CITY OF WOODLAND PARKS & RECREATION DEPARTMENT
2001 EAST ST.
WOODLAND, CA 95776
(530) 661-2000

SPECIAL EVENTS APPLICATION AND PERMIT

QUICK REFERENCE GUIDE TO THE ORDINANCE AND APPLICATION PROCESS

1. For purposes of this ordinance, a **Special Event** is defined as any assembly of persons of fifty (50) people or more; or an event that obstructs the normal flow of pedestrian or vehicular traffic; or is a hazard to the public peace, health, safety or general welfare of the community.

2. All **Special Events** occurring within the City of Woodland shall be prohibited unless a **Special Events Permit** has been obtained.

   a. Exemptions: A **Permit** is not required for:

      1. Funeral Processions.
      2. Governmental agencies acting within the scope of authorized functions.
      3. Pedestrians exercising First Amendment rights and obeying all laws.

3. **Permit Applications and Category One Notices** must be submitted 30 days prior to the event.

4. The attached **Application for a Permit** shall be accompanied by a non-refundable **Permit Application Fee**. See attached **Fee Information**.

5. The City will review the **Application for a Permit** and either approve, conditionally approve or deny the application for Category Two and Three events within 15 days and for Category One events within 10 days of receiving it. **Grounds for Denial** and **Permit Conditions** are outlined in the Ordinance. If applicant disagrees with decision, they can appeal through a process outlined in the Ordinance.

6. The City will categorize the event as follows:
   Category Three Event: More than 3,000 people
   Category Two Event: 500 to 3,000 people
   Category One Event: 50 to 499 people

7. Once the application has been approved, the City will issue a **Special Event Permit**. The **Permittee** will provide payment of agreed fees including **Processing Fee, Park Use Fee and Cleanup Deposits**, sign an **Indemnification Agreement**, and obtain **Liability Insurance** as outlined in the Ordinance.

8. The **Permittee** shall have the **Permit** available upon demand.

9. It is unlawful to conduct a **Special Event** without a **Permit** or to exceed the scope of the **Permit**. The City may revoke a permit due to non-compliance.

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Organization			
Applicant Name		Phone Number(s)	
Alternate Contact Person		Phone Number(s)	
Organization Name		Today's Date	
Mailing Address		City, Zip Code	

Have you received a Special Event Permit for this event previously? Yes ☐ No ☐

Event Information			
Event Name			
Location			
Start Date & Time			
End Date & Time			
Nature of Event	☐ Assembly ☐ Attraction ☐ Bazaar ☐ Carnival ☐ Circus ☐ Concert or Performance ☐ Congregation ☐ Cook-Off	☐ Dance ☐ Demonstration ☐ Cook-Off ☐ Dance ☐ Demonstration ☐ Display ☐ Entertainment ☐ Food Faire	☐ Noncommercial Activity involving freedom of speech. ☐ Rodeo ☐ Sporting Event ☐ Other Traveling Show ☐ Other: (describe) _____ _____
Number of Participants/Attendees	☐ Category Three Event: expected to attract over 3,000 people. ☐ Category Two Event: expected to attract 500 to 3,000 people. ☐ Category One Event: expected to attract 50 to 499 people.		
Other:	Type and Number of Vehicles, animals, structures which will be used at event.		
Will Water Aid Stations be used, if so how many:			
Describe any sound-amplification equipment and times which such equipment will be used, and a sound plan that describes measures to be taken by Applicant to ensure compliance with all applicable City laws, rules and regulations regarding amplified sound and music: Plan Attached: ☐ Yes ☐ No			
Will food or alcoholic beverages be sold or consumed? ☐ Yes ☐ No Describe: _____ If Yes, proof of compliance with all applicable local, state and federal laws, rules and regulations, including proof that the applicant has obtained all necessary permits. Also, insurance required (see below) Plan Attached: ☐ Yes ☐ No			

REQUIRED ATTACHMENTS	
☐ Name, address and telephone number of person(s) who will be present and in charge of the event on the day of the event. ☐ Proof of liability and property insurance: Not less than $1 Million for each occurrence combined single limit bodily injury and property damage. ☐ Food/Non-Alcoholic Beverages – Endorsement for products liability of not less than $500,000. ☐ Alcoholic Beverages – Endorsement for liquor liability of not less than $500,000.	☐ Written proof of consent by owners of property where event to be held (attach to this form) ☐ Location of event, including its boundaries and site plan drawings (attach to this form) ☐ Nature and purpose of event, with list of planned activities. ☐ Submit parking requirements for Event. ☐ Submit plan for cleanup after event, including any contracts to effectuate the cleanup.

SPECIAL EVENTS AND BANNER ORDINANCES
FEES AND WAIVER OF FEES REQUEST

FEE INFORMATION (REVISED 3/12/05)	
Install and Remove Banners:	$ 200.00 each
Special Event Park Fees: $100.00 per hour or all day $500.00 (parks available 8:00 a.m. – 10:00 p.m.	
Cleaning Deposit Fee:	$ 500.00
Processing Fee:	$100.00

Internal Use Only – Below this Line

Public Service Fees

☐ Police Dept. Costs	Description and Amount:
☐ Fire Dept. Costs	Description and Amount:
☐ Public Work Costs	Description and Amount:
☐ PRCS Costs	Description and Amount:
☐ Other Costs	Description and Amount:
	Total Estimated Cost: _____
	Actual Cost (calculated after event): _____

Cleanup Deposits

Deposit Amount:
(attach separate check)

Payment

Amount Paid: _____ Date Received: _____

☐ Credit Card: ☐MC ☐ Visa / Account Number: _____
Expiration Date: _____

☐ Check / Number (attach copy of check)

☐ Cash

SPECIAL EVENT PERMIT APPROVAL

☐ Approved

☐ Approved with changes noted

☐ Denied / Reason:
_____

☐ Copy Sent to Applicant

☐ Copy to Other City Depts: ☐Public Works ☐ Fire Dept. ☐ Police Dept. ☐ Community Development

☐ Other copies sent to: