

## GENERAL INSTRUCTIONS AND INFORMATION

### PURPOSE

The City of Salinas's Special Event process is designed to ensure that your event is successful while taking into consideration the protection of the public's health and safety. All events, both for profit and non-profit, contribute to the community's overall quality of life.

### PERMIT PROCESS

The Special Event Process begins when a completed application is submitted to the City.

**Please note that an application will be deemed complete for consideration only when all information has been provided and all fees have been paid.**

**For Major Special Events: Please also note that except in special circumstances applications received less than thirty (30) calendar days prior to the date of the proposed event will not be considered.** Additionally, the application must be submitted at least sixty (60) days in advance in order to preserve the right to an appeal of the City Manager's decision. An application may be submitted as early as six (6) months before the date of the proposed Special Event.

A **Minor Special Event Permit** issued in response to this application shall be valid for the site and for the calendar year during which such application was submitted and shall be applicable to all Minor Special Events held at that site pursuant to such Permit. No less than ten (10) days prior to the date of any Minor Special Event held during such calendar year pursuant to such permit the permittee shall submit to the City all required information and shall otherwise comply with all applicable provisions of the City Code including, but not limited to, meeting all insurance and indemnity requirements and providing a site plan to identify the site, location, date and time of such event. **Minor Special Events are defined** as events involving less than fifty (50) people at one time and which is no more than three (3) hours in duration on any calendar day, including set-up and take down.

**For Minor Special Events: Please also note that except in special circumstances applications received less than ten (10) days prior to the date of the proposed event will not be considered.**

**The City's acceptance of your application should in no way be construed as final confirmation of the event or a guarantee of the dates and times you selected.**

The City may request, based on the size and type of the proposed Special Event, a meeting to discuss pre-planning and event activities. To ensure that events do not compromise the public's health and safety, the City reserves the right to deny a special event permit if the proposed event conflicts with another event that has already received approval.

## **FEES**

This Special Event Permit Application must be accompanied by a non-refundable permit application fee. Additional costs incurred by the City for specific activities related to the Special Event including, but not limited to, police and firefighting personnel services, traffic control services, and other costs associated with the Special Event are the responsibility of the Applicant and will be due and payable no later than completion of the Special Event. Fees associated with the issuance of applicable Fire Permits and amplified sound permit may also apply.

All fees associated with the submittal of this Special Event Permit Application and with the City's review and processing of this Special Event Application are established by the Salinas City Council.

## **NON-PROFIT/TAX EXEMPT ORGANIZATIONS**

The Salinas City Code exempts Non-Profit/Tax Exempt organizations from various fees. In order to receive this exemption, the organization must have federal tax-exempt status. This refers to organizations that are recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to the date of the proposed event and are in good standing with the IRS. All non-profit organizations claiming a fee exemption must submit a copy of the IRS 501(c) letter certifying current tax-exempt status with the application. Please note that all entities/organizations without IRS 501(c) tax-exempt status are considered commercial entities.

## **OTHER PERMITS**

Specific components of your permit may fall outside the City's jurisdiction and may require a permit(s) from other governmental or regulatory agencies or bodies and/or other departments within the City. For example, permits to serve food must be obtained from the Monterey County Health Department, permits to serve alcoholic beverages must be obtained from the Department of Alcohol and Beverage Control, and applicable Fire Permits need to be obtained from the Salinas Fire Department. City staff will inform you with regard to these permits and assist you by providing contact numbers.

## **ALCOHOL**

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a Temporary Use of Land Permit from the City of Salinas and a permit from the State Department of Alcoholic Beverage Control (ABC), in addition to other permits or entitlements which may be required by the City and County. In many areas of the City, the public consumption of alcohol is illegal. The Special Event Permit you receive will likely prohibit the consumption of alcohol in the event venue outside of a controlled area. Also, alcohol sales must be concluded one (1) hours prior to the end of the event.

If your event includes the use of alcohol on City property, Liquor Liability Coverage must be included within your insurance coverages. All persons serving alcohol must have completed the "Responsible Beverage Service Training." Sunrise House is the designated organization to provide RBS training in Salinas and North County Pajaro area. Their number is 831.758.3313. Please contact the ABC office (1137 Westridge Parkway) at 831.755.1990.

\* Minor Special Events: No alcohol may be served, sold or otherwise distributed.

