

CITY OF BENICIA

SPECIAL EVENT PERMIT APPLICATION



WELCOME

The City of Benicia is proud to have its residents and organizations host a variety of special events to enhance the lives of the community and contribute to the economic vitality of the city. The following pages include the City of Benicia's Special Event Application and instructions to help guide you through the permit process.

It is our goal to assist event organizers in planning a safe and successful event that creates a minimum impact on the community and residents surrounding the events. A completed application packet must be received a minimum of 60 days prior to the event start date and submitted as early as twelve months prior to the event start date. Effective 01/01/2024, the city will not provide city services or supplies for any "for profit" or private event. Event organizers are responsible to purchase or contract for supplies or services.

PERMIT APPLICATION PROCESS

Special events often involve a number of permits and other requirements to ensure the safety of the event and to minimize impacts on the surrounding community. To help facilitate the planning of special events within Benicia, the city has formed a Special Events Team. The Special Events Team is made up of members from all city departments involved with special events. The Team's goal is to assist event organizers in planning safe and successful events.

The process begins when you submit a completed Special Events Application Packet (attached) to the Parks & Community Services Department. The Special Event Team uses the event information to determine which permits, conditions, or other requirements apply to your event. A condition letter will be issued to the event organizer listing all requirements that must be completed prior to a special event permit being issued.

The submission of a Special Event Permit Application does not constitute approval of your special event. Depending on the size and type of event and its impact on City services, a meeting with the event organizer and all affected departments may be scheduled.

STREET CLOSURE OR USE OF FIRST STREET GREEN

Event requests for any street closure or for First Street Green (located at First Street & East B Street) for community events can only be made by a Benicia Based Local Non-Profit organization with current 501c3 status on file with the Parks & Community Services Department. All other requests must use a reservable park area for the event and pay all required fees.

Parks available with reservations and fees:

- City Park & Gazebo
- Marina Pavilion & Marina Green
- Jack London Park
- Community Park Rental Area
- Ball Fields when space available

INSURANCE CERTIFICATION REQUIREMENTS

An insurance certificate for General Liability Insurance in the amount of \$1 million per occurrence, aggregate amount of \$2 million, naming as additionally insured, the City of Benicia and its elected and appointed officials, employees, agents, and volunteers, in single limits applying to physical injury, property damage, and personal injury. The certificate of insurance must state that the City of Benicia, its elected and appointed officials, employees, agents, and volunteers are additionally insured. The certificate of insurance must be submitted to the City Manager's Office at least 30 days prior to the event.

ALCOHOL MANAGEMENT PLAN

If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate licenses from the Benicia Police Department and the California Department of Alcoholic Beverage Control (ABC) and abide by the rules you will receive in your condition letter issued to you by the city after review of your application.

FIRST STREET CLOSURE

Applicant must plan for downtown business and resident concerns including:

- Communicate access or lack thereof to First Street businesses and residents on the day of the event. The applicant shall mail 2 weeks in advance an event notification to every occupant and business owner impacted by the event street closure. The notification shall include a description of the event and closure and include a map.
- Detour signage for access to areas obstructed by the event. The applicant will work with the Public Works Department on proper signage placement.
- Prompt street clearance at the conclusion of the event.
- The applicant will work with city staff to develop plans to accommodate public parking needs for the day of the event.

QUESTIONS

Benicia Parks & Community Services

Ann Dunleavy – Superintendent

707-746-4282 / adunleavy@ci.benicia.ca.us



City of Benicia
APPLICATION FOR SPECIAL EVENT/PARADE PERMIT

The City of Benicia special event application form will help you identify equipment, services and activities early in the planning stages to help minimize last minute surprises that could be a problem for you and your organization. The form is designed to obtain information about any type of event so, if sections of the form do not relate to your event, simply indicate that the question is non-applicable (N/A).

Date of Application _____

Applicant/Organization _____ Contact Person _____

Address _____

City/Zip _____ Phones Numbers: Day _____ Cell: _____

Email address: _____ Fax Number: _____

Are you a recognized Non-Profit Organization? _____ Yes _____ No

If yes, what is your Non-Profit ID#? _____

1. EVENT INFORMATION

Name of Event _____ New _____ Repeat _____

Location Requested _____

Event Date(s) _____ Day(s) of the Week _____

Event Time From _____ a.m./p.m. TO _____ a.m./p.m.

If event is more than one day, list times for all days below:

Set-up Date: _____

Set-Up Time: Starts _____ a.m./p.m. Ends _____ a.m./p.m.

Take Down Date: _____

Take Down Time: Starts _____ a.m./p.m. Ends _____ a.m./p.m.

