

**CITY OF GONZALES RECREATION DEPARTMENT
SPECIAL EVENT APPLICATION (updated 8/30/13)**

(\$) = Refundable Deposit Required

Complete applications must be received by the City no less than 30 days prior to the date of the event. Applications that are not complete will not be accepted.

OFFICE USE ONLY

EVENT NAME _____

Date Received: _____ **Time** _____ **Staff ini** _____

Please answer the following questions to determine if you need a Special Event Application

- | | | |
|--|-----|----|
| Are you requesting use of City owned property (park, street, facility etc) | YES | NO |
| Will your event require street closures or impede flow of traffic? | YES | NO |
| Will your event require Police, Fire or Medical Services? | YES | NO |
| Are you requesting City of Gonzales Co-Sponsorship? | YES | NO |

If you answered yes to any of these questions you need to complete the special the Special Event application.

APPLICANT INFORMATION

Name _____ Title _____
Mailing Address _____ City _____ Zip _____
Primary Phone # _____ Alternate Phone # _____
Email Address _____ Fax # _____
2nd Contact Name _____ Phone # _____

ORGANIZATION INFORMATION (If Applicable)

Organization Name _____ non profit for profit
Street Address _____ City _____ Zip _____
Phone # _____ Federal or Tax ID # _____

EVENT INFORMATION

Event Title _____
Event Location _____
Date ____/____/____ Day of Week _____
Set Up Time _____ AM PM to _____ AM PM
Event Time _____ AM PM to _____ AM PM Total Event Hours
Clean Up _____ AM PM to _____ AM PM

If your event requires a street closures, your event will be billed for street closure notification signs
Each sign is \$1.00 and the number of signs needed will be determined by the Public Works Dept.

Street Closure Time _____ AM PM to _____ AM PM
Streets to be closed _____

Anticipated Attendance _____ Admission Charge No Yes \$ _____

Brief Description of Event _____

FOOD/ BEVERAGE SERVICE (Not including alcohol)

Food Vendors MUST HAVE A FOOD VENDING PERMIT from the Health Department

Food Vendors Pre-Packaged Food Prepared on Site

For food prepared on site, what will the cooking methods be?

Gas Electric Charcoal Other _____

Beverage Sales (non-alcoholic) No glass containers allowed

Cooking may not be done under canopy tents unless the tents are fire rated (Most are not)

A fire extinguisher must be present in any tent that is cooking.

If cooking with gas, the gas tank must be at least 5 feet away the cooking device.

ALCOHOL SERVICE

Will alcohol be served at this event? Yes No (if no, skip this section)

City approval is required for consumption only. In order to sell alcohol you must obtain an ABC Permit

Name of Person and/or group applying for ABC permit: _____

ALCOHOL CHECKLIST (All items are required)

Drink Limit per Person _____

How will the drink limit be controlled? _____

How will you prevent service to minors? _____

Your pricing policy must discourage over consumption. What is the price per drink? _____

EVENT ACTIVITIES

Please check each activity that will occur during the event. List all other activities not already listed.

Retail Sales Type _____

All for profit booths must have a valid City of Gonzales Business License prior to the event.

Non-Profit Fundraising Carnival Games Car Show

Dancing Live Music Disc Jockey

Amplified Sound Recorded Music Other _____

Activities requiring physical activity must have a certificate of insurance from the company providing the activity

Inflatable's Company _____ Quantity _____

Carnival Rides (inc Bull) Company _____ Quantity _____

All Carnival Rides will need to be inspected by a building official before rides will be allowed to operate.

Please check all equipment items you will be using during the event (not supplied by the City of Gonzales)

Circus Tents qty _____ Size _____

Generators qty _____

Pop up Tents qty _____ (All pop up tents and canopies must be secured the ground)

Extension Cords qty _____ (Use of extension cords may not cause a tripping hazard)

Stages or platforms _____

Other _____

ADVERTISING (\$)

Gonzales City Code Title 12 Section 112.116.100

Special event signs, not exceeding ten (10) square feet in area may be permitted, provided such signs are posted for not more than thirty (30) days prior to the event and are removed within two (2) days after such event.

Signs not removed within 2 days of the event will be removed by public works staff and the \$50 deposit will be forfeited.

Dates Up _____ Date for Removal _____

Locations Exact Physical Address (if corner, please list cross streets)

- 1 _____
- 2 _____
- 3 _____
- 4 _____

ENVIRONMENTAL (\$)

The City does not provide porta potties. One (1) porta potty and (1) hand washing facility is required for every 200 people and at least one (1) porta potty per 500 people must be ADA compliant.

If event is a multi-day event all portable toilets must be pumped and cleaned nightly.