**EVENT DESCRIPTION : \*ONLY FOR MAJOR SPECIAL EVENTS**

Please attach to this application a detailed narrative or a proposed program/agenda for the proposed Special Event. The narrative or program should include information on major activities occurring as part of your event with a description of activities such as the use of pyrotechnics (fireworks), inflatables (bounce houses), vehicles, animals, rides or other information that will better assist in reviewing the event components. If the event involves commercial or non-profit filming/video-taping, the applicant shall provide a written location(s) and description of the filming/video-taping. The event description should provide a chronological listing of event activities and should provide information about the performers. Please attach as many additional pages necessary.

**SITE PLAN/ROUTE MAP**

A Site Plan must be submitted with this application. The Site Plan should be detailed and should include all information that will assist City staff in reviewing your application in a timely manner including, but not limited to, entry points, parking, staging areas, fencing and barricades, restroom facilities, trash receptacles, platforms, tents, canopies & booths dimensions, and distances from other tents, canopies, booths buildings, vehicle parking areas and roadways. If applicable, a seating/table arrangement plan indicating the number of seats, seat pricing, aisle locations and widths, exit widths/locations and exit sign locations shall be provided on a floor plan.

**For Major Special Events:** The event organizer(s) should submit a Site Plan in an 8 ½" x 11" or 8 ½" x 14" standard format. Normal occupancy load may change for special events.

\***Minor Special Events:** Restroom facilities are not required.

**MITIGATION OF IMPACTS : \*ONLY FOR MAJOR SPECIAL EVENTS**

As an event organizer, you are required to develop mitigating measures to accommodate the negative impacts your event may have on the greater community. The City of Salinas requires that event organizers meet with residents, businesses, places of worship and schools to address any potential negative impacts. The City of Salinas therefore requires that you mail or hand deliver a notice to all properties within the immediate vicinity of the proposed event at least fourteen (14) calendar days before the event. The information in this notice should include, but not be limited to, the date(s), time(s), location(s) and types of activities taking place during your event. The notice must also include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed. Please attach a copy of the notice you propose to distribute.

## **SIGNAGE/ADVERTISING**

All signage related to the proposed Special Event must conform to those codes and ordinances in effect at the time of the event and no signs, including directional signs, shall be placed on public property without the prior written consent of the City.

## **AMPLIFIED SOUND**

All users of amplified sound must obtain an Amplified Sound Permit and must conform to the all applicable noise restrictions and regulations prescribed in Salinas City Code Chapter 21A in effect on the date of the Special Event.

**For Major Special Events:** Unless otherwise expressly permitted, all approved Amplified Sound Permits require the event organizer(s) to operate sound equipment only between the hours of 8:00 a.m. and 10:00 p.m. The maximum decibel levels are established in the City Code. There is no additional fee for an Amplified Sound Permit.

**\*Minor Special Events:** The applicant must pay for and obtain an Amplified Sound Permit for each site at which amplified sound will be provided.

## **SECURITY PLAN: \*ONLY FOR MAJOR SPECIAL EVENTS**

Individuals and organizations planning special events are required to provide a safe and secure environment for all attendees as well as the greater public. All Special Event Applications that are submitted to the City must include a Security Plan that ensures these objectives are met. The Salinas Police Department and Salinas Fire Department are the designated City agencies responsible for reviewing and approving the Security Plan. The Police and Fire Departments will conduct a risk assessment by reviewing the Security Plan in relation to the proposed event. The risk assessment will include analysis of the proposed event and may require you to provide security enhancements such as the installation of temporary lighting, barricades, and temporary fencing. The risk assessment will also determine the minimum number of licensed private security guards, police officers, and medical service providers that may be required to adequately staff your event. The determination of the actual number of security guards and police officers for your event depends upon several factors including type of event, projected attendance, event history in Salinas, history of similar events, service of alcohol, and potential risk/liability.

In the event the total number of licensed security guards proves inadequate to meet the needs of the event, the Police and Fire Departments reserve the right to close down any or all components of an event and/or to provide additional police services which shall be billed directly to the event organizer(s). Individuals assigned or hired to perform security/or staff a perimeter post at the event must be at least 18 years of age.

## **FIRE AND LIFE SAFETY**

Aside from the required firefighting standby services, special events in the City are also required to obtain fire permits, as required by the California Fire Code (CFC), and shall be obtained from the Salinas Fire Prevention Bureau located at 65 West Alisal Street, Salinas, CA 93901. Phone:

831.758.7466. Permit fees shall be paid prior to issuance of the fire permit(s). Issued fire permit(s) shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Fire Marshal. When more than one permit is required for the same location, the Fire Marshal is authorized to consolidate such permits into a single permit provided that each provision is listed in the permit.

