



# SPECIAL EVENTS PERMIT

318 First St Winters, CA 95694

(530) 795-4910

## EVENT SPONSOR & CONTRACT INFORMATION

Applicant Name			
Authorized Agent			
Sponsoring Organization		Non-Profit Tax ID	
Applicant Address			
City, State, Zip Code			
Day Phone		Cell Phone	
Email Address			

## EVENT INFORMATION

Event Name			
Event Date			
Event Location			
Type of Event (Circle One)	PARADE	BIKE RACE	CONCERT
	CAR SHOW		
	FESTIVAL		
	OTHER: (DESCRIBE)		
Start Time	End Time		
Set-Up Time	Clean-Up Completion Time		
Street Closure Request <input type="checkbox"/> YES <input type="checkbox"/> NO	Closure Start Time	Streets to be Closed: _____ _____	
	Closure End Time		
Attendance (Participants & Spectators):	# Of Staff & Volunteers:		
Alcohol sales or service: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food or Vendors: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Tents or structures: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No		

## EVENT DESCRIPTION

Please provide as much DETAILED information about your event. You may attach additional documents if needed.



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## GENERAL CONDITIONS AND REQUIREMENTS

1. Permittee shall ensure that all aspects of this permit are followed.
  2. All conditions of approval as set forth in this under this permit are subject to field verification by inspection. The City reserves the right of full access to all activities at any time to ensure all rules and laws are being observed. The City reserves the right to suspend individuals or groups from using City facilities and property if their behavior is determined to be abusive, destructive, or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event.
  3. **Any participants found in violation of conditions herein will not be allowed to participate.**
  4. It is the responsibility of the permittee to notify and inform all participants and Event Organizers of the requirements of this permit.
  5. Any proposed changes to the event, including date, time, location, street closures, routes, etc. must be reviewed and approved by the City or other designee of the City Manager, and any changes approved prior to the date of issuance of the Final Permit.
  6. In accordance with the requirements of the City's Special Event Policy, the Permittee shall take out and maintain, throughout the period of this permit, and furnish the City with certificates and endorsements evidencing, the following insurance policies placed with insurers with an A.M. Best's rating of no less than A and financial size of VII. a) Commercial General Liability Insurance with minimum limit of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate and \$2,000,000 Products/Completed Operations Aggregate limits along with an Additional Insured endorsement naming the City of Winters, its officers, officials, employees, agents, and volunteers as additional insureds.
- Events selling or serving alcohol:**
- Liquor Liability Insurance with minimum limit of \$2,000,000 for each Common Cause and \$2,000,000 Aggregate. The entity employees of which will be serving alcohol must be the named insured on the Liquor Liability insurance policy.
- Note:** All required insurance policies must contain a 30-day cancellation notice. Prior written consent of the City is required if the insurance has a deductible or self-insured retention greater than \$25,000.
7. The Permittee shall defend, indemnify, and hold harmless the City for all claims in accordance with this permit.

## DEPARTMENT-SPECIFIC CONDITIONS OF APPROVAL

Risk Management/City Manager  
Kathleen Trepa  
(530) 794-6710  
[kathleen.trepa@cityofwinters.org](mailto:kathleen.trepa@cityofwinters.org)

### General Liability including Products Liability

1. Commercial General Liability Insurance no less broad than ISO form CG 00 01.
2. Minimum Limits: 1,000,000 per Occurrence; 2,000,000 General Aggregate; 2,000,000 Products/Completed Operations Aggregate.
3. This policy must have an Additional Insured Endorsement naming the City of Winters, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, or volunteers.



