



Town of Tiburon
1505 Tiburon Blvd, Tiburon CA 94920
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2023
SPECIAL EVENT PERMIT APPLICATION
FOR USE OF PUBLIC PROPERTY

NAME OF EVENT: _____

Date of Event: _____

Name of Organization: _____

Type of Organization (IRS 501(C) or for profit): _____

Mailing Address _____ City _____ Zip _____

Business Phone Number: (____) _____ Evening Phone Number: (____) _____

Cellular Phone Number: (____) _____ Email _____

Contact Person "ON SITE" day of event: _____

(**Note:** This person must be in attendance for the duration of the event and immediately available.)

Cellular Phone Number: (____) _____

Alternate Contact Person "ON SITE" day of event: _____

Cellular Phone Number: (____) _____

TYPE OF EVENT:

- Block Party
- Parade
- Carnival
- Race/Walk/Run
- Street Festival
- Fundraising Event
- Wedding
- _____

EVENT ACTIVITIES:

- Food Service
- Live Animals
- Fireworks
- Drawing/Raffle
- Lights/Laser
- Amplified Music
- Motion Picture
- _____

LOCATION OF EVENT: _____

(Attach Map to illustrate area)

Date: _____ Start time: _____ AM/PM Finish time: _____ AM/PM

Actual "Open to the Public" or "advertised" event hours:

Date: _____ Start time: _____ AM/PM Finish time: _____ AM/PM

Estimated attendance: _____ Admission fee (if applicable): _____

Will items or services be sold at the event? Yes No **If yes, please describe:**

ENTERTAINMENT:

Yes No

Are there any musical entertainment features related to your event?

Will sound amplification be used?

Start time: _____ AM/PM Finish time: _____ AM/PM

Will **sound checks** be conducted prior to the event?

Start time: _____ AM/PM Finish time: _____ AM/PM

Amplification is subject to approval pursuant to Chapter 25-1 of the Town Code

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ALCOHOL:

Yes No

Does the event involve the **sale or use** of alcoholic beverages?

Does the event require an ABC permit?

If yes, the **Town must have a copy of the permit prior to approval of event.**

STREET OR SIDEWALK CLOSURE:

Yes No

Does the event involve a moving route of any kind along streets, sidewalks or Highways? **If yes, attach a detailed map of your proposed route, the direction of travel, and a written narrative to explain your route and its impact.**

Is street closure sought?

If yes, who will place and pick up the barricades?

PUBLIC WORKS DEPARTMENT:

Describe request for Public Works Department assistance, if any:

Public Works Department assistance will be provided based upon availability of staff time and materials. Applicant will be billed for staff time at rates established by the Town.

Do you have a cost recovery agreement on file? Yes No

ACCESSIBILITY, SANITATION, RECYCLING:

The event sponsors shall maintain safe and accessible paths of travel in the public right of way, as required by the American with Disabilities Act (ADA) and state law. Accessible paths of travel must be at least four feet wide and free from debris and other obstructions. For further details, see the ADA checklist provided by Town Staff. Applicants are also encouraged to hire their own ADA consultant to ensure compliance.

Portable and/or Permanent Toilet Facilities:

- Number of portable toilets: _____ **REQUIRED: One for every 250 people**
- Number of ADA Accessible toilets: _____ **REQUIRED: 10% of total portable toilets**

Note: Unless the applicant can substantiate the availability of adequate accessible and non-accessible toilet facilities in the immediate area of the event site, the above is required.

Trash Containers and Dumpster

- Number of Trash Cans: _____
- Number of Dumpsters w/lids: _____ **REQUIRED: One for every 400 people**
- Recycling Containers _____

Describe the plan for clean-up and removal of waste and garbage during and after the event:

Note: IMMEDIATELY UON CONCLUSION OF THE EVENT, THE VENUE MUST BE RETURNED TO A CLEAN CONDITION.

It is the Event Organizer’s responsibility to dispose of waste and garbage throughout the event. The Town does not provide clean up services for special events. If clean-up during or after the event is required, the Tiburon Department of Public Works will bill the applicant for staff time and overtime at rates established by the Town.

SECURITY:

Yes No

Is there a **Professional Security** organization hired to handle security Arrangements for this event? **If yes**, please list:

Security Company: _____

Security Organization Address: _____

Security Director (Name): _____ Phone: _____

POLICE ON SCENE:

Number of uniformed officers requested: _____

Does this event have a cost recovery agreement on file? Yes No

Police primary duties/responsibilities:

- Parking lot patrol: Yes No
- Interior venue patrol: Yes No
- Stationary entrance security: Yes No

Exterior: _____

Other: _____

Dates and hours: _____

PARKING PLAN ~ SHUTTLE PLAN ~ MITIGATION OF IMPACT

Note: Parking, traffic congestion, and environment pollution are all factors for concern with events. Consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when in the planning stage of the event. If the ratio of total attendance to available parking spaces exceeds three (3) people per parking space, off-site parking and shuttle service shall be provided to avoid illegal parking and to ensure emergency access for emergency vehicles is available at all times.

Parking and Shuttle plans (provide a detailed description of locations and parking lots to be used):

Impact to surrounding areas – residents, businesses, etc. (Describe impact and plan for notification):

INSURANCE REQUIREMENTS:

Insurance information must accompany the application materials. Liability insurance can be purchased through the Recreation Department, at 435.4355 or your own carrier. **The Town of Tiburon must be named as an additional insured.** The insurance information should include an **endorsement providing the Town, its agents, officials and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit.**

Is the insurance endorsement attached? Yes No

TO BE COMPLETED BY THE APPLICANT:

I have read, understood and accepted the foregoing conditions and the following:

1. The Town reserves the right to deny any special event permit, impose any conditions it deems appropriate, and require payment for cost associated with an event, such as police and public works services. (Gatherings for the purpose of espousing views as permitted by the First Amendment do not require a permit.) Permission for an event in one year does not imply permission in future years.

2. Owner shall indemnify, defend and hold harmless the Town and its officials, employees, agents and contractors, from any claims, losses, damages or other liabilities that may arise from this event. The obligation to defend is separate and distinct from the obligation to indemnify and hold harmless and shall apply even if neither the Town nor owner is found liable for the aforesaid claims, losses, damages or other liabilities.

Signature of Applicant

Printed Name of Applicant

Date

Approved by:

_ Police Chief – Michelle Jean

Date

Operations Manager - Public Works – Patrick Kerslake

Date

Fire Marshall – Mike Lantier

Date

Town Manager – Greg Chanis

Date

Additional conditions or requirements:

“After Action Reports” will be prepared by Town staff and filed with Town Manager and Police

2017 form was last revised in 6/2017 – PP