Application for a fire permit required by the CFC shall be made to the Salinas Fire Department in such form and detail as prescribed by the Fire Marshal. Applications for permits shall be accompanied by such plans as prescribed by the Fire Marshal.

The Fire Marshal shall issue operational permits for the following special events. **CFC 105.6 Required operational permits:**

- ❖ Special Amusement buildings.
- ❖ Carnivals and fairs.
- ❖ Exhibits and trade shows.
- ❖ Storage, handling, sale, or use of any quantity of *explosives, explosive materials*, fireworks or pyrotechnic special effects.
- ❖ Storage and use of LP-gas.
- ❖ Open burning. The kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.
- ❖ Open flames and torches/
- ❖ Temporary membranes structures and tents.
  - An enclosed tent having an area in excess of 400 square feet or
  - A Tent open on all sides and having a maximum size of 700 square feet.

**MARKETING AND PUBLIC RELATIONS: \*ONLY FOR MAJOR SPECIAL EVENTS**

Acceptance of your Special Event Permit Application is not a guarantee of the date or location, or an automatic approval of your event. The event organizer(s) must complete the application requirements entirely before the City will issue a Special Event Permit. Please ensure that you have approval of the proposed event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers, and other promotional items. Items of particular concern are those that may damage public property, violate City sign code ordinances or which may be difficult to clean or remove from the venue.

**SANITATION AND RECYCLING**

You are required to implement a plan for cleanup and removal of all waste, garbage, refuse, and recyclable goods during and after your event. Should you fail to perform adequate cleanup or damage occurs to City property and facilities due to your event, the City will bill you at full cost recovery rates plus overhead for cleanup and repair.

The City recommends that all Special Events implement a disposal plan for waste and recycling products. The plan will include how you propose to provide adequate amount of trash containers, recycling containers and locations provided on your site plan. At a minimum, each booth, vendor, concessionaire, or serving area shall place trash and recycling in separate collection

containers, carts or bins so the materials can be collected and taken to a flow controlled trash and recycling facilities for processing by Republic Services, the exclusive franchise. (City code SE.14-12)

You can find help planning waste and recycling strategies generated at your event by contacting Republic Services of Salinas. Republic Services offers complimentary “special event” recycling containers for nonprofit events held within the City limits. Separate arrangements with Republic Services can be made for the collection and disposal of solid waste and recyclable materials by calling the Community Relations Manager 831.751.5443. Upon receipt of payment for the trash and recycling services; a notification will be sent to the City for the special events approval process.

### **SPECIAL EVENTS ON PRIVATE PROPERTY**

Temporary Use of Land Permits (TULP), issued pursuant to the Salinas Zoning Code, are no longer required for Special Events. However, the total number of Special Event Permits issued for activities at any site shall not exceed the total number of TULPs which may be issued for that site. That is, each Special Event Permit issued by the City shall be counted toward that site’s maximum number of TULPs. Keep in mind, however, that even though a TULP is no longer required, the event organizer must demonstrate approval from the property owner to conduct the event in the specified location.

### **SPECIAL EVENT ON CITY-OWNED PROPERTY**

There are special requirements for holding an event on City-owned property, such as parks, recreation facilities, and streets.

If a Special Event is proposed to be held at a City park, please contact the specific facility that you want to use before completing the Special Event application. A completed Park Application is required indicating your intention to reserve the facility before the City will accept your Special Event application. Please call 831.758.7306 to reserve park space at the following City facilities: El Dorado Park, Natividad Creek Park, Sherwood Park, La Paz Park. A cleanup/maintenance fee may be assessed for events on City property for restoration of turf areas when used for other purposes than what they were designed for. A cleanup/damage deposit will be required and additional fees may be assessed after the event.

All Special Events that are proposed to take place in the public right-of-way, i.e., City streets, City sidewalks, and City parking lots and parking garages, require an Encroachment Permit. Any closure of any City street(s) will require compliance with all applicable provisions of the City Code including Article I-B of Chapter 20 of the City Code. City staff will internally review requests to hold a Special Event in the public right-of-way. The Encroachment Permit is approved as part of the Special Event application. The applicant is responsible for paying for the Encroachment Permit fee, which varies depending on the location and spacing. It is the responsibility of the event holder to comply with all conditions of the Encroachment Permit including acquisition and placement of all equipment prior to the beginning of the event. This equipment includes the placement of barricades, traffic cones, directional signs, etc. **Please note that depending on the scope of the event, the City may bill for police and other City services to ensure public safety as they relate to street closures.**

If the proposed event is a parade, please delineate the parade route on your attached Site Plan. The Site Plan should contain the following information: assembly area, disbanding area, number of participants, number of floats, number of motorized vehicles, animals, size of marching units, and additional information. If a portion of the parade route is planned for Highway 68 (John Street from Highway 101 to South Main Street to Blanco Road) or Highway 183 (Market Street from Davis to Main Street and Main Street to Highway 101), then the State of California requires that individuals or organizations obtain a State of California encroachment permit. The Applicant is responsible for submitting the application for a State encroachment permit.

