City of Redding

SPECIAL EVENT
Permit Application

Redding has a rich and diverse history of community-based events and entertainment. We are proud to put our community and its amenities on display for all to enjoy and visit as we celebrate what we believe is one of the finest cities in the nation in which to live and conduct business.

In order to plan a safe and successful event while remaining mindful of the needs of the surrounding community, there are various departments within the City of Redding that review all special event applications. It is intended that this application will provide a simplified process for both the event organizers and the city representatives. However, please be aware that depending upon the nature and size of your event, you, as the event planner, might need to comply with other department requirements and other federal, state, and county regulations in addition to completing this application.

On behalf of the City of Redding, we appreciate your interest in conducting a special event here and thereby adding to our sense of community!

INTRODUCTION:

Permit applications must be received by the City of Redding **no less than 30 days in advance of the event.** Generally, a Special Event Permit is required for any organized activity or event, whether organized by a nonprofit entity, private enterprise, individual, or other, which involves the use of, or will have an impact upon, public property, public facilities, sidewalks, or city streets. (Refer to Redding Municipal Code Chapter 11.44). It is our goal to assist event organizers in planning a safe and successful event that will create a minimal impact upon the community or neighborhoods surrounding the event. We hope you find these instructions helpful. You are encouraged to call the City Clerk's Office at (530) 225-4055 with any questions.

PERMIT PROCESS:

The Special Event Permit process begins when you submit a Special Event Permit Application to the City Clerk's Office. Upon receipt of your application, it will be evaluated for its impact on other city entities and will be distributed to other city departments for their review and requirements or conditions. Throughout the process, you will be notified if additional information, permits, licenses or certificates are necessary. Due to the many changing aspects of an event and its planning process, we recognize that you will need time to provide all the necessary information and documents. Given this fact, the permit might not be physically issued until a few days prior to the event. Upon approval of the event, the event organizer will be provided a permit subject to conditions of operation.

The following page will help to determine if a City of Redding Special Event Permit will be required and also will provide you with other agency contact information you may find helpful depending on the location and type of event you are planning.

Before completing the attached application, please take time to review and answer the following questions to help determine what permits, including a City of Redding Special Event Permit, may be required for your event:

Will the event be held at the Sundial Bridge? If **YES**, prior to completing the application, please contact:

→ Turtle Bay Exploration Park at (530) 242-3180 to obtain an Application and Permit for Use; and
→ City Clerk's office at (530) 225-4044 to determine if a Special Event Permit is required.

Will the event be held at/or in conjunction with the Civic Auditorium? If **YES**, prior to completing the application, please contact:

→ Advance Redding, Inc. – Box Office Manager at (530) 229-0036; and
→ City Clerk's office at (530) 225-4044 to determine if a Special Event Permit is required.

Will the event be held in a City park or trail facility? If **YES**, prior to completing the application, please contact:

→ City of Redding Recreation Division at (530) 225-4095 or visit their website at reddingrecreation.org for information and their Reservation Forms; and
→ City Clerk's office at (530) 225-4044 if the Recreation Division indicates a Special Event Permit is also required.

Is the event a public dance? If **YES**, prior to completing the application, please contact:

→ City Clerk's office at (530) 225-4044 for the necessary permit and to determine if a Special Event Permit is required.

Will food be served or sold at the event? If **YES**, prior to completing the application, please contact:

→ Shasta County Environmental Health Department at (530) 225-5787 for information about required permits and applicable fees.

Will portable toilets be needed for the event? If **YES**, please contact:

→ A local vendor for their recommendation regarding quantity needed to satisfy the demands of the event.

Will you be filming in the City limits of Redding? If **YES,** please contact:

→ Please contact the Shasta County Film Commission at (530)710-7784

CITY OF REDDING
PARADE/SPECIAL EVENT APPLICATION/PERMIT/AGREEMENT

Return completed application to:
City of Redding, City Clerk's Office
777 Cypress Avenue, 3rd Floor
Redding, CA 96001
530-225-4055

Please return this completed application to the City Clerk's Office a minimum of **THIRTY (30) DAYS** prior to date of event. The City Clerk's Office will circulate the application to City Departments. When approvals and/or specific conditions are obtained, this form (marked **CONDITIONAL APPROVAL**) will be returned to the applicant with a list of all general and specific conditions.

