



CITY OF RIO VISTA

One Main Street • Rio Vista, CA 95687
(707) 374-6451 ext 1106 • FAX: (707) 374-5531

SPECIAL EVENT APPLICATION

*Please complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. **Incomplete applications will not be processed.** Please use black ink. A non-refundable Application Fee is due upon submittal of this proposal.*

Event Information

Name of Event _____

Description of Event: _____

Set-up Date(s): _____ / _____ / _____
List each set-up date

Set-up Time(s): _____ / _____ / _____
List hours for each date indicated above (ie: 9 a.m. – 10 a.m.)

Event Date(s): _____ / _____ / _____
List each event date

Event Time(s): _____ / _____ / _____
List hours for each date indicated above (ie: 10 a.m. – 5 p.m.)

Tear-down Date(s): _____ / _____ / _____
List each tear-down date

Tear-down Time(s): _____ / _____ / _____
List hours for each date indicated above (ie: 10 a.m. – 5 p.m.)

Proposed Location of Event: Please list all facilities to be used including buildings, parking lots, streets, parks, etc.

Facility _____ Location(s) _____

Facility _____ Location(s) _____

Facility _____ Location(s) _____

Facility _____ Location(s) _____

Name of property owner where event is to be held: _____

Has this event ever been held at other location(s)? 0 Yes 0 No
If yes, where and when? _____

Will there be an admission charge? 0 No 0 Yes Amount: _____

Expected daily attendance: _____ Peak attendance: Time of Day: _____ Qty: _____

Describe audience and anticipated demographics: _____

Will there be amplified entertainment or speeches? 0 Yes 0 No
If yes, describe: _____

Will there be any items sold? 0 Yes 0 No
If yes, describe: _____

Will there be contracted concessionaires? 0 Yes 0 No
If yes, describe: _____

How close are the nearest residences? _____

Garbage receptacles are mandatory. 0 Will you need City services?
(fees apply) 0 Provide own?

Recycling containers are mandatory. 0 Will you need City services?
(fees apply) 0 Provide own?

Will you need City water connections? (fees apply) 0 Yes 0 No
If yes, describe: _____

What time will water need to be supplied? _____

Will you need City electrical connections? (fees apply) 0 Yes 0 No
If yes, describe (Include voltage; 110v or 220v, and number of amps used by each item
of equipment, and a total amperage) Submit an Electrical Service Plan: -

Will there be:

Tents?	0 YES	0 NO	Size(s)/Quantity
Canopies?	0 YES	0 NO	Size(s)/Quantity
Open Flames/Cooking?	0 YES	0 NO	Explain
Self-Contained Cooking	0 YES	0 NO	Explain

Trailers?			
Fireworks?	0 YES	0 NO	Explain
Temporary Fencing?	0 YES	0 NO	Height:
First Aid Stations?	0 YES	0 NO	Quantity
Portable Toilets?	0 YES	0 NO	Quantity
Electric generators?*	0 YES	0 NO	Quantity
Carnival/Amusements?	0 YES	0 NO	Quantity
Spotlights?	0 YES	0 NO	Explain

***If generators are required, an electrical permit must be obtained from Community Development. (fees apply)**

Description of any other activities at the event: _____

List sponsor(s) of the event: _____

What type of advertising/promotion will you be doing prior to the event?

0 Radio	What Stations?	# of spots?
0 Television	What Stations?	# of spots?
0 Newspaper Ads	Which ones?	# of ads?
0 Press Releases	Where distributed?	
0 Flyers/Posters	Where Posted?	

What type of advertising/promotion will be displayed during the event?

	Describe:	Size?
0 Banners		
0 Inflatables		
0 Other		

Alcohol Information

Will there be alcohol?	0 Yes	0 No
If No, skip to Security Information Section.		
Will alcohol be sold at the event?	0 Yes	0 No
Will alcohol be given away at the event?	0 Yes	0 No
Will alcohol be brought into the event by attendees?	0 Yes	0 No
Will alcohol be included in ticket/admission price?	0 Yes	0 No
Is event within 300' of a church or school property line?	0 Yes	0 No
Will 50% or more of the gross revenues from the event be derived from alcohol sales?	0 Yes	0 No
Has the applicant/organization ever had a <u>liquor license</u> or event permit denied, revoked, or suspended?	0 Yes	0 No
If yes, explain: _____		

How will event attendees of legal drinking age (21) be identified?

Attach a copy of approved Special Event Liquor License Application or Permit.