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	<p>Additional Insured Endorsement must be attached to the Certificate of Insurance.</p> <p>4. Prior written consent of the City is required if the insurance has a deductible or self-insured retention in excess of \$25,000.</p> <p><u>If Applicable: Liquor Liability Insurance</u></p> <p>Minimum Limits: \$2,000,000 for each Common Cause; 2,000,000 Aggregate. The entity employees of which will be serving alcohol must be the named insured on the Liquor Liability insurance policy.</p>
<p>Finance Director: (530) 794-6704 Shelly Gunby <a href="mailto:Shelly.gunby@cityofwinters.org">Shelly.gunby@cityofwinters.org</a></p>	<p>1. Events providing merchandise for sale shall file with the California Board of Equalization a Form BT-530-B "Local Tax Allocation for Temporary Locations" for the purpose of reporting total retail sales in an effort to ensure that the local municipality receives its correct share of any sales tax. Approved vendor list only allowed at this event. 2. A Refundable Cleanup Deposit may be required to ensure all requirements are fulfilled.</p>
<p>Fire Department: (530) 795-4131 Art Mendoza <a href="mailto:Art.mendoza@wintersfire.org">Art.mendoza@wintersfire.org</a></p> <p>(530) 795-4132 Brad Lopez</p>	<p>1. Fire lanes with a minimum unobstructed width of 20' must be maintained throughout event.</p> <p>2. Tents or canopies more than 400 sq. ft. require a permit from the Fire Department.</p> <p>3. Applicant must submit a map and disclose the street closures they are requesting as well as the overall lay out of the event.</p>
<p>Records Clerk II/Parks and Recreation: (530) 794-6700 Diana Tafolla <a href="mailto:Diana.Tafolla@cityofwinters.org">Diana.Tafolla@cityofwinters.org</a></p>	<p>1. No Glass Containers are allowed in any City of Winters Park Areas.</p> <p>3. Installation of stages or tents in the stage area of the park is approved, tents must not be larger than a 20 feet x 20 feet and stages cannot be more than 30 inches high. Stakes are not allowed in any turf. Only weights such as sandbags, metal plates or cement blocks are permitted.</p> <p>4. Vehicles are not allowed in the parks.</p> <p>5. Applicant must provide all equipment and supplies for use at event.</p> <p>6. All ADA accessible aisles and walkways throughout downtown and in the parks must remain clear with at least a 40-inch pathway.</p> <p>7. Applicant must adhere to all posted general park rules, unless specific permission for exception is approved, in writing, by way of the facility use permit issued by Parks and Recreation.</p> <p>8. All food vendors must be approved by the Yolo County Health department.</p>



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	<p>9. All vendors shall have City issued business licenses.          10. If closure of streets is requested, applicant must submit a Street Closure Permit Application.          11. If using an amplified sound system at your event, an Amplified Sound Permit will be required.</p>
<p>Police Department:          (530) 795-2261          John Miller  <a href="mailto:John.Miller@winterspolice.org">John.Miller@winterspolice.org</a></p>	<p>1. Volunteers and paid employees of the event organizer shall have a cell phone or radio to communicate with event organizers          2. Event shall supply cell phone and contact names/ numbers for primary event organizers.          3. If applicable, barricades may be required for street closure.          4. Unless expressly authorized by the Chief of Police and properly equipped, volunteers or paid employees of the organizers are not to direct traffic.          4. If serving or selling alcohol, appropriate licenses and/or permits must be obtained through the Winters Police Department and the California Department of Alcoholic Beverages (ABC). See forms attached.</p>
<p>Environmental Services Manager (Waste &amp; Recycling)          (530) 794-6760          Kristine DeGuerre  <a href="mailto:Kristine.deguerre@cityofwinters.org">Kristine.deguerre@cityofwinters.org</a></p>	<p>4. The applicant will ensure that adequate trash, recycling, and compost containers are available to capture the event waste of event attendees. This is to occur through a combination of the applicant setting up multiple sets of trash, recycling, and compost receptacles in expected high traffic areas, including City Park, if applicable, and around any portable restrooms. Compost Containers are available for use thru the City (refundable deposit is required). Applicant's representatives will conduct litter sweeps during and after the event. Applicant also has the option of providing their own trash and recycle receptacles, with City approval.          5. The applicant is responsible for managing the event waste throughout the event location, and for getting it placed into proper containers for pick up by Waste Management.          6. The applicant will conduct a post-event sweep to ensure all event waste has been cleaned up in the area.</p>
<p>Public Works Department          (Streets and Parks)          Eric Lucero          530-681-1529  <a href="mailto:Eric.lucero@cityofwinters.org">Eric.lucero@cityofwinters.org</a></p>	<p>1. If applicable, the applicant shall provide staffing at each street closure to maintain the effectiveness of the closure. This includes planned and unplanned closures.          2. City and permittee shall coordinate the installation and removal of street closures and traffic control equipment.          3. The street, sidewalk and all public areas shall be left in a clean condition. Debris from the event shall be disposed of properly. Applicant shall be financially responsible for City staff time required for clean-up from the event.</p>
<p>Day of Event          City Contact Numbers</p>	<p>M-F 8am-5pm City Hall 530-795-4910          M-F After 5pm Public Works On-Call 530-681-9588          Sat-Sun Public Works On-Call 530-681-9588          In the case of a life-threatening Emergency call 911</p>