All Items on this application must be completed fully and accurately or the permit will not be issued. Please note that additional information, permits, inspections, and fees may be required.

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PLEASE PRINT **Today's Date:**_____

Event Name _____

Date(s) of Event _____ Start Time(s) _____ End Time(s)_____

Location of Event _____

Brief Description of Event _____

_____ Estimated No. of Participants _____

APPLICANT/SPONSORING ORGANIZATION

Applicant/1st Contact Person _____Business Phone_____

Address_____ Cell Phone_____

Email Address_____ Fax Number_____Home Phone_____

Applicant/2nd Contact Person_____ Business Phone_____

Address_____ Cell Phone_____

Email Address_____ Fax Number_____Home Phone_____

Sponsoring Organization _____Non-Profit: YES: _____ NO: _____

Address _____

Is the City Co-Sponsoring Event? _____ If YES, Department Name & Contact Person_____

PARADES ONLY

Assembly Area _____

Disbanding Area _____

Number of Participants _____ Spectators _____ Entries _____

The undersigned acknowledges that it is the responsibility of the applicant to comply with all conditions. Failure to do so may result in revocation of the permit and denial of future special event permits.

Applicant's Signature _____

☐ CONDITIONAL APPROVAL

Permission is hereby granted the applicant to perform the above described event as outlined in this permit.
Approval is conditioned on compliance with all general and specific conditions attached hereto.

_____City Clerk _____Date

Site Map Check List

One of the MOST important parts of the application is the Site Map. Please include a detailed **reproducible** map of the event including, but not limited to, the following:

- ☐ An outline of the entire event location, including the names of all streets or areas that are part of the venue and surrounding area; attendee parking layout; and tent/canopy locations (indicating size of each). If the event involves a moving route of any kind (parade, walk, march, etc.) indicate the direction of travel, all street or lane closures and locations where event volunteers will be posted.
- ☐ The location of barriers, fences and/or barricades. Indicate removable fencing/barriers for emergency vehicle access.
- ☐ The provision of a 20-foot-wide emergency vehicle access lane throughout the event venue. (For the Demonstration Block only, the provision of a 15-foot-wide emergency vehicle access lane is required.) If you have questions regarding the access lane, please contact the Fire Department at (530) 225-4141.
- ☐ The location of first aid facilities and ambulance parking areas, if applicable.
- ☐ A detailed or close up view of the food booths and cooking area configuration, including identification of all vendors cooking with flammable gasses or barbeque grills.
- ☐ Generator locations and/or sources of electricity.
- ☐ Placement of event related vehicles and/or trailers.
- ☐ Exit locations for outdoor events that will be fenced.
- ☐ Other relevant event components.
- ☐ The map should be drawn to scale and should include a “North” arrow.

SPECIFIC REQUIREMENTS

Please answer the following questions giving as much detail as possible where a description is requested. Complete and accurate applications can be processed more quickly. If more room is needed, attach an additional sheet of paper and list the question number with your answer.

Fire Department Information

Yes/No

_____ 1. Do you expect there will be more than 50 people attending your event; or will there be a change to the normal occupancy (indoor events); or is access being restricted (outdoor events). If yes, please contact the Fire Department at (530) 225-4141 for information and/or necessary permits.

_____ 2. Will there be tents or canopies larger than 400 SQFT (20X20)? If so, a permit is required from the Fire Department. Please call the Fire Department at 530-225-4141 for application and fee processing.

_____ 3. Will propane, compressed gasses, pyrotechnics or open-flame devices be used for the event, including, but not limited to food preparation, cooking, etc.? If yes, please describe use below and note the location of such items on the site map included with this application. A permit is required from the Fire Department for these devices. Please contact the Fire Department at (530) 225-4141 for information, applicable inspection(s) and/or permit fees.

Description:

_____
_____
_____
_____
_____

Airports

Yes/No

_____1. Will the event be held at either Redding Municipal Airport or Benton Airpark?

_____2. Will any Unmanned Aerial System (UAS,UAV, Drone, etc.), Dirigible (Balloon, Blimp, etc.), lighting (spot lights, lasers, or object to cause aerial glint and glare), or structure be erected at a height greater than 75 feet within 5 miles of either Airport?

If yes to **either** question, please call the Airport Managers Office at (530)224-4321 to determine if any additional requirements are needed.