Porta Potties # ADA compliant _____ # regular _____

Hand Washing Facilities # _____

Recycling of all recyclable material is mandatory at all special events (G³)

CRV

1 My group will lease CRV containers from the G³ Initiative.

Choose one option

* Deposit is \$100 and will be returned upon return of undamaged, clean and dry containers. Replacement containers are \$50 each.

2 My group will collect CRV in our own appropriately labeled CRV containers

* Separate from Mixed Recycling and meant to collect CRV only

End of Event

1 My group will remove all CRV from the property and take to a redemption facility

2 My group will place all CRV in the blue mixed recycling totes for Tri-Cities disposal to collect.

Mixed Recycling & Garbage Disposal

1 My group will collect our own garbage and mixed recycling in appropriately labeled trash and mixed recycling containers, empty all garbage and trash containers including all permanent onsite containers and transport all recycling and garbage to the Johnson Canyon Landfill. All disposal costs will be the responsibility of my group

* Trash and Mixed recycling may not be combined

* This option requires an additional \$200 deposit to the City of Gonzales

2 My group will contact Tri-Cities Disposal and request the "Gonzales Special Events Package". Package includes: dumpster (of size requested) 15-20 Mixed Recycling Totes, 15-20 Garbage Totes, delivery, collection & disposal. A cardboard dumpster may be requested at no additional cost.

Please provide a detailed plan for ensuring that the facility is left clean when your event is complete:

(In the event that the facility is not left clean, your organization will be charged for clean up costs)

EVENT SECURITY & MEDICAL RESPONSE

I will be using the Gonzales Police Department for event security and medical response.

You must contact the Gonzales Police Department to coordinate this response.

I will NOT be using the Gonzales Police Department for event security and medical response.

Please describe in detail, your security plan, including crowd control: This plan must be approved by the Gonzales PD _____

Please describe, in detail, your emergency/medical plan, including your communication procedure.

NEIGHBORHOOD NOTIFICATION

The City of Gonzales requires that the neighbors surrounding the venue of your event be notified of by letter of your upcoming event. This notification must be done at least 14 days in advance. Your letter must contain the following information and be printed in both English and Spanish.

- Name of the Event
- Date(s) & Times
- Notification of Amplified music, Alcohol Sales, Potential Parking Issues, Street Closures
- Contact information for your organization
- Contact information for the City of Gonzales

(Sara Papineau-Brandt - Recreation Coordinator 831-675-5000 P.O. Box 647 Gonzales Ca 93926)

Please provide a copy of the letter in both English and Spanish and a list of all the neighbors that were notified.

CITY OF GONZALES CO-SPONSORSHIP REQUEST

If you will be requesting City Co-Sponsorship for your event, you must attach a letter addressed to the City Council requesting co-sponsorship. Your co-sponsorship is not guaranteed simply by request City staff will make a recommendation to the City Council as to the degree of co-sponsorship and the City Council will make the final approval.

Will you be seeking City of Gonzales Co-Sponsorship Yes No

*As of July 1, 2011 the City of Gonzales is no longer able to provide co-sponsorship of City Staff and some amenities.

Approved co-sponsorship will include use of City property and special event insurance only.

All additional requests will come with a use fee. Please take these fees into account when budgeting your event.

Please check all areas you are interested in having the City of Gonzales help with: based on level of co-sponsorship & availability

- Event Insurance
- Trash Containers
- Street Barricades
- Bleachers

Please give a description of any other requests you have: These request may or may not be available

OTHER CITY OPTIONS FOR USE (LEASE RATES APPLY)

All rates are based on the Current City of Gonzales Fee Schedule

Use is based on availability

- Junction Box
- Street Closure Signs
- Generator
- Fencing
- Centennial Park Field Lights (Hourly rates apply per field)
- Other _____
- Other _____

Public Works Staff qty _____

Time In _____ Time Out _____ Time In _____ Time Out _____ Total Hours _____

Duties to perform _____

Gonzales Police Officers Length of time and quantity of officers to be made by the police department

SITE MAPS/ PARADE ROUTES

Please provide a detailed site map on an additional piece of paper. Please include:

- Names of streets in the event area.
- All street or lane closures
- The location of fences, barriers or barricades (include dimensions for fenced in areas)
- Locations of first Aid Facilities
- Location of all stages, platforms, booths, cooking areas, trash & recycling containers
- Location of Generator and or electricity
- Placement of vehicles or trailers used for the event
- Placement of portable toilets/restroom facilities

