

Special Event Permit Application

Please take time to review the special events permit application and instructions **before** you begin completing the application form.

The City of Roseville is proud to have its residents and visitors host a variety of special events in order to enhance the lives of the community and contribute to the economic vitality of the City. The following pages include the City of Roseville's Special Event Permit Application and instructions to help guide you through the permit process.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events.

A completed Special Event Permit Application can be returned at one of three recreation facilities:

Maidu Community Center
1550 Maidu Dr.
Roseville, CA 95661
(916) 772-7259, x4

Roseville Sports Center
1545 Pleasant Grove Blvd
Roseville, CA 95747
(916) 772-7259, x3

Park & Rec Admin Office
316 Vernon St., Suite 400
Roseville, CA 95678
(916) 772-7529, x1

All special events are required to adhere to the requirements contained in Chapter 9.36 of the Roseville Municipal Code, which can be found online at www.roseville.ca.us in the **e-Services** menu.

For additional information please contact Kathleen Beedy at kbeedy@roseville.ca.us or (916) 774-5921.

**PLEASE ALLOW A MINIMUM OF 60 DAYS FOR THE PROCESSING OF THE SPECIAL
EVENT PERMIT APPLICATION**

PERMIT APPLICATION PROCESS

The Special Event Permit Applications must be received a minimum of 60 days prior to the event start date and may be submitted as early as twelve months prior to the event start date.

1. Special events coordinator will conduct a preliminary review of the completed special event application. This takes a minimum of 2 weeks.
2. Once pre-approval is granted application fee and deposit are due.
3. You will be notified if your event requires any additional information, clarifications, permits, agreements, insurance, etc. Delays in providing additional information could delay the ability to approve a permit in a timely manner thus resulting in denial of the application.
4. A detailed invoice outlining all Parks, Recreation & Libraries required fees will be sent for your review and payment.
5. Other City Department fees may apply to your event. These fees will be billed directly from, and paid to the City Department based on services required. Fees may be due prior to approval or 30 days after receipt of invoice.
6. Prior to permitting the event all fees must be paid in full and agreements executed.

*Note: Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your event based on the availability of services or other circumstances. **You are encouraged not to advertise your event until final approval from the city has been received.**

If street closures are requested, a Street Closure Agreement will be sent to the applicant for signatures.

CANCELLATION POLICY

Should you, for any reason, need to cancel your event, you must first notify the special events coordinator. All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered.

The Special Event Permit Application fee is non-refundable and non-transferable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred.

For cancelled events, a \$50 administrative fee will be assessed. If the cancellation is made less than five (5) business days before the rental date the City will retain 100% of rental deposit and rental fees.

FEES

Payments can be made by credit card, check, cash or money order made payable to the "City of Roseville". Please review the Special Event Fee matrix on page 13.

EVENT CONTACTS

Parks and Recreation	www.rosevilleparks.com	916-772-7529
Roseville Police	www.roseville.ca.us/police	916-774-5095
Roseville Fire	www.roseville.ca.us/fire	916-774-5805
Roseville Municipal Code	www.roseville.ca.us/online_services	
Roseville Risk Management	Insurance requirements on page 12	916-774-5202
Roseville Business License	www.roseville.ca.us/businesslicense	916-226-5207
Alcohol Beverage Control	www.abc.ca.gov/licensing/license-forms/	
Food at community events permit	www.placer.ca.gov/3245/Permits-Forms-Fees	

PERMIT APPLICATION INFORMATION

APPLICANT/AGENT INFORMATION

Name: _____ Today's Date: _____

Address: _____

Cell Phone Number: _____

Email Address: _____

Date of birth: _____ Applicant/Agent: Resident Non-Resident

Name of Person(s) Responsible (only those listed on application can make changes to rental. **Only** primary may cancel event):

1. _____ 2. _____

BUSINESS/ORGANIZATION INFORMATION

Name: _____

Address: _____

Phone: _____ Email Address: _____

Type of group: Business/Commercial Non-Profit Organization, ID number: _____

Deposit check refund payable to: _____

Please note: deposits paid by check/cash typically take five (5) – eight (8) weeks to process and deposits paid by credit card typically take four (4) – six (6) business days to process. The deposit will be returned to the name and address on the application.

EVENT INFORMATION

Name of event: _____

Type of event (*check all that apply*):

Fun Run/ Walk/ Meet Festival/ Celebration Outdoor Market/ Carnival/ Street Fair
 Parade/ Procession Concert/ Performance Athletic/ Recreation
 Commercial Event Charitable Event

Description of event: _____

Event Date(s): _____

Location requested: _____

Time of event: From: _____ a.m./p.m. To: _____ a.m./p.m.

