

CITY OF REDDING PARADE/SPECIAL EVENT APPLICATION/PERMIT/AGREEMENT

Return completed application to:
City of Redding, City Clerk's Office
777 Cypress Avenue, 3rd Floor
Redding CA 96001
530-225-4055

**ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED FULLY AND ACCURATELY OR THE PERMIT WILL NOT BE ISSUED.
PLEASE NOTE THAT ADDITIONAL INFORMATION, PERMITS, INSPECTIONS AND FEES MAY BE REQUIRED.**
Return completed application to the City Clerk's Office a minimum of **THIRTY (30) DAYS** prior to date of event.

PLEASE PRINT

EVENT INFORMATION

Today's Date: _____

Type of Event _____

Date(s) of Event _____ Location of Event _____

Start Time(s) _____ End Time(s) _____

Brief Description of Event: _____

_____ Estimated No. of Participants _____

FOR PARADE:

Assembly Area _____

Disbanding Area _____

Number of Participants _____ Spectators _____ Entries _____

Specify Parade Rte. 1, 2 or 3, or Description of Route (Maps/Diagrams required):

APPLICANT/SPONSORING ORGANIZATION

Applicant's Name _____ Home Phone _____

Address _____ Business Phone _____

Email Address _____ Fax Number _____ Cell Phone _____

Additional Contact _____ Home Phone _____

Address _____ Business Phone _____

Email Address _____ Fax Number _____ Cell Phone _____

Sponsoring Organization _____

Address _____

Co-Sponsor _____

The City Clerks's Office will obtain the approval of the departments listed within this form. When all approvals and/or special conditions are obtained, this form (marked APPROVED) will be returned to you. **Applicant agrees to comply with all general and special conditions imposed or the permit will be subject to revocation and may result in denial of future applications.**

Applicant's Signature _____

APPROVAL:

Permission is hereby granted the applicant to perform the above described event as outlined in this permit. **Approval is conditioned on compliance with requirements attached hereto.**

City Clerk

Date _____

To Special Event Applicant:

In order for the City to assist in ensuring the success of the event, potential impacts on the community and City staff resources must be addressed. It is important to emphasize that any City expense incurred will be the responsibility of the applicant. Please answer the following questions and provide a detailed reproducible map/site plan drawn to scale and an explanation of the proposed use, including as much detail as possible, *i.e.*, North arrow, scale, dimensions of buildings, parking spaces, fire lanes, tents/canopies, adjacent streets, existing building locations, location of proposed temporary use, off-street parking layout & driveways, and outdoor storage areas (if applicable), which will aid in processing the application. If more room is needed, please use back of form or attach an additional sheet of paper. **All questions must be answered and a map/site plan included in order for the application to be processed.**

_____ Will the event be held at the Sundial Bridge? If yes, an Application and Permit for Use must be obtained from Turtle Bay Exploration Park at (530) 242-3180.

_____ Will the event be held at the Market Street Promenade (aka Downtown Mall Plaza area)? If yes, you must contact the Midtown Mall at (530) 243-6968 to coordinate your event schedule with them and fulfill their insurance requirements, including naming them as an “additional insured.”

_____ Will a City park facility be used? If yes, an Application and Permit for Outdoor Facility Use must be obtained from the Recreation Department at (530) 225-4095.

_____ Is the event a public dance? If yes, a permit must be obtained from the City Clerk’s Office, Licensing Section, (530) 225-4056.

_____ What is the parking plan for the event? Is there sufficient space available for the estimated number of attendees? A written plan may be required by Police Department. Please contact the Police Department at (530) 225-4280 for information.

_____ Will there be special seating requirements? (Grandstands, etc.) If yes, please describe.

_____ Will there be tents, canopies, booths or vendors? If so, please provide the locations and sizes of each on the map/site plan included with this application. A permit is required from the Fire Department for tents and canopies. Please contact the Fire Department at (530) 225-4141 for information, applicable inspection(s) and/or permit fees.

_____ Will the event impact surrounding businesses or residential areas? (*i.e.*, access to streets, driveways, sidewalks, etc.) If yes, a permission sheet must be circulated and signed by all affected businesses or residences and a copy forwarded to the City Clerk’s Office before the event date.

_____ Will this event require street closures? If yes, please provide a detailed traffic control map showing/indicating traffic flow, detours, road closures, no parking zones/areas, portable barricades, along with a 14-foot fire lane which is required for emergency vehicle use.

_____ Is this event a City sponsored event? If yes, the applicant is responsible for contacting Street Superintendent at (530) 224-6077 a minimum of seven (7) days prior to the event to properly coordinate dates, times, and postings of no parking zones/areas.

_____ Is this event a privately sponsored event? If so, the applicant is responsible for the rental and placement of all necessary traffic control devices. If City staff becomes involved, the applicant may be billed for City staff time and any traffic control devices used for the event.

