



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 Events 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 Special Events Permit Application can be picked up 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

Or download the Special Event Permit Application at:

<https://www.roseville.ca.us/government/departments/parks>

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) 772-7529.

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

INSTRUCTIONS

Special Event Permit Applications must be received no later than 60 days prior to the event start date and may be submitted as early as twelve months prior to the event start date.

PERMIT APPLICATION PROCESS

Once the Special Event Permit Application is submitted the special events coordinator will review the application. This takes approximately 2 weeks. Prior to permitting the event all fees must be paid in full.

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. Therefore, **you are encouraged not to advertise your event until approval from the city has been received.*

You will be notified if your event requires any additional information, clarifications, permits, 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. A fees memo outlining all required fees will be sent for your review.

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

From time of application submittal to final approval and issuance of a permit the process takes approximately 4-6 weeks.

CANCELLATION POLICY

Should you, for any reason, need to cancel your event, you must first notify the special events coordinator. Written notice of cancellation must be received no later than 5 calendar days prior to the event start date. 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.

FEES

Payments can be made by credit card, check, cash or money order made payable to the "City of Roseville".

Permit Application Fee Non-Refundable	\$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.) \$160: Events that require limited site/ plan review, no street closures, etc. (i.e. park rentals/ activities, misc. events, etc.)	Due once event coordinator deems the event can move forward after review.
Refundable Deposit	\$300	Due once event coordinator deems the event can move forward after review.
Varies: City Department Service Charges such as, but not limited to, Park Maintenance, Police, Fire Inspection, Street Closures, Solid Waste, etc.	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.
Park/ Facility Rental Fee	Park & outdoor facility fees included in application	Due once event coordinator deems the event can move forward after review.
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)		916-774-5202
Roseville Business License	www.roseville.ca.us/businesslicense	916-226-5207
Alcohol Beverage Control	https://www.abc.ca.gov/licensing/license-forms/	
Food at community events permit	www.placer.ca.gov/3245/Permits-Forms-Fees	

PERMIT APPLICATION INFORMATION

Representative Name: _____

Name of Sponsoring Organization: _____

Mailing Address: _____

Representative email: _____

Organization web site: _____

Telephone Numbers: Organization: _____

Event Representative: _____

Name(s) of representatives who will be present at the event and responsible for event activities:

Name: _____ Cell Phone _____

Name: _____ Cell Phone _____

Is this a Nonprofit Corporation? _____ **If yes, please provide nonprofit number** _____

EVENT INFORMATION

Name of event: _____

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

Fun Run/ Walk _____ 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 Date/ Time: _____ Clean-up completed by Date/ Time: _____

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?

Has this or other events hosted by the same organization ever been banned from other cities? Please explain:

Has law enforcement ever been dispatched to this or other events hosted by the same organization in the past?
Please explain:

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: _____

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, an Alcohol Beverage Control license is required.*

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** 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 http://www.roseville.ca.us/eu/stormwater_management/essential_business_tips.asp**

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/departments/air/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 officer 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? *Extra fees may apply if it is determined that a dumpster is necessary to be brought in for your 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.**

***FEES & DEPOSITS at MAIDU PARK ONLY**

1 - 499 people: \$160.00 + \$300.00 refundable deposit

499+ people: \$270.00 + \$300.00 refundable deposit

**Additional event staffing costs may apply if deemed necessary.*

PARK FEES

ROYER	Seating	Fees	WOODBIDGE	Seating	Fees
Green Picnic Area	100	\$126	Covered Picnic Area	150	\$95
Blue Picnic Area	170	\$190	HILLSBOROUGH	Seating	Fees
Red Picnic Area	130	\$126	Covered Picnic Area	64	\$95
BBQ Picnic Area	150	\$126	H.C. ELLIOTT	Seating	Fees
Enclosed Picnic Area	100	\$190	Covered Picnic Area	100	\$95
Cook Shack	0	\$65	VETERANS NORTH	Seating	Fees
Stage	0	\$32/ hr.	Covered Picnic Area	48	\$90
KASEBERG	Seating	Fees	FRATIS PARK	Seating	Fees
Covered Picnic Area	112	\$126	Covered Picnic Area	60	\$95
Uncovered Picnic Area	112	\$126	Un-Covered Area	40	\$65
Both Areas	300 max	\$200	Both Picnic Area	100	\$147
CRABB PARK	Seating	Fees	MAHANY	Seating	Fees
Covered Picnic Area	60	\$95	Covered Picnic Area	125	\$126

OTHER OUTDOOR FACILITY

DOWNTOWN BRIDGE: Rental area includes the bridge entrance off Oak St. to the first landing on the Royer Park side. The stairs from Royer Park to the landing will remain open to the public.

Capacity 500+ (based on event set-up)

Resident/Non-Profit

Non-Resident/Commercial

Up to 4 Hours:

\$75

Up to 4 Hours:

\$95

4-8 Hours:

\$100

4-8 Hours:

\$145

All Day:

\$160

All Day:

\$215

Maintenance Staff During Event: The city will determine if Park Maintenance staff are required to be onsite during the event. Otherwise, renters may hire Park Maintenance staff to provide trash pick-up and light restroom cleaning. *\$35/hour per staff.*

VERNON STREET TOWN SQUARE: (Stage & Grass Area Only): rental area includes the space between Republican Alley walkway west to Oak Street. Closing off access to the splash pad during summer hours is prohibited.

Capacity: based on event layout

Resident/Non-Profit		Non-Resident/Commercial	
Up to 4 Hours:	\$105	Up to 4 Hours:	\$125
4-8 Hours:	\$185	4-8 Hours:	\$235
All Day:	\$250	All Day:	\$325

Maintenance Staff During Event: The city will determine if Park Maintenance staff are required to be onsite during the event. Otherwise, renters may hire Park Maintenance staff to provide trash pick-up and light restroom cleaning. *\$35/hour per staff.*

VERNON STREET PARKING GARAGE- 4th / 5th FLOOR

Capacity: 350	Resident/Non-Profit	Non-Resident/Commercial
	\$50/ Hr.	\$75/ Hr.
Additional Fees:	\$148/ Pre & Post Maintenance	

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

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 as Exhibit A.

_____ 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.

_____ 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

INSURANCE REQUIREMENTS SPECIAL EVENTS INCLUDING RENTAL OF PARKING GARAGE

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