



City of Turlock

Special Event Application and Policies

Thank you for considering the City of Turlock for holding your special event. The City of Turlock is host to many special events throughout the year and recognizes these events can enhance neighborhoods, create unity amongst residents, highlight organizations and develop cultural enrichment. These events are an important part of the community and add significantly to the quality of life for residents and visitors. While we greatly value the benefits these events bring to the community, the City of Turlock is also very committed to ensuring they are carried out in a thoughtful and responsible manner. It is our goal to assist the event organizer with delivering a well-planned, successful event that enhances our community while minimizing negative impacts on the businesses and residents surrounding the event. This packet is intended to help you understand the Special Event Permitting process and provide helpful information to assist with your event's success.

Please fill out the **Acknowledgement of Policies and Procedures** and the **Special Event Application**. You are responsible for reviewing all deadlines and processing requirements and allow 7 business days for review. You are encouraged to call our Event Coordinator in advance, to see if your proposed event date is available. Once your application is received, staff will determine if a Special Event Committee meeting is necessary before the application process can proceed. If you have questions regarding the permit process please call the Parks, Recreation, and Public Facilities Department at (209)668-5594.

Please note: All special event applications requiring a street closure must be approved by the City Council. Events not involving a street closure may be approved by the City Manager or designee. In both cases, property owners impacted by the proposed event will be notified and invited to participate in a public hearing process prior to the event being approved.

One-Time or Annual Events

The City of Turlock has determined that a special event is a sporting, cultural, business or other type of unique, organized activity, occurring for a limited or fixed duration (one-time, annually) and presented to a live audience, that impacts the City of Turlock by involving the use of, or having impact on, public property (owned, leased or controlled by the City of Turlock). (i.e. Bike Race or Parade)

The City of Turlock has determined one-time or annual events will be permitted based on the following priority and reserves the right to require a date change or deny an application based on event type saturation.

1. City of Turlock Sponsored Events.
2. City of Turlock Co-Sponsored Events. (As approved by Council)
3. Events which have a history of 5 years, or longer, and are in good standing
4. Events organized by all other organizations

Recurring Events (weekly, monthly)

Recurring (weekly, monthly) events or activities are permitted on a case by case basis and may be subject to additional requirements or processes, including but not limited to service agreements or the competitive bid process. (i.e. concert series or markets)

Main Street Closures

The City of Turlock City Council's philosophy is that Main Street is the primary route used to access businesses in the Downtown Core. Thus, anytime Main Street is closed, businesses in the Downtown Core are directly impacted. It is acknowledged (by Council, Downtown businesses, and community) that Main Street will be closed for short periods to accommodate community celebrations such as the 4th of July Parade/Car show, Turlock High Homecoming Parade, Festival of Lights, the Christmas Parade, and the Turlock Annual Pentecost Parade. During these periods of closure City Staff will do their due diligence with the goal of promoting the community celebration while having the least impact to the Downtown Businesses. It is also understood that single day/one time closures have less of an impact on the Downtown businesses than recurring events/streets closures, however there is in fact still an impact. Therefore, with the Downtown businesses in mind, City Council discourages the use of Main Street for Special Events which require a street closure, as well as believe that absent extraordinary circumstances recurring street closures on Main Street shall not be permitted.

Special Event Categories and Fees

Permit Categories

- Category One - event will have **less** than 500 people, and be contained on site (in or outdoors)
- Category Two - event will have **more** than 500 people, and be contained on site (in or outdoors)
- Category Three - Moving Location/Procession/Roadway and/or Walkway Closure
(i.e.: 5K/ Parade/Street Faire/ Bike Race)

Permit Deadlines

- Category One or Two - 90 calendar days prior to event start date
- Category Three - 120 calendar days prior to event start date

Permit Fee

- For Profit Business/Organization Fee.....\$150.00
- Non-Profit Permit Fee.....\$100.00
- Non-Profit Applicants must provide a copy of their 501(c)(3) or 501(c)(4) at the time of application submittal*