- _____ Will City personnel be utilized? (City staff time may be billed to applicant.) If yes, please describe which department and in what capacity.
- _____ If food will be served, you must secure a Health Department permit. Please call the Shasta County Environmental Health at (530) 225-5787 for information and applicable fees.
- _____ Will propane, compressed gases, pyrotechnics or open-flame devices be used for the event, including, but not limited to food preparation, cooking, etc.? If yes, please describe use and the location of such items. A permit is required from the Fire Department for these devices. Please contact the Fire Marshal at (530) 225-4141 for information, applicable inspection(s) and/or permit fees.
- _____ The City's Risk Management Division requires a certificate of insurance for most community events. Please contact the Risk Management Office at (530) 225-4387 to determine what insurance will be required.
- _____ Will alcoholic beverages be served or sold at the event? If yes, it must be approved by the Police Chief and a copy of the State Alcoholic Beverage Control permit must be submitted **with this application**. Please contact the Chief of Police's office at (530) 225-4211 for information and security requirements.
- _____ Have waste management arrangements been made? Please contact Redding Municipal Utilities at (530) 224-6201 for solid waste and/or recycling services and applicable fees, and describe the arrangements.
- _____ Have arrangements been made for portable toilets? Please contact a local vendor for their recommendation to satisfy the demands of the event, and describe the arrangements.
- _____ Have security arrangements been made for the event? (*i.e.*, police or private licensed security). A written plan may be required by Police Department. Please contact the Police Department at (530) 225-4280 for information and determination.
- _____ What type of emergency services will be required for the event? (*i.e.*, medical & fire)
- _____ What type of communications plan has been developed for the event?
- _____ Will admission be charged? If yes, what amount will be charged per person?

GENERAL CONDITIONS FOR SPECIAL EVENTS:

1. **Deadline for Application:** Except for special event permits issued solely by the Department of Community Services, Recreation and Parks Division, the completed and signed special event permit application shall be submitted to the office of the City Clerk no later than thirty (30) days prior to the date of the special event. The deadline for permit applications submitted solely to Recreation and Parks shall be as provided by the policies and procedures of that division.
2. **Revocation/Modification:** Except as otherwise provided in the terms and conditions to a special event permit, the City may revoke a special event permit on five (5) days' advance notice. The City may modify and abrogate these general conditions and any special terms and conditions imposed on the special event permit at any time.
3. **Penalties for Non-Payment of Fees or Costs:** Failure to pay permit fees when due can result in rejection of future applications and denial of permits.
4. **Assignment:** No person or organization other than the permittee or the permittee's authorized agent is allowed to conduct the special event for which the permit is issued. The special event permit shall not be transferred or assigned; any such transfer or assignment shall void the permit.
5. **Permits from Other Agencies:** A special event permit issued by the City shall be invalid if the permittee has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of California Department of Transportation, or any other public agency having jurisdiction over the special event or its location.
6. **Responsibility for Restoration and Repair:** The permittee is solely responsible for any necessary restoration and repair of City-owned property resulting from the special event.
7. **Responsibility for Cleanup:** The permittee is solely responsible for cleaning City and private property affected by the special event, and shall remove entirely and dispose of all refuse, litter and rubbish from City property and private property affected by the conduct of the special event. The affected property shall be clean and appear as it was before the special event.
8. **Costs of Special Event:** Unless otherwise stated in the permit, or a separate written agreement, all costs incurred for the special event shall be borne entirely by the permittee. The permittee hereby waives all claims for indemnification or contribution from the City for any costs associated with the special event.
9. **Responsibility for Damage; Indemnification:** The City of Redding and all its elected officials, officers, agents, employees and volunteers shall not be answerable or accountable in any manner for injury to or death of any person, including, but not limited to, the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or persons attending or participating in the special event, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including, without limitation, the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or persons attending or participating in the special event, or for damage to property arising out of the special event, or other activity permitted and done by the permittee under any permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to the special event or from any cause whatsoever during the special event, or other activity or at any prior or subsequent time during which work or other activities are being performed under the obligations provided by and contemplated by the permit.

The permittee shall indemnify and defend the City of Redding and all its elected officials, officers, agents, employees and volunteers, from any and all claims, losses, suits, actions, damages, and liability for damages, including attorney's fees and other costs of defense incurred by the City of Redding whether for damage to or loss of property or injury to or death of person, including, without limitation, the permittee, persons acting on behalf of the permittee, persons employed by the permittee, persons attending or participating in the special event, or properties of the City of Redding and injury to or death of City of Redding elected officials, officers, agents, employees and volunteers, arising out of, or resulting from the special event, or arising out of the failure on the permittee's part to perform his obligations under any permit, or from any cause whatsoever during the special event, or at any prior or subsequent time during which work or other activities are being performed under the obligations provided by and contemplated by the special event permit or other permit, except as otherwise provided by statute.

