

CITY OF SALINAS

SPECIAL EVENT PERMIT APPLICATION ATTACHMENT LIST

SUBMISSION: The application and site plan are due a minimum of 45 days before your event. The remaining items noted below need to be submitted a minimum of 30 days before your event.

The packet may be submitted by email to specialevents@ci.salinas.ca.us or by hard copy in person or by mail to the Salinas Recreation Center, 320 Lincoln Ave, Salinas, CA 93901, Attention Special Events.

APPLICATION FEE: \$299.00 - until June 30, 2025 (non-profits who submit a copy of their **IRS 501(c) exemption letter** are exempt from the application fee.); Checks made payable to the City of Salinas.

Include the following information/documents:

- Complete, sign and date** the application, "Certification of Applicant", page 8.
- If non-profit, attach a copy of the **IRS 501(c) exemption letter attached**.
- Attach **Site Plan** (i.e., map of event, traffic control plan) including any parking or shuttle areas. If you marked **Street Closure** then you must include a **Traffic Control Plan signed by a traffic engineer**.
- If you will have **tents/canopies** please include their **sizes** on the site plan as well as the **distances** from each and any other structure.
- Mark Yes or No on the **Amplified Sound** section
- If event will impact residents, businesses, schools, places of worship and/or other entities, attach sample letters, flyers or other **communications** distributed to them.
- For Security Plan section include copies of:
 - o the **signed agreement** with the Private Patrol Operator
 - o the security company's **Private Patrol Operator's License**
 - o the security company's City of Salinas **Business License**
 - o **security plan**
- For restroom plan, include a copy of the **signed agreement** with the sanitation company & a copy of their City of Salinas **Business License**.
- For recycling plan include a copy of the **signed agreement** with the recycling company
- Have any private **property owner(s)** sign under "Property Owner's Consent" or attached Permit(s), such as from a school district.
- Attach the **Certificate(s) of Insurance, with Endorsement**
- Attach completed and signed Special Event **Hold Harmless Agreement** and Release of Liability
- Attach the **event agenda/entertainment list**.
- Attach **vendor list** as noted on the application. (This may be submitted 2 weeks before event.)
- Attach a copy of any/all applicable **local, state, and federal permits** that may be required to hold the event in/at the selected venue:
 - o Monterey County Health Department Permit or receipt of payment of permit
 - o CALTRANS Permit (may require at least 90 days)
 - o ABC Application
 - o FAA for Airport events
 - o City of Salinas Business License for any for profit businesses

ACCEPTANCE OF PACKET DOES NOT CONSTITUTE APPROVAL OF EVENT OR PERMIT

All packets are reviewed by the Special Events Committee, made up of city departments and county Health Department. The draft permit is also reviewed by the Committee. PERMIT WILL ONLY BE ISSUED ONCE ANY AND ALL REQUESTS ARE MET BY THE APPLICANT.