Any event that alcohol will be present will be assessed an additional \$100.00 beyond permit fee due at time of application

**Additional fees may apply for special permits/cleaning deposits/security/or city personnel required*

Late Fee

- Any applications submitted after the permit deadline will be assessed a late fee.....\$100.00
- *Any application submitted after the permit deadline will be subject to date availability
- **Priority scheduling will **NOT** apply to applications submitted after the permit deadline
- *****NO** applications will be accepted closer than **60 calendar days** prior to event
- **** Late fee may be waived at Director's discretion

Damage/Cleaning Deposit

- Due at time of application submission & refunded upon event review and conclusion.....\$250.00

- *City Sponsored events and City Co-Sponsored events are not subject to these permit application fees.
- ** Applications will not be accepted more than 11 months prior to event.
- *** Upon request, a pre application submission meeting may be scheduled for questions related to event

Resource Sheet

City of Turlock - Parks, Recreation and Public Facilities

144 S. Broadway
Turlock, CA 95380
Phone: (209) 668-6009

Email: specialevents@turlock.ca.us

Liquor License

Alcohol Beverage Control
31 Channel St. #168
Stockton, CA 95202
(209)948-7739

www.abc.ca.gov

Noise Permit

Neighborhood Services
244 N. Broadway
Turlock, CA 95380
Phone: (209) 664-7348

Email: neighborhoodservices@turlock.ca.us

Office Hours:
Monday - Friday, 8AM - 5PM

Insurance Requirements

Municipal Code 1-6-01
City of Turlock Website

www.ci.turlock.ca.us

Search: Municipal Code

Storm Water Management and Urban Runoff Pollution Control

Municipal Code 6-8
City of Turlock Website

www.ci.turlock.ca.us

Search: Municipal Code

City of Turlock – Business License

156 S Broadway
Turlock CA 95380
Phone (209) 668-5570

Email: Finance@turlock.ca.us

Acknowledgment of Policies and Procedures

Read and initial each policy. Address any questions/concerns before signing.

Alcohol

Initial

Consumption of alcohol and possession of open containers is prohibited in all City parks and facilities unless granted special permission. Security Officers and liquor licenses are required for all special events in which alcohol will be being present. Liquor license can be obtained at www.abc.ca.gov. The allowance of alcohol is subject to the approval of the Turlock Police Department.

Amplified Sound

Initial

Amplified sound must not carry into residential areas. Any DJ or band must comply with the Turlock Municipal Code. The City will not be liable for any damage to equipment caused by a circuit breaker trip. Noise Permits may be required and can be obtained at Neighborhood Services, 244 N. Broadway Turlock Phone: (209) 664-7348

Cancellation

Initial

A cancellation must be in written form; verbal cancellation will not be accepted. The City will not refund any permit fees due to applicant cancellation. Failure to notify the City of a cancellation within 15 business days of an event may result in event costs payable to the City. Damage/Cleaning deposit will be refunded within 10 business days of cancelation. The City will not refund fees or transfer event date due to weather.

Clean-Up

Initial

The event coordinator is required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by an event and its attendees, including during set-up and dismantle time frames associated with your event. The City does not provide street sweeping services or additional recycling or trash containers for special events. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

All trash should be placed in trash receptacles or hauled off by event personnel. If trash is not removed from the site, additional cleaning fees will be withheld from the deposit. For larger events, applicant may be required to provide additional trash receptacles.

Recycling

Initial

The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio). Each recyclable container must be clearly identified as a recycling receptacle and display a list of recyclable materials accepted. The event coordinator must ensure that all recyclable materials are delivered to a recycling facility and *not* to a landfill.