The permittee waives any and all rights to any type of expressed or implied indemnity against the City of Redding, its elected officials, officers, agents, employees and volunteers. It is the intent of the permittee and the City that the permittee will indemnify, hold harmless and defend the City of Redding, its elected officials, officers, agents, employees and volunteers, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, acting on behalf of the permittee, or persons attending or participating in the special event.

10. **No Precedent Established:** The issuance by the City of a special event permit shall not establish a precedent and shall not obligate the City in any way to issue subsequent permits for the same or similar events or to the same permittee.
11. **Responsibility to Maintain Event Structures and Materials:** The permittee agrees, by acceptance of the special event permit, to properly maintain any and all event structures and materials used or required during time of the event or at any prior or subsequent time during which work or any other activities are being performed under the special event permit.

12. **Cancellation of Rights:** The permitted special event may be canceled, postponed or terminated at any time if, in the opinion of the California Department of Transportation, the California Highway Patrol, or the Redding Police Department, conditions, including, without limitation, the weather, present unacceptable hazards.
13. **Traffic Control:** If traffic control is required, City of Redding staff, including the Redding Police Department, shall perform all work necessary for proper traffic control during the special event.
14. **Restriction on Throwing Candy, etc., during Parade:** Participants in a parade may distribute candy or other attractive objects to roadside spectators only by hand-to-hand. No other kind of distribution will be allowed, including, without limitation, throwing, tossing, dropping, etc.
15. **Insurance Requirements:** All special events are subject to a determination by the City of Redding Risk Manager that insurance may or may not be necessary. All required insurance shall be procured by the applicant for each special event and shall provide liability insurance which, among other requirements, shall name the City of Redding, its elected officials, officers, agents, employees and volunteers, as additional insureds.
16. **Security:** If the City requires the permittee to have uniformed security personnel present during the special event, unless otherwise set forth in a written agreement with the City the permittee shall provide, at the permittee's expense, employees of a company licensed under the State of California Private Investigator Act.
17. **Film Production Guidelines:**
 - A. Applicants for a special event permit for film production shall provide the Development Services Department with a copy of the shooting script and location schedule no later than forty-eight (48) hours prior to filming. The Development Services Department shall determine if special parking restrictions, restrictions on the hours of film production, or special notification of residents/businesses requirements are necessary.
 - B. All vehicles, including, without limitation, equipment rental vehicles used by a film production crew shall be visibly identified with the name of the film company, including identification placed in the windshield of the vehicle while on location.
 - C. To the greatest extent possible, film production shall not interfere with the normal activities of the persons living or working in an area affected by the film production. Filming crews and equipment shall not interfere with street sweeping or refuse collection. No littering is permitted, and the area affected by the film production shall be cleaned completely and returned to its appearance prior to the film production before the film company leaves the area. Unless prior authorization is given, the public shall not be deprived of egress and ingress to private or public property.
18. **Americans with Disabilities Act:** The permittee understands and agrees that it will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, save harmless and defend the City of Redding, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.
19. **Federal Civil Rights Law:** The permittee and its representatives, as part of the consideration for the special event permit, hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of the special event.
20. **Incorporation of Conditions:** The application for a special event permit may be subject to further terms and conditions as specified by various City departments, and those special conditions along with the general conditions outlined above are hereby incorporated with the special event permit.

CROSS REFERENCE:

See Redding Municipal Code, Chapter 11.44

Sign off on this page ***only*** and return it to the City Clerk's Office, 3rd Floor
Keep the remainder of this application for your records.

Event Name and Date: _____

Redding Police Department (Field Operations Division Commander)
1313 California Street, Redding, CA
(530) 225-4229

Redding Police Department Signature of Approval

PERMIT CONDITIONS: _____

Fire Department
777 Cypress Avenue, Redding, CA
(530) 225-4141

Fire Department Signature of Approval

PERMIT CONDITIONS: _____

Recreation Division
1250 Parkview Avenue, Redding, CA
(530) 225-4095

Recreation Division Signature of Approval

PERMIT CONDITIONS: _____

Parks Division
20055 Viking Way, Redding, CA
(530) 224-6100

Parks Division Signature of Approval

PERMIT CONDITIONS: _____

Transportation/Engineering/Streets Division
20055 Viking Way, Redding, CA
(530) 224-6077

Streets Division Signature of Approval

PERMIT CONDITIONS: _____

RISK Management
777 Cypress Avenue, Redding, CA
(530) 225-4387

RISK Management Signature of Approval

INSURANCE CERTIFICATE NO.: _____ PERMIT CONDITIONS: _____

Transportation/Engineering/Traffic Division
777 Cypress Avenue, Redding, CA
(530) 224-6041/(530) 225-4955

Traffic Division Signature of Approval

PERMIT CONDITIONS: _____