Set up time begins: _____ Clean-up time completed by: _____

Rentals fees apply to entire event including setup and clean-up.

Anticipated number of participants _____ Maximum # at any one time: _____

Have you held this event in the City of Roseville in the past? If yes, when _____

Will you be charging admission for your event? _____

If so, please provide details: _____

Will this event be promoted?

Radio TV Newspaper Posters
 Website Social Media Other: _____

Have you held this event in other cities and/or locations in the past?

If yes, where and when?

PRIVATE PROPERTY OWNER'S AUTHORIZATION (if you are using any private property related to the event)

I authorize the applicant, _____ to conduct the special event described above on my property at the following location: _____

Specific area on property: _____

Property Owner's name: _____

Property Owner's address: _____

Daytime phone: _____ Evening phone: _____

Property Owner's signature of approval: _____

ADDITIONAL EVENT INFORMATION

FOOD, DRINK & VENDORS

Yes **No** Will food/ drinks be served? *Please explain:*

Yes **No** Will alcohol beverages be sold or served? *If alcohol beverages will be sold or served, an Alcohol Beverage Control license is required. Alcohol is only permitted at Royer Park, Woodbridge Park & Vernon Street Town Square in designated fenced in area. Security guard(s) is/are required. The size of the event will determine how many security guards are needed.*

How will you ensure that alcoholic beverages will be consumed only by people 21 years or older?

Alcoholic beverages will be served from ____ a.m./p.m. to ____ a.m./p.m.

by: _____

Yes **No** Are you requesting fencing for your event? *Fencing is available for rent at the Vernon Street Town Square only and could be rented based on staff availability. See the Special Event Fees matrix for fencing options and pricing.*

Yes **No** Will you have vendors or concessionaires? A Roseville Business License is required for all vendors and/or concessionaires.

ENTERTAINMENT

Yes **No** Will you have amplified sound at your event? If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.
Describe the type of music and/or sound amplification that will be a part of your event.

Yes **No** Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet? *If yes, a Roseville Fire Department permit will be required.*

Yes **No** Will you have animals at your event? *Please explain:*

HEALTH & SAFETY

Yes **No** Are on-site restroom facilities adequate for this event?
(Recommended: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom facility for each gender must be ADA-accessible)
If portable toilets are required, please provide supplier information:

Company name: _____

Address: _____ Phone number: _____

Yes **No** *Will you be using cooking equipment, BBQ's or any other equipment/ device that produce an open flame?

***For proper food/ oil/ grease removal, please review the City of Roseville Best Management Practices factsheet at: www.roseville.ca.us/eu → Programs → Stormwater management → Best practices for businesses**

Yes **No** Will the Special Event require any work, signs or traffic control in the State's right of way (i.e. freeways, freeway on or off ramps)? If yes contact Caltrans at (530) 741-4403,
<http://www.dot.ca.gov/hq/traffops/developserv/permits/>

Yes **No** Will the Special Event utilize temporary diesel power generators, idling of equipment and vehicles and traffic speeds on unpaved surfaces over 15 miles per hour? If yes, you are advised to review the Placer County Air Pollution Control District's Rules at: <http://www.placer.ca.gov/1861/rules>

SECURITY

Please describe your procedures for security and crowd control.

If you are required to use a security company please provide the name of the company. Generally speaking you should plan for one (1) security officer per 500 people and two (2) Roseville Police Officers up to every 5000 people on a given date. Private security should be used to check bags, control entrances, monitor alcohol secured areas, checking ID's, move money or protecting property. Security will not take the place of hiring Roseville Police officers if deemed necessary for the event. (A signed contract with a security company will be required to be submitted to the City of Roseville no less than 14 business days prior to the event.)

Security Company: _____

Address: _____ Phone #: _____

The Roseville Police Department will determine the number of police officers required for each event if necessary. If it is determined Roseville officers are required, a Supplemental Law Enforcement Services Contract will need to be completed. On your event map, the following must be clearly labeled:

Entrances and exits to the event

Where emergency vehicles can enter the event

Anticipated crowding area (i.e. in front of a stage)

Impact on Others: Please describe how you will notify affected businesses and residents of your event.

Medical Services and/ or First Aid will be provided by:

Name: _____ Agency: _____

Address: _____ Phone #: _____

Accessibility for Disabled: Describe how you will make your event accessible to disabled individuals.