Public Works Information

Yes/No

_____ 4. Will this event require street closures? If yes, please provide a detailed traffic control map showing traffic flow, detours, road closures, no parking zones/areas, portable barricades, blockades, signage, along with a 20-foot-wide emergency vehicle access lane. (For events on the Demonstration Block a 15-foot-wide access lane is required). If you have questions regarding the requirement of the access lane, please call the Fire Department at (530) 225-4141.

City co-sponsored event requiring traffic control devices: The applicant must contact the Streets Superintendent at (530) 224-6077 **a minimum** of seven (7) days prior to the event to coordinate dates, times, and posting of no parking zones/areas.

Privately sponsored event requiring traffic control devices: The applicant must provide and set up all necessary traffic control devices as approved by the Public Works – Streets Division. If the applicant chooses to have City staff provide these devices, contact the Streets Superintendent at (530) 224-6077 regarding dates, times and associated costs.

_____ 5. Will the event impact surrounding businesses or residential areas, (*i.e.*, access to streets, driveways, sidewalks, etc)? If yes, all affected businesses and/or residences must be notified **at least** five (5) days in advance. Please contact the Public Works – Traffic Operations Division at (530) 225-4170 for more information.

Police Department Information

Yes/No

_____ 6. Is there sufficient parking available for the estimated number of attendees? A written plan may be required by the Redding Police Department. Please contact the Police Department at (530) 225-4280 for information.

_____ 7. Have security arrangements been made for the event, (*i.e.*, police or private licensed security)? A written Security Plan may be required by the Police Department. Please contact the Police Department at (530) 225-4280 for information and requirements. Your security Plan must include locations of personnel, first aid kits and fire extinguishers.

_____ 8. Will alcoholic beverages be served or sold at the event? If yes, a Letter of Approval from the Chief of Police and a copy of the State Alcoholic Beverage Control (ABC) Permit **must be submitted to the City Clerk's Office a minimum of fourteen (14) days prior to the event.** Please contact the Chief of Police's office at (530) 225-4211 for a Letter of Approval and specific information regarding additional security related to alcoholic beverages.

_____ 9. Have you prepared your security Plan? If you are having alcoholic beverages at your event, additional security measure must include the number of security guards, the location of the disbursement of alcohol, where you will be putting up your barriers, as well as how your team will be communicating with each other-**Please see attached Sample.**

_____ 9. Has an Emergency Services Plan been developed, (*i.e.*, medical & fire)? If yes, please describe your Plan. Where is the closest hospital? Where is the closest Fire Department? Who is in charge of contacting outside help in the event of an emergency?

_____
_____
_____

_____ 10. Has a Communications Plan been developed? If yes, please describe:

_____
_____
_____

_____ 11. Will there be special seating requirements (*i.e.,* grandstands, etc.)? If yes, please describe:

_____
_____
_____

(SAMPLE)

Security for the event is as follows:

Medical and Fire Emergency:

A first aid kit and fire extinguisher will be located _____. All staff will be informed of the location during orientation for the event. In the event of an emergency requiring medical or fire department assistance, 911 will be called.

Emergency assistance: Shasta Regional Medical Center is ___ blocks away from the event site and the fire station ___ is __ blocks away. Close proximity will allow for a rapid response time if called.

Security and Monitoring:

A security guard will be on site at all times during the event. Alcohol will be served only to individuals wearing a wrist band indicating that ID has been checked and they are over 21. Signage will clearly be marked along the barricades at _____ indicating “No Alcohol Beyond This Point”. Staff will wear Identifying badges for easy recognition and will be stationed throughout the block to monitor that patrons are not leaving the area with alcohol.

Communication:

Communication between staff will be via phones, text and use of 2 way radios. In the event that any patron appears out of control, security will be called over for assistance, and RPD will be contacted if warranted.

Solid Waste Information

Yes/No

_____ 12. Have waste management (trash) arrangements been made? Please contact Redding Municipal Utilities at (530) 224-6205 for solid waste and/or recycling services and applicable fees; and describe the arrangements:

_____
_____
_____

Building Maintenance

Yes/No

_____ 13. Will outside power be needed? Please contact Building Maintenance at (530) 224-6020 if the event is being held on the Market Street Promenade, Market Street Demonstration Block, or at City Hall:

_____
_____

GENERAL CONDITIONS FOR SPECIAL EVENTS:

Please read and initial each condition:

____1. **Deadline for Application:** Except for special event permits issued solely by the Department of Community Services - Recreation and Parks Division, the completed and signed Special Event Permit Application shall be submitted to the City Clerk's Office no later than thirty (30) days prior to the date of the event. The deadline for permit applications submitted solely to the Recreation and Parks Division shall be as provided by the policies and procedures of that division.