Damages

Initial

Applicant agrees to reimburse the City of Turlock for all costs incurred to repair damages (including but not limited to; facility, turf, furnishings, fixtures, grounds, and/or additional cleaning required outside of normal scope for said facility) that occurred in connection with the special event. Reimbursement for expenses above the amount of the paid deposit will be invoiced to the organization/private party applicant. In addition to policies and procedures listed here applicant must also abide by the City of Turlock Municipal Code. The altering of City property is strictly prohibited; including but not limited to landscape, road markings, and unauthorized placement of signage on City Property.

Fees/Deposit

Initial

All fees and deposits must be paid at the time application is submitted. Deposits will be refunded to credit card used for payment or mailed to the address indicated on the application approximately 30 business days after event completion if event site is left in satisfactory condition and all event details agreed upon are carried out accordingly.

Public Notification

Initial

All special events are subject to a public hearing. The City will send public notification of this hearing to those property owners which may be impacted by the proposed special event. Applicant will be responsible for the cost of postage associated with those public notifications.

Acknowledgment of Policies and Procedures Cont.

Insurance

Initial

Insurance is required at applicant's expense for all special events. Proof of Insurance listing "City of Turlock, its elective and appointive boards, officers, agents, employees and volunteers" as additionally insured (including Endorsement) is due to the Parks, Recreation and Public Facilities office no later than 15 business days prior to event. Failure to provide required insurance certificate will result in cancellation of the event and the forfeit of application fees. Insurance requirements can be found in City of Turlock Municipal Code 1-6-01.

Event Site/Restroom Cleanliness

Initial

Parks staff will take reasonable measures to ensure that reserved areas and restroom facilities are cleaned and stocked each morning. However, since these areas are open to the public there is no guarantee of cleanliness at the time of your reservation. Permit fees will not be refunded based on condition of the reserved areas or restroom facilities at the time of your reservation. If any assistance is needed concerning an event site please contact the on-call personnel at (209)652-1484.

Security

Initial

Events expecting over 100 attendees where alcohol will be consumed shall require security at the discretion of the Turlock Police Chief or his/her designee. Generally, one security guard per 100 people in attendance at such event. Security must be arranged by a City approved security vendor and proof of receipt must be submitted to the Parks, Recreation and Public Facilities office no later than 30 business days prior to event. Failure to provide required proof of security will result in cancellation of the event and forfeit of application fees. A list of approved security services can be obtained at the Parks, Recreation and Public Facility office.

Restrooms

Initial

You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event. Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and be located on a level area.

Site Plan

Initial

A detailed, legible site plan must be attached to your application. You will be required to show location of the following; beverage concession, food concession, food preparation, portable toilet facilities, first aid facilities, tables/chairs, fencing, barricades, generators, tents/canopies, booths, signage, bleachers, stages, parking sites, trash containers, exit pathways, street closure routes and other related event components covered above. Additions, modifications, or deletions may be required upon review.

Storm Drain Pollution Prevention

Initial

Applicant has read, understands, and will comply with Turlock Municipal Code Title 6, Chapter 8 titled "Storm Water Management and Urban Runoff Pollution Control."

Notification

Initial

It is the applicants responsibility to distribute material on storm drain pollution prevention to vendors who will be participating in the event. Information can be obtained through the Municipal Services Department.

Vehicular Access

Initial

Operation of gasoline or other fuel-powered vehicles in any City park is prohibited, except persons with special permission for delivery of supplies/equipment, authorized City-operated vehicles, or those with permission for special events. All vehicles after delivery of supplies or equipment shall immediately be removed and parked in designated parking areas.

Acknowledgment of Policies and Procedures Cont.