CITY SERVICES

Yes **No** Will you be requesting the use of the City of Roseville’s water system? (i.e. hose spigot) *ONLY AVAILABLE AT THE VERNON STREET TOWN SQUARE. Please explain:*

Yes **No** Will you require electricity? *ONLY AVAILABLE AT THE VERNON STREET TOWN SQUARE & DOWNTOWN BRIDGE. Please explain:*

Yes **No** Will you require dumpsters or extra trash containers for waste disposal? **The City’s event coordinator may determine that a dumpster is required to be brought in for your event. An additional fee of \$160 will apply for each 6yd dumpster assigned to the event.*

If you are requesting street closures, please list the streets, from intersection to intersection, which will be closed.

1) Street Name: _____

From (cross street): _____ To (cross street): _____

Time Closed: _____ Time Re-opened: _____

2) Street Name: _____

From (cross street): _____ To (cross street): _____

Time Closed: _____ Time Re-opened: _____

3) Street Name: _____

From (cross street): _____ To (cross street): _____

Time Closed: _____ Time Re-opened: _____

Notice of Temporary Street Closure

The City of Roseville requires the Permit Applicant to provide notification of the special event and proposed street closure to all affected residents and businesses both on and adjacent to a street proposed for closure at least seven calendar days prior to the event.

FUN RUNS/WALKS

SIGNAGE

If the event is a fun run or walk on City trails or streets, signage is required to be posted at the boundaries of the route and at each major entrance to the trail no later than 24 hours prior to the event.

- Fliers must clearly state: "**Fun Run in Progress**" with the Date and Time listed.
- Fliers must be removed by the applicant or designee at the end of the event.

TRAIL MARKINGS

A moderate amount of chalk is an approved method for marking event spaces and routes. Substances other than chalk will need prior approval. No permanent markings or difficult to remove substances will be allowed. Additional fees will apply if city services have to clean or remove markings following an event. **Motorized vehicles are not allowed on trails.**

EVENT MAP

Please include a site map of your event and clearly plot the following that apply to your event.

Check all that apply:

- | | | |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Route (run, walk, meet, cycling, parades, etc.) | <input type="checkbox"/> Street/ Lane closures requested | |
| <input type="checkbox"/> Entertainment/ stage location(s) | <input type="checkbox"/> Concession area(s) | <input type="checkbox"/> Vendor(s) |
| <input type="checkbox"/> Cooking area(s) | <input type="checkbox"/> Portable Toilet(s) | <input type="checkbox"/> Fence off area(s) |
| <input type="checkbox"/> Alcohol area (must show fenced-off area with entrance and exits) | | <input type="checkbox"/> First Aid station(s) |

FOR SECURITY PURPOSES

- | | |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Event entrances and exits | <input type="checkbox"/> Emergency access in case of police, fire, medical emergency |
| <input type="checkbox"/> Anticipated crowding (i.e. in front of stage) | |

BANNER

- | | | |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | Will you be requesting a banner be hung on the Washington Boulevard Overpass? <i>Banners may only be hung to promote events in the downtown Roseville area. Banner fees are waived with approved Special Event Applications. Please see the Banner Permit Application for banner requirements.</i> |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

APPLICATION AGREEMENT

INDEMNIFICATION

Event sponsor agrees to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the special event, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the special event.

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Special Event Permit and Chapter 9.36 of the Roseville Municipal Code may result in cancellation or early termination of the special event and forfeiture of the deposit.

_____ Event sponsor agrees to abide by the City of Roseville Insurance Requirements attached hereto on page 12.

_____ Event sponsor agrees to pay all city department service charges specified in Roseville Municipal Code Section 9.36.080 incurred as a result of the event.

_____ Event sponsor agrees, upon request, to pay the refundable deposit.

_____ Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/ or amplified sound.

_____ Event sponsor agrees to pay to the City of Roseville all costs the city may incur as a result of any failure to fully comply with all of these conditions.

_____ Event sponsor understands that the City of Roseville reserves the right to photograph facilities, activities and participants for its own use.

_____ Event sponsor agrees to abide by all of the terms and conditions contained in this application, any permit(s) issued in connection with the special event, and Chapter 9.36 of the Roseville Municipal Code.

_____ Event sponsor understands and agrees to abide by the terms and conditions of the Noise Ordinance found in Chapter 9.24 of the Roseville Municipal Code.

_____ (If renting the Downtown Bridge) Event sponsor understands and agrees to abide by the Downtown Bridge rules and regulations.

