



Dear Special Event Coordinators,

Attached is the 2018 special event application for the City of Benicia Parks & Community Services Department. If you have old copies of the application please destroy and use the updated version. Here are a few reminders:

- Applications are due a minimum of **60 days prior** to your event. This will be strongly enforced this year to allow time for city departments to review and discuss in a timely manner.
- Special event application cost is \$50.00, fee is waived for Benicia based local non-profit organizations who have their non-profit information on file with the City of Benicia Parks & Community Services Department.
- A certificate of liability insurance and endorsement naming the City of Benicia as an additional insured must be submitted to the City at least 30 days prior to event. The liability limit will be determined based on the type and scope of your event.
- Applications are to be completed entirely, if application is not complete it will be sent back and will not be considered until submitted with all information attached.
- Applications are to include all aspects of your event (set up & clean up are considered an important part of your event).
- Once your application is submitted to the city for review no changes should be made to the application, unless your request is submitted in writing for approval.

If you have any questions please feel free to contact me at 707-746-4282 or [adunleavy@ci.benicia.ca.us](mailto:adunleavy@ci.benicia.ca.us).

Sincerely,

*Ann Dunleavy*

Ann Dunleavy  
Superintendent of Parks &  
Community Services



**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)**

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**

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**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.**