### **CONCESSIONAIRES:**

Each vendor operating during your event must have a current and valid City of Salinas business license and all food vendors selling or giving away food must have a current and valid health permit from the Monterey County Health Department. Please note that sales of gang-related or drug-related materials are prohibited at Special Events.

### **INSURANCE AND INDEMNITY REQUIREMENTS**

Special event activities conducted on public or private property in the City of Salinas are required to have liability insurance. The City requires proof of liability insurance, pursuant to all terms and conditions established by the City, prior to the issuance of a Special Event permit. You must also enter into an Agreement whereby you indemnify and hold the City harmless from any and all claims. The City will not issue a Special Event Permit to an individual or organization under any circumstances without an original Certificate of Insurance and completion of the City's Hold Harmless Agreement.

**For Major Special Events:** The City must receive an original Certificate of Insurance and Hold Harmless agreement no less than two (2) weeks in advance of the proposed event. The City **will not** issue a Special Event Permit to an individual or organization under any circumstances without an original Certificate of Insurance and completion of the City's Hold Harmless Agreement.

Your insurance carrier can mail this information directly to the City. If City employees are contracted to provide services for an event, or if the event or any part thereof will be held on public property, the event organizer(s) must name the City of Salinas, its officers, employees, and agents as Additional Insureds. Insurance requirements shall be at minimum amounts set by the City. You are required to maintain insurance coverage for the duration of the event including set-up and take-down. If your event includes alcohol, you must include liquor liability coverage.

### **DISABILITY/ACCESSIBILITY PLAN**

Disability access may include parking, rest rooms, telephones, clear paths of travel, transportation, transportation, signage, and vendors and booths. As an event organizer, you are required to comply with all federal, state and local disability access requirements applicable to your event. All temporary venues, related structures, and outdoor sites for Minor Special Events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in an accessible area.

**RESTROOM AND SANITATION FACILITIES: \*ONLY FOR MAJOR SPECIAL EVENTS**

Most Special Events require that the event organizer(s) provide restroom and sanitation facilities for event attendees. The Monterey County Health Department recommends one (1) chemical or portable toilet for every 250 people, or portion thereof, who attend the event. Ten percent (10%) of those facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City may determine the total number of required restroom facilities on a case-by-case basis. During the review and processing of your Application, the City will determine the total number of restroom and sanitation facilities required for your event.

**BUSINESS LICENSE**

A City of Salinas business licenses may be required for each person hosting a Minor Special Event. Please contact the City’s Finance Department at 831.758.7211 for more information.

**CONTACT INFORMATION**

If you have any questions regarding the Special Events Application process, please contact Sheila Molinari, Library and Community Services Department, at 831.758.7476.

**IMPORTANT TELEPHONE NUMBERS**

| <b>KEY ORGANIZATIONS</b>                    | <b>CONTACT TELEPHONE NUMBERS</b> |
|---|----------------------------------|
| City of Salinas Special Event Coordinator   | 831.758.7476                     |
| City of Salinas Police Special Operations   | 831.758.7224                     |
| City of Salinas Risk Management (Insurance) | 831.758.7416                     |
| City of Salinas Fire Marshal                | 831.758.7261                     |
| City of Salinas Fire Prevention Bureau      | 831.758.7466                     |
| Monterey County Health Department           | 831.755.4508                     |
| Alcohol and Beverage Control ABC            | 831.755.1990                     |
| Sunrise House                               | 831.758-3313                     |
| Republic Services                           | 831.775.3840                     |
| Old Town Salinas Association                | 831.758.0725                     |
| Salinas United Business Association (SUBA)  | 831.796.0896                     |
| Salinas Valley Chamber of Commerce          | 831.751.7725                     |
| Cal Trans                                   | 805.549.3152                     |
| Monterey Salinas Transit (MST)              | 831.899.7789 (fax)               |
| City of Salinas Special Operations          | 831.758-7224                     |