_____ Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this special event application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

_____ Issuance of a Special Event Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits.

_____ The undersigned acknowledges the potential of exposure to COVID-19 and other illnesses while participating in or attending meetings, practices and/or competitions, and that this potential exposure carries a risk of infection, serious illness or death for the participants and household members. The undersigned is voluntarily participating in the class/activity, and agrees to assume any and all risks of infection, injury, or death, whether those risks are known or unknown.

APPL APPLICATION AGREEMENT (continued)

_____ Applicant’s signature below signifies that applicant has read and understands ALL the rules and regulations outlined in the Special Event Permit Application and Chapter 9.36 of the Roseville Municipal Code.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

Group One

Chairman of the Board
President or Vice President

Group Two

Secretary
Assistant Secretary (any)
Chief Financial Officer
Assistant Treasurer (any)

If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.

BY: _____

Date: _____

Print Name: _____

its: _____

and

BY: _____

Date: _____

Print Name: _____

its: _____

For Office Use Only

Application Received on: _____

Fees Submitted: _____

Insurance on file date: _____

Date Event was Approved/ Denied: _____

Special Event Permit Number: _____

Banner: _____

Install: _____

Removal: _____

Pick-up: _____

INSURANCE REQUIREMENTS

Proof of insurance must be provided on a **CERTIFICATE OF INSURANCE**. This document must be signed, a stamped signature will suffice. The ***Additional Insured Endorsement*** or section of the policy showing the City as an additional insured must accompany the ***Certificate of Insurance***.

Required Coverage:

- General Liability: \$1,000,000 per occurrence
\$2,000,000 aggregate
- Liquor Liability (only when alcohol is provided) \$1,000,000 per occurrence
\$2,000,000 aggregate

***Policy must be primary and non-contributory**

***Policy must contain a waiver of subrogation**

***A 30 day notice of cancellation (10 day for non-payment) must be provided.**

***The policies may not contain language which prohibits additional insured or other**

Insurers from satisfying the self-insured retention or deductible.

***All Self Insured Retentions must be listed on the certificate**

Required Documentation:

- A certificate of insurance listing the required coverage and naming the City of Roseville as Certificate Holder. The Certificate should be addressed to:
City of Roseville
Attn: Risk Management
311 Vernon St., Roseville, CA 95678
- Additional Insured Endorsement: CG 20 12 07 98 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured.
- Waiver of Subrogation Endorsement
- Primary and Non-Contributory Coverage Endorsement – CG 20 01 04 13 or an equivalent

***NOTE: statements on the certificate of insurance in lieu of the documentation required above will not be accepted.**

Questions concerning any of the above should be directed to the Risk Management Division:

Phone: 916-774-5202/fax 916-774-5461 or email: riskmanagement@roseville.ca.us

SPECIAL EVENT FEES

APPLICATION FEES

Permit Application Fee <i>Non-Refundable</i>	\$300: Events that requires, but not limited to, street/ parking lot closures, site/ plan review, trail use, etc. (i.e. fun runs, festivals, parking garage, etc.)	Due following event approval.
	\$160: Events that require limited site/ plan review, no street closures, etc. (i.e. park rentals/ activities, misc. events, etc.)	
Refundable Deposit	\$300	
Facility, Picnic, Park, Field, Additional Fees	Park & outdoor facility fees included in application.	Due 30 days prior to event.
City Department Service Charges*	Varies based on City services and resources requested or required. Services such as Park Maintenance, Police, Fire Inspection could be mandatory.	Based on service, fees may be due prior to approval or 30 days after receipt of invoice.

* City Department services such as, but not limited to, Park Maintenance, Police, Fire Inspection, Street Closures, Solid Waste, etc.

FACILITIES

Facility	Area	Approx. Seating	Rental Fee	(B) Baseball Field (S) Soccer Field (SE) Special Event Turf	(B) Bocce Ball (P) Pickle Ball (T) Tennis (V) Volleyball
Central Park 10200 Fairway Dr	All Picnic Areas	90	\$225	B / S / SE	T
Crabb Park 1000 Scarborough Dr	Covered Picnic Area	45	\$125	B / S / SE	B / P / T / V
Crestmont Park 1500 Champion Oaks Dr	Covered Picnic Area	24	\$105	B	
Elliot Park 1421 Cushendall Dr	Covered Picnic Area	26	\$105	B / S / SE	
Festersen Park 2275 Village Green Dr	All Picnic Areas	48	\$190	S	B / V
Fratis Park 2400 Corin Dr	Covered Picnic Area	45	\$105	S / SE	V
Hillsborough 1001 Hillsborough Dr	Covered Picnic Area	80	\$105	B / S	
Kaseberg Park 1151 Rand Way	All Picnic Areas	224	\$225	B / S	
Mahany Park 1545 Pleasant Grove Blvd	Covered Picnic Area	116	\$125	B	T
Roseville Sports Center Patio/Courtyard 1545 Pleasant Grove Blvd	All Picnic Areas in Courtyard		\$150		

facilities continued on next page

FACILITIES (continued)

