



Special Event Planning Guide & Application

- Amplified Sound Street Closure Parade Fair

Event Organization-

Events or organized activities that involve street closures, encroachment into public right-of-way, or include components requiring the coordination of a number of City departments or other agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures typically require adherence to the Special Event Permit and Planning Guide. Examples include festivals, parades, runs/walks, markets, and group activities.

By applying for a Special Event Permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the City of Winters Municipal Code, Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence.

Host Organization – legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization can be a non-profit tax-exempt organization OR a commercial entity.

Host Organization Primary Contact – designated contact for application who has the authority to make planning, operational, and financial decisions on behalf of the Host Organization.

Insurance Requirements –

Before final approval of your Special Event Permit Application, you will need to provide Commercial General Liability insurance and a separate Additional Insured Endorsement for the Host Organization and all vendors that will support your event (such as security, equipment rental, catering service, food and other vendors, etc). If your event includes the use of alcohol you will also be required to provide Liquor Liability Insurance.

Minimum policy limits are generally \$1 million per occurrence with a \$2 million aggregate; however, the City of Winters reserves the right to adjust policy limits according to the level of risk associated with the event. Each policy and endorsement must include the City of Winters, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be

primary and maintained for the duration of the event including set-up and dismantle dates and times.

Failure to provide accurate insurance documents is one of the most common reasons an event may not receive a final permit or be permitted to incorporate specific event elements.

Therefore, in the early stage of your event planning, contact your insurance provider and all of the vendors you plan to use to ensure that they will be able to provide insurance documents to the City of Winters in a timely manner.

Special Event Insurance is available for a cost through Administrative Services coordination with YCPARMIA, the City's insurer. If you are interested in YCPARMIA providing you a quote for Special Event Insurance, please contact Administrative Services at (530) 795-4910.

Alcohol-

If you plan to provide alcohol at your event, you must receive authorization from the Winters Police Department and the State of California Department of Alcohol Beverage Control. The Police Department may place restrictions on the way in which alcohol is managed at your proposed event.

In addition to authorization from the City of Winters to provide alcohol at your event, it is your responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control. Additional information about Alcohol Beverage Control licensing and permit requirements can be found at www.abc.ca.gov/Forms/PDFSp.html

Liquor Liability Insurance is required as part of your Insurance Requirements if your event features alcohol. Special Event Insurance is available for a cost through Administrative Services coordination with YCPARMIA, the City's insurer. If you are interested in YCPARMIA providing you a quote for Special Event Insurance, please contact Administrative Services at (530) 795-4910.

Proof of approval from the Winters Police Department and a copy of your approved ABC license is required before approval of your Permit Application.

Food Vendors -

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Please contact Yolo County (530) 666-8646 for more information on county required permits for food vendors.

Proof of approval from Yolo County from each Food Vendor is required prior to approval of your Permit Application.

No Parking Signs –

No Parking signs will be provided by the City of Winters. They must be posted by your event staff seventy-two (72) hours prior to your event start time, including set-up. Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event

venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event and no more than 12 hours after the conclusion of all event activities.

Community Outreach –

The City of Winters requires the signature of property owners in the vicinity (300ft radius minimum) of your event acknowledging that they know about your event and agree to the details of your street closure/parade/fair. This signature sheet should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. A Site Plan or map of your event location and configuration should also be provided. The notice also must include a telephone number where members of the public can contact the Host Organizer Primary Contact with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle.

Process –

1. Host Organization submits complete Special Event Application
2. City Council must approve street closure requests for the following streets:
 - a. Main Street
 - b. Railroad Avenue
 - c. Grant Avenue
 - d. Valley Oak Drive
 - e. Abbey Street
3. City Council must approve amplified sound requests
4. City Council must approve parade permit requests
 - ** If approval is needed from City Council for your event, your application will be routed for internal departmental review prior to the Council meeting. (Council meets the first and third Tuesday evenings of the month – plan your application submittal with these timelines in mind – minimum 7 days prior to the Council meeting)
 - ** If **no** approval is needed from City Council for your event, your application is routed for internal departmental review and final approval.

**Internal Use Only

Internal Team	Checkmark	Date	Approval Signature
Police			
Fire			
Public Works			
Planning			
Building			
Administrative Services			
City Council			