overhead for cleanup and repair.

Runs/Walks/Bicycle. If you put chalk, stickers or other directional markings on streets, sidewalks or trails, these markings must all be removed at the end of your event.

CHECKLIST

Before you submit your application to the City of Nevada City, please make sure you have completed the following steps:

___ Sign AND date your Application/Contract.

___ Attach a detailed event description and additional information as needed

___ Secure required insurance for the event.

___ Include a Notification Certification (Addendum B) confirming businesses and residents have been notified of the planned event.

___ Calculate and include the applicable fee.

Submit your completed application to:

City of Nevada City, Attn. Special Event Applications, 317 Broad Street, Nevada City, CA 95959

Addendum A – Requested Street Closure/Special Event Notification Form

PLEASE NOTE. You have received this notification because your property/business is located adjacent to a requested temporary street, sidewalk or alley closure that is subject to City Council approval at a future City Council meeting. Please monitor future City Council agendas for consideration of the following request.

STREET CLOSURE/SPECIAL EVENT INFORMATION

Type of Event (Check all that apply)

Parade/Procession

Concert/Show/Public Dance

Run/Walk/Bicycle

Other: _____

Street Festival/Block Party

Fundraiser

Event Name/Description _____

Event Date(s) _____ **Expected Attendance** _____

Event Hours Start _____ End _____

Set-up Date _____ Time _____

Break Down Date _____ Time _____

Names of street(s), sidewalk(s), alley(s) proposed to be closed:

_____ between _____ & _____

_____ between _____ & _____

_____ between _____ & _____

_____ between _____ & _____

_____ between _____ & _____

Sponsoring Organization _____

Event Contact _____ **Phone Number** _____

Event Website _____

Addendum B – Notification Certification

EVENT INFORMATION

Sponsoring Organization _____

Event Name _____

Event Date(s) _____

Event Location _____

Signature of Sponsor or Authorized Representative

I acknowledge I am responsible for providing notice of my requested event to all adjacent residents and businesses and certify that the entities listed below have been notified of the requested event.

Name (printed) _____

Signature _____

Name/Business	Address	Method of Notification		
		<input type="checkbox"/>	Email	<input type="checkbox"/>
		<input type="checkbox"/>	Hand Delivered	<input type="checkbox"/>
		<input type="checkbox"/>	Mail	
		<input type="checkbox"/>	Email	<input type="checkbox"/>
		<input type="checkbox"/>	Hand Delivered	<input type="checkbox"/>
		<input type="checkbox"/>	Mail	
		<input type="checkbox"/>	Email	<input type="checkbox"/>
		<input type="checkbox"/>	Hand Delivered	<input type="checkbox"/>
		<input type="checkbox"/>	Mail	

[Attach additional pages as needed]