- Additional Fees**
Initial Each event may be subject to further costs beyond permit fees. These fees may include, but are not limited to, police staffing and traffic control planning. The applicant will receive an estimate of costs. This estimate must be paid in full 10 business days prior to the event. Actual costs accrued will be collected post event and the difference will be paid (reimbursement to applicant or further costs paid to City) no more than 30 calendar days post event.
- City of Turlock Business License**
Initial The event Coordinator may be required to apply for a City of Turlock Business License if the event will have any type of vendors. Vendors participating in the event do not need to register with the City of Turlock or pay the City any fees. The organization operating the Special Event will collect any fees they require to participate directly from the vendors.
- Temporary Traffic Control**
Initial The applicant shall be required to follow a temporary traffic control plan approved by the City Engineer for all events that involve the closure of a portion of the public right-of-way. Temporary traffic control devices such as signs, barricades and delineators will be obtained by the City, at applicants expense. If the applicant chooses to obtain the traffic control devices elsewhere it will be required that an invoice for the closure device rental from an outside agency be presented to the Special Event Committee 15 calendar days prior to the event. These devices shall be set up and removed by either City staff, at the applicant's expense, or a licensed contractor holding a valid "A" or "C31" from the California Contractors State License Board. If the applicant chooses to have a licensed contractor perform the street closure it will be required that an invoice and/or letterhead from the contractor agreeing to follow the approved traffic control plan must be presented to the Special Event Committee at least 15 calendar days prior to the event. Under NO circumstances is an event manager or event volunteer permitted to close a public right-of-way.
- All street closures are subject to approval of the Turlock City Council.
- Event Changes**
Initial It is the responsibility of the applicant to remain in communication with the City regarding any and all event changes including but not limited to; scheduling, location, and number of attendees. Failure to communicate these changes may result in the cancellation of event, forfeit of application fee, or additional fees (i.e. police staffing, traffic control, etc.)
- City Property Usage**
Initial The approval of this application is the granted permission for the use of City owned property only. If the event crosses through, takes place on, or will in any way effect private property, it is the responsibility of the event coordinator to contact and obtain permission from the owner of such property. In some cases written proof of permission granted will be required.
- Public Record**
Initial The event coordinator understands that this document, along with any documents presented with this application, shall become public records and subject to public disclosure. Personal Information, such as phone number/address, will be redacted from document.

I have read and understand the policies and procedures set forth by the City of Turlock for Special Events.

Applicant's Signature _____

Date _____

Special Event Application

Category of Event	
Category 1	<input type="checkbox"/>
Category 2	<input type="checkbox"/>
Category 3	<input type="checkbox"/>
Will alcohol be served?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

How often will your event occur?	
One Time	<input type="checkbox"/>
Annually	<input type="checkbox"/>
Other	<input type="checkbox"/>
Frequency of event?	_____

City Personnel Use Only	
Event #:	
Date Received:	
Date Approved:	
Permit Fee:	
Alcohol Fee:	
Late Fee:	
Payment Date:	

Applicant Information

Applicant/Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Address: _____

City: _____ Zip: _____

E-mail Address: _____

Business/Organization Information (if applicable)

Organization Name: _____

If Non-Profit please provide Federal ID #: _____ (attach proof of non-profit status)

Business License #: _____

Event Information

Event Title: _____

Event Location: _____

Event Date(s): _____

On-Site Contact: _____

Phone #: _____ Secondary Phone #: _____

If Street Closures are being requested:

Closure Time Request: _____ Closure Lift Time Request: _____

All Events:

Set-up Start Time: _____ Event Start Time: _____

Event End Time: _____ Clean-up Completion Time: _____

Who will attend? (circle one) General Public Private Party

Estimated Attendance: _____
(for filming permits include cast and crew)

Will you charge admission? YES NO If yes, what is the cost of entry? _____

Will you charge for parking? YES NO If yes, what is the cost to park? _____

If yes, Where will the paid parking be located? _____

Event Details

Street Closure

Will your event require the closure of any street, sidewalk, alley or other public right-of-way? (circle one)
YES NO

If yes, please indicate what public right-of-way and times affected and complete the diagram on Page 12:

Sanitation Needs

Will your event require portable restrooms? (circle one) YES NO

If yes, Number of port-a-toilets: _____ Number of ADA accessible restrooms: _____

Drop-Off Date: _____ Drop-Off Time: _____

Pick-Up Date: _____ Pick-up Time: _____

Will your event require trash cans? (circle one) YES NO

How many trash cans do you plan to have present at event? _____

Please explain your plan for disposing of all waste:

Amplified Sound

Does your event include any of the following? (circle one) YES NO

If yes: (circle all that apply) Amplified Sound DJ Live Band

Alcohol

Will alcohol be present at your event? (circle one) YES NO

If yes: (circle all that apply) Served - No Cost Sold Guests Bring Their Own

If Liquor License has already been obtained please provide #: _____

Event Details Cont.