Facility	Area	Approx. Seating	Rental Fee	(B) Baseball Field (S) Soccer Field (SE) Special Event Turf	(B) Bocce Ball (P) Pickle Ball (T) Tennis (V) Volleyball
Royer Park* 130 Park Dr	All Picnic Areas	675	\$670	B / S	B / T
Royer Park Stage 130 Park Dr	Stage		\$65/hr	S <i>(soccer field included)</i>	
Veterans North 10021 Crocker Ranch Rd	Covered Picnic Area	55	\$105	B / S / SE	
Woodbridge Park* 415 Sierra Blvd	Covered Picnic Area	80	\$105	SE	B / P / T

* Alcohol is only permitted at Royer Park and Woodbridge Park picnic areas with rental permit.

COURTS, FIELDS, LIGHTS, TURF & ADDITIONAL FACILITIES

Facility	Fee	Facility	Fee
Bocce Ball Court	\$5/hr	Sports Fields <i>Baseball, Soccer</i>	\$32/hr
General Picnic Area <i>Any picnic area not listed in Facilities</i>	\$105/day	Sports Field Lights	\$35/hr
Non-Facility <i>Parking Lot, Hardscape</i>	\$75/day	Tennis Court	\$10/hr
Pickle Ball Court	\$10/hr	Volleyball Court <i>Sand, Turf</i>	\$15/hr
Special Event Turf* <i>Special Event Turf without restrooms</i>	\$20/hr	Tot Turf <i>Special Event Turf with restrooms</i>	\$20/hr

*Special Event Turf is typically located at a park, which has no designated sports fields, limited shade coverings and no permanent restroom facilities.

FUN RUNS

Course Locations	Course Fees	Maidu Park Add Ons	Fees
Maidu Park	1-499 people: \$160	Sports Courts Parking Lot	\$75/day
Sculpture Park	499+ people: \$270	Sports Courts Picnic Area	\$95/day
		Sports Courts Turf & Basketball Court	\$20/hr

VERNON STREET TOWN SQUARE*

311 Vernon St

Facility	Rental Fee 0-4 Hours	Rental Fee 4-8 Hours	Rental Fee 8+ Hours	Approximate Seating**
Downtown Bridge	\$95	\$145	\$215	
Spray Ground (Vernon St to Republican Alley)	\$125	\$235	\$325	1,500
Stage/Grass (Republican Alley to Oak St)	\$125	\$235	\$325	1,000
Vernon Street Town Square (Entire)	\$250	\$470	\$650	2,650
Spray Ground Off	\$200: The spray ground is on May-September. Both the Vernon Street Town Square (entire) and Spray Ground facilities may be reserved with the spray ground off. The spray ground may not be turned on during the non-operational season.			
Parking Garage 4th/5th Floor	\$75/hr.	\$148 VSTS Pre & Post Maintenance (required)		
Stage/Grass Fencing-Blue (Republican Alley to Oak St)	\$800 (268' of fence / 8,970 square feet area)			
Vernon Street Town Square Fencing-Red (Oak St to Spray Ground)***	\$1,000 (368' of fence / 16,920 square feet area)			

*Alcohol is permitted at Vernon Street Town Square facilities with rental permit.

**The capacity is only for events that are fenced in, otherwise there is no capacity for an open site. This capacity is based on an event having tables and chairs throughout the area.

***Red fencing does not include the spray ground to Vernon Street. Fencing the entire square requires an outside vendor.

ADDITIONAL FEES

Banner Display	\$70/banner (included with SE app)	May not be hung more than 14 days in advance of event		
Bounce House	Included	3 Max per permit		
Event Cancellation	\$50 fee + <i>Special Event Permit Application fee, which is non-refundable and non-transferable.</i>			
Extra Dumpster Fee	\$160 per 6 yard dumpster			
Film Permit	1-3 persons, \$160	4+ persons, \$300		
Park Maintenance Staff	\$38/hr per staff			
Refuse (required)	1-100 people: \$50	101-200 people: \$75	201+ people: \$125	