Estimated Attendance _____ Adults _____ Teens _____ Youth _____

Will there be a charge for patrons to be admitted to your event? Yes ___ No ___
If yes, how much? _____

2. ALCOHOLIC BEVERAGES

Will alcoholic beverages be sold or served? Yes _____ No _____

If yes, what kind of alcohol will be served? _____

If yes, describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older.

Alcoholic beverages will be served from _____ a.m./p.m. to _____ a.m./p.m.

By _____

In the following location(s):

3. FOOD/NON-ALCOHOLIC BEVERAGE SERVICE

Will food/non-alcoholic drinks be served? Yes _____ No _____

If yes, what kind? _____

Name of caterer (if any) _____

4. ENTERTAINMENT

Sound Amplification Yes _____ No _____

If yes, hours _____ a.m./p.m. To _____ a.m./p.m.

Live Music Yes _____ No _____

If yes, hours _____ a.m./p.m. To _____ a.m./p.m.

Type of Music _____

Will you use a tent, canopy or other temporary structure at your event?

Yes _____ No _____

If yes, please describe the size and location. _____

5. Safety and Security Procedures

Describe your proposed procedures for security and crowd control.

How will you publicize and direct people to your event location? List any promotional or directional signage that you will use. (Attach any flyers or press releases.)

Will you have volunteers working your event? Yes _____ No _____

If yes, how many? _____

If your event includes vehicles and/or animals, describe what you will do to ensure the safety for the public and participants.

6. MITIGATION OF IMPACTS ON OTHERS

Describe how you will notify affected businesses and residents of your event.

Describe how you and your organization will mitigate the impacts of your special event on neighboring businesses, churches, residents, motorists and others.

7. EQUIPMENT/SERVICES

Request Temporary "No Parking" Signs _____yes _____no

If yes, please answer the following:

• "No Parking" Signs Time: Starts _____ a.m./p.m. Ends _____ a.m./p.m.

• Describe the area: _____

Request Street Closure _____yes _____no

If yes, please answer the following:

• Street Closure Time: Starts _____ a.m./p.m. Ends _____ a.m./p.m.

• Describe the area: _____

Request Temporary Street Barricades _____yes _____no

If yes, please answer the following:

• Describe the area: _____

8. CLEAN-UP PROCEDURES

Who is responsible for clean up?

Name _____

Address _____

Phone Day _____ Evening _____ Cell/Pager _____

Who will take signs down?

Name _____ Phone # _____ Cell/Pager _____

9. EVENT MAP (REQUIRED) - Application will not be processed without a map.

Check all items listed below that apply to your event and attach an event map showing the location of each item:

(Route for parades, fun runs etc. designate staging area, as well as beginning and end of route. Use arrows to indicate direction of route.)

- Entertainment and/or stage location(s)
- Sound amplification – location of amplifier and all speakers
- Alcoholic beverage concession area(s)
- Cooking area(s)
- Food concession area(s)
- Display area(s) for arts, crafts, vehicles, etc.
- Merchandise sale area(s)
- First aid facilities
- Portable toilets (indicate number _____)
- Permanent restroom facilities available
- Event participant parking area(s), including entrances, exits and traffic circulation
- Event spectator parking area(s)
- Event manager’s command post
- Temporary structures
- Pyrotechnics site
- Utility connection locations (power, water, etc.)
- Trash containers
(# trash cans _____; # dumpsters _____; # recycle cans/bins _____)
- Access and parking for disabled
- Other (please describe) _____

10. ADDITIONAL INFORMATION _____

11. WAIVER

Applicant agrees to strictly comply with the conditions of this permit. Failure on my part to accurately describe the event will cause forfeiture of the right to hold the event and forfeiture of all deposits/fees paid.

Applicant further agrees to indemnify, hold harmless, release and defend the City of Benicia and its officers, employees and agents against all claims of action, liability, judgments, costs and expenses, including attorney's fees, arising from or related to the special event referenced above.

I certify that I accept responsibility on behalf of my organization for any damage or theft sustained by the City (premises or equipment) as a result of occupancy of said premises by our organization.

I HAVE READ AND AGREE TO THE ABOVE STANDARDS.

SIGNATURE _____

PRINT NAME _____

DATE _____

City staff will begin reviewing your application soon after you submit it to the Parks & Community Services Department. You can help speed the process along by completing the application in full before submitting it for review. Please return your completed permit application form to Benicia Parks & Community Services Department, 250 East L Street, Benicia, CA 94510 *a minimum of (60) days prior to your event*. Your application will be circulated to city departments for review.

Any questions regarding this application please call
Ann Dunleavy, Superintendent of Parks & Community Services at (707) 746-4282.