____ 2. **Revocation/Modification:** Except as otherwise provided in the terms and conditions to a Special Event Permit, the City may revoke a Special Event Permit on five (5) days advance notice. The City may modify or change these general conditions and any special terms and conditions imposed on the Special Event Permit at any time.

____ 3. **Penalties for Non-Payment of Fees or Costs:** Failure to pay permit fees when due may result in rejection of future applications and denial of permits.

____ 4. **Assignment:** No person or organization, other than the permittee's authorized agent, is allowed to conduct the special event for which the permit is issued. The Special Event Permit shall not be transferred or assigned; any such transfer or assignment shall void the permit.

____ 5. **Permits from Other Agencies:** A Special Event Permit issued by the City shall be invalid if the permittee has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of California Department of Transportation, Alcoholic Beverage Control, or any other public agency having jurisdiction over the special event or its location.

____ 6. **Responsibility for Restoration and Repair:** The permittee is solely responsible for any necessary restoration and repair of City-owned property resulting from the special event.

____ 7. **Responsibility for Cleanup:** The permittee is solely responsible for cleaning City and private property affected by the special event, and shall remove entirely and dispose of all refuse, litter and rubbish from City and private property affected by the conduct of the special event. The affected property shall be clean and appear as it was before the special event.

____ 8. **Costs of Special Event:** Unless otherwise stated in the permit, or a separate written agreement, all costs incurred for the special event shall be borne entirely by the permittee. The permittee hereby waives all claims for indemnification or contribution from the City for any costs associated with the special event.

____ 9. **Responsibility for Damage; Indemnification:** The City of Redding and all its elected officials, officers, agents, employees and volunteers shall not be answerable or accountable in any manner for injury to or death of any person, including, but not limited to, the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or persons attending or participating in the special event, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including, without limitation, the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or persons attending or participating in the special event, or for damage to property arising out of the special event, or other activity permitted and done by the permittee under any permit, or arising out of the failure on the permittee's part to perform their obligations under any permit in respect to the special event or from any cause whatsoever during the special event, or other activity or at any prior or subsequent time during which work or other activities are being performed under the obligations provided by and contemplated by the permit.

The permittee shall indemnify and defend the City of Redding and all its elected officials, officers, agents, employees and volunteers, from any and all claims, losses, suits, actions, damages, and liability for damages, including attorney's fees and other costs of defense incurred by the City of Redding whether for damage to or loss of property or injury to or death of person, including, without limitation, the permittee, persons acting on behalf of the permittee, persons employed by the permittee, persons attending or participating in the special event or properties of the City of Redding and injury to or death of City of Redding elected officials, officers, agents, employees and volunteers, arising out of, or resulting from the special event, or arising out of the failure on the permittee's part to perform their obligations under any permit, or from any cause whatsoever during the special event, or at any prior or subsequent time during which work or other activities are being performed under the obligation provided by and contemplated by the special event permit or other permit, except as otherwise provided by statute.

The permittee waives any and all rights to any type of expressed or implied indemnity against the City of Redding, its elected officials, officers, agents, employees and volunteers, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, acting on behalf of the permittee, or persons attending or participating in the special event.

____10. **No Precedent Established:** The issuance by the City of a Special Event Permit shall not establish a precedent and shall not obligate the City in any way to issue subsequent permits for the same or similar events or to the same permittee.

____11. **Responsibility to Maintain Event Structures and Materials:** The permittee agrees, by acceptance of the Special Event Permit, to properly maintain any and all event structures and materials used or required during the time of the event or at any prior or subsequent time during which work or any other activities are being performed under the Special Event Permit.

____12. **Cancellation of Rights:** The permitted special event may be canceled, postponed or terminated at any time if, in the opinion of the California Department of Transportation, the California Highway Patrol, or the Redding Police Department, conditions, including, without limitation, the weather, present unacceptable hazards.

____13. **Traffic Control:** If traffic control is required, the applicant or applicant's representative must be in contact with Redding Streets Division (530) 224-6077 and Redding Police Department (530) 225-4280 to make sure all City regulations are met.