Security

Have you made arrangements for Security? (circle one) YES NO

If yes, who will you be using? Name of Company: _____
City: _____
Day Time Telephone: _____
Fax: _____
Cell: _____

Number of Security Guards to be present: _____

If no, please see list of approved security vendors. To avoid cancelation, booking receipts must be turned into the Parks, Recreation and Public Facilities office 30 business days prior to event.

Vendors

Event Coordinator must apply for City of Turlock Business License

Will event include product vendors? (circle one) YES NO

Will event include food vendors? (circle one) YES NO

*Event organizer must obtain health permits from all food vendors

*Depending on event details additional Fire Codes may be required to be met

Will you be charging a fee for vendors? YES NO If Yes, what is the fee _____

Event Details Cont.

Will Your Event Include

Please circle your response as to whether each item will be present at your event, and provide a brief description of each item circled "YES". If there is an item that will be present at the event, but is not listed on this form please indicate those items in the area marked "OTHER"

ITEM

Animals YES NO _____

Automobiles/Trucks YES NO _____

Bicycles/Foot Races YES NO _____

Is event being advertised as (circle one) N/A RACE FUN RUN

Booths/Stands YES NO _____

Emergency Vehicle Access YES NO _____

Medical/First Aid Station(s) YES NO _____

Parking YES NO _____

Approximately how many spaces needed: _____

Rides/Bounce House YES NO _____

Tents/Canopies YES NO _____

City Property/Equipment YES NO _____

Open Flame YES NO _____

Stage YES NO _____

Power Source YES NO _____

OTHER YES NO _____

Site Plan/Public Right of Way Closure Route

Using the space below (or attach another sheet), please indicate the set-up/closure route anticipated for your event. Please be as clear as possible. Make sure to include beverage stations, food stations, food preparation, portable toilet facilities, first aid facilities, tables/chairs, fencing, barricades, generators, tents/canopies, booths, signage, bleachers, stages, parking sites, trash containers, exit pathways, and other related event components or structures. Additions, modifications, or deletions may be required upon review.

All Category Three (Moving Location/Procession/Roadway/Walkway Closure) applicants should also include a route map of event.

EVENT LOCATION: _____

INDEMNIFICATION, DEFENSE AND HOLD HARMLESS AGREEMENT
Please wait to sign until City Personnel is present

To the greatest extent permitted by law, Permittee,

[PRINT NAME]

shall indemnify, defend, and hold harmless the City of Turlock and its elective and appointive boards, officers, agents, employees, and volunteers from and against all claims, damages, losses and expenses, including attorney fees arising out of, resulting from or in any manner related to, the granting of the attached special event permit and use of the City’s property; including, but not limited to, claims, damages, losses or expenses attributable to bodily injury, sickness, disease or death, loss of business, or injury to or destruction of tangible property including the loss of use resulting therefrom, regardless of whether or not it is caused in part by a party indemnified hereunder.

In the event the city determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney’s fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the city should otherwise agree with applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails on every issue in the enforcement proceeding.

Permittee hereby acknowledges, understands, and agrees to the terms and conditions set forth in this Indemnification, Defense, and Hold Harmless Agreement and affirms that it is authorized and has legal authority to execute this Agreement.

Permittee verifies that the information in this application, any supplemental application, or attached item is true and accurate.