Security Information

Name of Responsible Person to be present at Event: _____

Home Address: _____

Business Address: _____

Home Phone: _____ Business Phone: _____

Pager Number/Cell Phone No. of Person at Event: _____

Type of Private Security Personnel/Company Name* _____

Number of Security Personnel: _____

How will they be identified? _____

****After reviewing the permit application, the City may require the use of off duty Rio Vista Police Officers, paid for by the applicant.***

Parades, Motorcades, Running/Walking/Cycling/Skating Events (if applicable)

Location of Assembly Area: _____ Assembly Time: _____

Location of Disassembly Area: _____ Disassembly Time: _____

Description of Participating Units (motorized, animals, floats): _____

Number of Participating Units: _____

Illustrative Site Plans

Site Plan - A site plan of the event area indicating the location(s) of equipment and activities must be submitted with this application. Please include location of:

Stage(s)/Amplified sound equipment	Controlled access/Admission areas	Water service
Merchandise/Food vendors	Open flames/Cooking areas	Tents/Canopies
First aide/Emergency stations	Carnival/Amusement rides	Fencing
Activity/Amusement area	Handicap parking/Access areas	Emergency access
Recycling/Trash receptacles	Liquor distribution/Control areas	Portable restrooms

Street Closures and Public Access – A **traffic control plan** indicating vehicle/pedestrian traffic control, detour routes, directional signs and barricades, and street closures must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area. Include/indicate the proposed parade/race route, if applicable. Street closures are primarily intended for parades, races, and events that must take place within the street. Applicant must notify merchants and/or residents affected by the street closure no later than 14 business days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the Recreation and Community Services office no less than 14 business days prior to event.

Electrical Service Plan - An additional plan must be submitted for electrical service usage showing layout of extension cords, spider boxes, generators and anticipated amperage draw.

Note: Please submit all plans on 8 ½ x 11" paper and attach to application.

Vendor Information

Applicant/Organizer is required to provide a list of all individuals scheduled to sell merchandise, food, or other items. The information must include company names, contact persons, addresses, phone numbers and city business license numbers if applicable. Vendors must have a current Rio Vista Business License or obtain a one-day Business License from Community Development.

Applicant Information

Name of Primary Contact (first, middle, last): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ FAX #: _____

Cell Phone: _____ Email Address: _____

Driver's License Number/State: _____

Social Security No.: _____ - _____ - _____

Name of Corporation/Organization (include D.B.A. name if applicable): _____

State of Incorporation: _____ Tax I.D. No.: _____

Sales Tax No.: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different than above): _____

City: _____ State: _____ Zip: _____

Insurance

For events occurring on City-owned property, the applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Rio Vista as additional insured. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Parks and Recreation, no later than **2 business days prior** to the event date. Minimum limits are as follows:

\$ 1,000,000 per occurrence

\$ 1,000,000 aggregate

\$ 1,000,000 automobile liability (or non-owned automobile liability)

\$ 1,000,000 liquor liability insurance

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement.

Indemnity

The applicant agrees to defend, indemnify, and hold harmless the City of Rio Vista, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

Certification

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY		
Date Rec'd. _____	Staff Initials _____	
Fee Paid _____	Receipt # _____	
Level Assignment (A, B or C): _____		

Things to be aware of at your special event

Tents:

According to The Rio Vista Fire Department, here are some things you should know in order to avoid invoking the fire code.

Single tent size or aggregate tent size

- Sides less than 401 square feet
- No sides less than 701 square feet
- 12-foot separation between tents if these limit amounts apply
- 20-foot separation from any vehicle

Requirements if serving alcohol according to Rio Vista Municipal Code

9.20.020 Server Training.

B. Servers and alcoholic vendor staff shall have in their possession a certificate from an RBS training course prior to working for an on-site business, off-site business, or **special event**, unless such persons are temporarily exempt from such requirement pursuant to subsection (E) of this section.

F. Every person who serves and/or sells alcoholic beverage from an on-sale or off-sale establishment or **Special Event** is required to complete a RBS training course pursuant to this chapter, and shall complete an RBS training course every three (3) years.

9.20.030 RBS Training Course Requirements.

All RBS training courses must meet all of the following requirements:

A. Satisfy all requirements for RBS training providers established by the California Department of Alcoholic Beverage Control.

B. Have a duration of no less than three (3) hours.

C. Course may be completed in person or online, except for Special Events, where at least one volunteer, per shift, will need to complete in-person training.

D. Be adapted to the needs of the participants in attendance.

E. Provide participants with a certificate of completion.

Recycling and Organics Recycling Required For Your Event

State Law SB 1383 requires that all residents, businesses, and city facilities to have recycling and organics recycling, including your event. Event recycling can be done two ways:

1. The local sanitation service offers recycle, organics recycling, and trash event containers with labels for your event.

- a. At least 30 days prior to the event, order recycling, composting, and trash collection services, which can include debris boxes, event boxes or bins.
 - b. You will need signage/labels for your bins which you may be able to request from the local sanitation service.
2. Recycling, organics recycling, and trash is required to be properly disposed of or recycled. You may do this yourself or contact the local sanitation service.

*State law requires that you collect recycling and organics recycling separately from trash. Failure to properly dispose/recycling waste may result in forfeiture of your cleaning/damage bond.

SB 1383 also requires events with 2,000+ daily participants that charge entry fees to donate edible food. Please contact the City for assistance if your event qualifies.