____14. **Restriction on Throwing Candy, etc., during Parade:** Participants in a parade may distribute candy or other attractive objects to roadside spectators ***only by hand-to-hand***. No other kind of distribution will be allowed, including, without limitation, throwing, tossing, dropping, etc.

.____15. **Security:** If the City requires the permittee to have uniformed security personnel present during the special event, unless otherwise set forth in a written agreement with the City, the permittee shall provide, at the permittee's expense, employees of a company licensed under the State of California Private Investigator Act.

____16. ***Film Production Guidelines:**

A. Film production company must contact the Shasta Film Commissioner at 530-710-7784.

B. All vehicles, including, without limitation, equipment rental vehicles used by a film production crew shall be visibly identified with the name of the film company, including identification placed in the windshield of the vehicle while on location.

C. To the greatest extent possible, film production shall not interfere with the normal activities of the persons living or working in an area affected by the film production. Filming crews and equipment shall not interfere with street sweeping or refuse collection. No littering is permitted and the area affected by the film production shall be cleaned completely and returned to its appearance prior to the film production before the film company leaves the area. Unless prior authorization is given, the public shall not be deprived of egress and ingress to private or public property.

____17. **American with Disabilities Act:** The permittee understands and agrees that he/she will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, save harmless and defend the City of Redding, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.

____18. **Federal Civil Rights Law:** The permittee and its representatives, as part of the consideration for the Special Event Permit, hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of the special event.

____19. **Incorporation of Conditions:** The Application for a Special Event Permit may be subject to further terms and conditions as specified by various City departments, and those special conditions along with the general conditions outlined above, are hereby incorporated with the Special Event Permit.

____20. **Insurance Requirements:** All special events are subject to a determination by the City of Redding's Risk Manager that insurance is necessary. All required insurance shall be procured by the applicant for each special event and shall provide liability insurance which, among other requirements, shall name the City of Redding, its elected officials, officers, agents, employees and volunteers, as additional insureds.

The following page explains the specific Insurance Requirements for the use of City of Redding facilities. The City of Redding is now using an online insurance certificate tracking program, *PINS Advantage*. You will receive an email from the City of Redding requesting that you forward the email to your insurance agent. If you have any questions with respect to this process, please contact Risk Management at (530) 225-4385.

INSURANCE REQUIREMENTS
FOR USE OF CITY OF REDDING FACILITIES
(***Fax this document to your insurance company***)

The City of Redding requires the following three items to fulfill the insurance requirement:

1) **Certificate of Insurance**;
2) **Additional Insured Endorsement** (this is separate from the Certificate); and
3) **Evidence of primary language** either by endorsement or the actual page(s) of the policy typically found in the "Other Insurance" section of the policy.

Minimum Limits of Insurance

1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage and $2,000,000 aggregate.

2. Full Liquor Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If liquor, beer or wine is available for consumption, **and money is transacted in any form** (i.e., for donation, for a ticket, for a meal, for entry to the event, for the beverage), then full liquor liability coverage shall be supplied.

Other Insurance Provisions

1. Certificate holder shall be: **City of Redding, its officers, officials, employees and volunteers**, 777 Cypress Avenue, Redding, CA 96001.

2. A waiver of subrogation on the general liability policy.

3. The City of Redding, its officers, officials, employees and volunteers are included as Additional Insured. The City will not accept a blanket Additional Insured Endorsement. The Endorsement must name the City, its officers, officials, employees and volunteers on the Endorsement. You may include a reference to the rental of a specific building, area, or event.

4. Insurance coverage must be ***primary*** insurance. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess or secondary of the insurance and shall not contribute with it. ***The City needs either a Primary Endorsement or a copy of the actual policy that shows the event sponsor's insurance is primary.***

5. Coverage shall not be canceled except after thirty (30) days' prior written notice has been given to the City.

6. We DO NOT ACCEPT endorsements or certificates with the wording, "but only in the event of a named insured's sole negligence."

Verification of Coverage

A certificate evidencing such insurance shall be supplied to the City no less than 10 days prior to the use of the facility.

It is recommended that you fax this document to your insurance company so they may prepare the certificate and endorsements to meet City requirements. For more information contact Pam Dahl, Risk Management, at pdahl@cityofredding.org or 225-4385.

Updated: 01/26/21