*** If a parade is included in your event, please attach a city map with the route highlighted.**

ATTACHMENTS & DEPOSITS (Due 10 Days before event)

mark if applicable	Received	Date	Staff
<input type="checkbox"/> 501c 3 Certificate	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Certificate of Event Insurance	<input type="checkbox"/>	_____	_____
Must list City of Gonzales as additionally insured for the amount of \$1,000,000.00			
<input type="checkbox"/> Inflatable Co. Business License	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Inflatable Co. Certificate of Insurance	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Carnival Rides Certificate of Insurance	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> ABC Permit	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Liquor Liability Insurance	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Letter to Business & Residence	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Building/ Fire Permit	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Recycling Contract	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Copy of Health Dept. Food Permit	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Retail Sales Business License Approval	<input type="checkbox"/>	_____	_____

DEPOSITS (Separate Checks Please)

<input type="checkbox"/> Advertising Deposit (\$50)	Check # _____	Cash
<input type="checkbox"/> Cleaning/ Trash Deposit (\$200)	Check # _____	Cash
<input type="checkbox"/> Recycling Container Deposit (\$100)	Check # _____	Cash

AGREEMENT & SIGNATURE

I the undersigned representative have read the rules and regulations with reference to this application and I am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed) _____

Signature _____ Date _____

FOOT NOTES PLEASE KEEP THIS SECTION FOR FUTURE REFERENCE

Section	Notes
Event Information	* If your event requires a street closures, your event will be billed for street closure notification signs. Each sign is \$1.00 and the number of signs
Food and Beverage	* Food Vendors MUST HAVE A FOOD VENDING PERMIT from the * Cooking may not be done under canopy tents unless the tents are fire rated. * A fire extinguisher must be present in any tent that is cooking. * If cooking with gas, the gas tank must be at least 5 feet away the cooking device. * Absolutely no glass containers
Alcohol Service	* City approval is required for consumption only. * In order to sell alcohol you must obtain an ABC permit.
Event Activities	* Activities requiring physical activity must have a certificate of insurance from the company providing the activity. * All Carnival Rides will need to be inspected by a building official before rides will be allowed to operate.
Environmental	* (\$) Deposits may be required in this category * The City does not provide porta potties. One (1) porta potty and (1)hand washing facility is required for every 200 people and at least one (1)porta potty per 500 people must be ADA compliant. * If event is a multi-day event, portable toilets must be pumped and cleaned nightly. * The City requires mandatory recycling at all events. * The City does not provide trash containers or trash pick up.
Event Security & Medical Response	* Event security must be approved or provided by the Gonzales Police Department * Event medical must be approved by the Gonzales Police Department
Advertising	* (\$) Deposits may be required in this category * Gonzales City Code Title 12 Section 112.116.100 * Special event signs, not exceeding ten (10) square feet in area may be permitted, provided such signs are posted for not more than thirty (30) days prior to the event and are removed within two (2) days after such event. * Signs not removed within 2 days of the event will be removed by public works staff and the \$50 deposit will be forfeited.
Neighborhood Notification	* The City of Gonzales requires that the neighbors surrounding the venue of your event be notified of by letter of your upcoming event. This notification must be done at least 14 days in advance. * Your letter must be printed in both English and Spanish. * Please provide a copy of the letter in both English and Spanish and a list of all the neighbors that were notified.
City of Gonzales Co-Sponsorship	* As of July 1, 2011 the City of Gonzales is no longer able to provide co-sponsorship of City Staff and some amenities. * Approved co-sponsorship will include use of City property and special event insurance only. * All additional requests will come with a use fee. Please take these fees into account when budgeting your event * If you will be requesting City Co-Sponsorship for your event, you must attach a letter addressed to the City Council requesting co-sponsorship. Your co-sponsorship is not guaranteed simply by request. City staff will make a recommendation to the City Council as to the degree of co-sponsorship and the City Council will make the final approval.
Maps Attachments	* Your group must provide site maps and or parade maps with this application * All relative attachments must be provided to the City at least 10 days prior to your event.
Conditions	* If a parade is included in your event, attach a city map with the route highlighted. * The City Staff may provide your group with a list of conditions for your event. These conditions must be discussed prior to the event with City Staff.
Vendors	* A list of all For Profit Vendors (Businesses) must be submitted to the City of Gonzales no less than 7 days prior to the event * All For Profit Vendors must have a valid City of Gonzales Business License. * Please use the attached Business License Authorization Form to list all event vendors

Retail Vendors Business License Verification (Do not list Non-Profit Groups)

Full Business Name as listed on Business License Application

Business License Number

1 _____

Verified

Not Licensed

Comment _____

2 _____

Verified

Not Licensed

Comment _____

3 _____

Verified

Not Licensed

Comment _____

4 _____

Verified

Not Licensed

Comment _____

5 _____

Verified

Not Licensed

Comment _____

6 _____

Verified

Not Licensed

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