Applicant Signature: _____ DATE: _____

Print Name: _____

City personnel Signature: _____ DATE: _____

Print Name: _____

Event Form Authorization

Event Name: _____

Event Location: _____

Event Contact Name: _____ Date of Birth: _____

Contact Address: _____

City: _____ Zip Code: _____ Phone: _____

To Be Completed By City Personnel Only

<u>Department</u>	<u>Description of Estimated City Fees</u>	<u>Fee</u>
<input type="checkbox"/> Police Department	_____ _____	\$ _____
<input type="checkbox"/> Parks, Recreation And Public Facilities	_____ _____	\$ _____
<input type="checkbox"/> Engineering	_____ _____	\$ _____
<input type="checkbox"/> Fire Department	_____ _____	\$ _____
<input type="checkbox"/> Municipal Services	_____ _____	\$ _____
<input type="checkbox"/> Business Licenses	_____ _____	\$ _____
TOTAL ESTIMATED CITY FEES:		\$ _____

The applicant signature below is in acceptance of the estimated fees and in acknowledgement that other fees maybe incurred throughout the event process.

Signature: _____ **Date:** _____

Print name: _____

PRE-EVENT CHECKLIST

Internal use ONLY

Event Date: _____ Event Name: _____

Location: _____

Contact Person: _____ Phone: _____

Non-Applicable **COMPLETED**

Insurance Requirements:

Applicant must provide a \$2 million liability insurance policy along with an additional insured endorsement naming the City of Turlock, its elective and appointive boards, officers, agents, employees and volunteers as additionally insured. City must receive evidence of insurance 15 business days before the event and Applicant's insurance must be primary. If unable to acquire through your own insurance carrier you may be able to purchase insurance through the City of Turlock at an additional cost. (With underwriter approval)

Alcohol Beverages:

A valid liquor permit from the State of California Alcoholic Beverage Control Board (ABC) in Stockton, CA must be provided to the Parks, Recreation and Public Facilities Department office 15 business days prior to event date. The liquor permit must be displayed in the area where alcohol beverages are to be present. You must obtain a letter of permission from the Recreation Department office to present to ABC prior to applying for liquor permit. The allowance of alcohol is subject to the approval of the Turlock Police Department and will be subject to a 15 business day waiting period for the letter of permission. Alcohol is not allowed at an event being held for a person under the drinking age. If alcohol is present at a minor event the event will be shut down and no fees will be refunded.

Security Guard Requirement:

1 security guard is required for every 100 persons in attendance when alcohol is being served at an event.
A Pre-approved list of Security Agencies is available at the Recreation Division office.

Food Selling/Concessions Permit

All state and local health codes must be met by all vendors at an event where food will be served whether for purchase or distribution. It is the responsibility of the event organizer to obtain a health permit from each vendor prior to the event.

Turlock Downtown Property Owners Review

If your event is being held in Downtown Turlock you are required to get the approval of the Turlock Downtown Property Owners Association. Please contact the TDPOA Director @ (209) 634-6459.

Property Owner Notification

Adjacent property owners impacted by the event will be notified by the City, at the applicant's expense, in writing and invited to the public hearing for the event.

Post Event Evaluation

To be completed by City Personnel
A post event meeting may be required

Event Date: _____

Event Name: _____

Location: _____

Contact Person: _____ Phone: _____

The event was carried out in the manner which was presented in the Event Application.
(1-disagree, 5-agree)

	1	2	3	4	5
Comments	_____				

Event personnel followed City suggested and/or required guidelines. (1-disagree, 5-agree)

	1	2	3	4	5
Comments	_____				

The event was cleaned up in a timely manner and to the expectations laid forth in the Event Application.
(1-disagree, 5-agree)

	1	2	3	4	5
Comments	_____				

Rate the overall success of the event based on the City of Turlock Special Event Application criteria.
(1-not successful, 5-very successful)

	1	2	3	4	5
Comments	_____				

Is this event considered in good standing? YES NO

City Personnel Signature _____ Date _____