



SPECIAL EVENT PERMIT GUIDE & APPLICATION

City of Goleta
Public Works Department
130 Cremona Drive, Suite B
Goleta, Ca 93117
(805) 961-7500 • www.cityofgoleta.org

City of Goleta Special Event Permit Guide

Any special event, race, festival, etc., that is held on public property or effects the public right of way requires a Special Event Permit. A Special Event Permit is required if an event meets any of the following criteria:

- An organized formation, parade, procession, race, marathon or assembly of one hundred (100) participants or more (including people, animals, vehicles or any combination thereof) that assemble or travel in unison on any public street, highway, alley, sidewalk or other public right of way.
- An organized formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk or other public right of way owned, controlled or maintained by the City, or (2) does not comply with normal or usual traffic regulations or controls.
- An outdoor activity of a group of more than one hundred (100) people on City owned, controlled, or maintained property (i.e. Stow House, Goleta Valley Community Center and City parks and open spaces) where a standard picnic shelter reservation or facilities use permit has not been granted.
- An activity on public property that could reasonably be expected to require provision of public safety services.
- An activity on public property that involves placement of a temporary structure (i.e. tent, canopy, tables, stages, bleachers), if that placement requires a permit from the County Fire Department or the City's Building Department.

PERMIT FEES:

- \$341 – General Use
- \$108 – Non-Profit & School Use (*must provide proof of non-profit status*)

Other fees may apply, as applicable, including but not limited to:

- Traffic Control Plan Review (*may also include a 15% surcharge*)
- Road Closure Permit Fee (*if applicable*)
- Sheriff's Services (*an advance deposit may be required*)
- Cleaning deposit (*a refundable deposit may be required*)

INSTRUCTIONS:

Submit a **complete, signed application**, including insurance certificates, fees and all required documents at least thirty (30) days before the scheduled event. Submit cash or check to City Hall with application.

City of Goleta
130 Cremona Drive, Suite B
Goleta CA 93117
(805) 961-7500

Lobby hours are Monday thru Thursday, 8AM – 5PM

Failure to submit a complete application may result in denial of the permit or delay of the event.

Forms are available on the City's website at www.cityofgoleta.org.

STANDARD APPLICATION CHECKLIST:

- Special Event Application
- Standard Indemnification and Insurance Agreement for Special Events
- Certificate of Liability Insurance (*minimum \$1M general liability*)
- Additional Insured Endorsement (*naming City of Goleta as additional insured*)
- Site Map / Route Map (*Event location and setup plan*) and/or (*Course Route showing all streets along the route*)
- Fee payment (*cash, check, credit card* - Visa, MasterCard, Discover only; *includes a \$3 convenience fee for every \$150*)

ADDITIONAL REQUIREMENTS (if applicable):

- Special Use Indemnification Agreement (*hold harmless agreement for use by caterers, exhibitors and vendors*)
- Conditions of Approval for Races using City Streets (*if footrace, walk/run or cycling event*)
- Traffic Control Plan (*including volunteer locations*)
- Alcohol Beverage Permission and ABC Permit (*for events with beer, wine or alcoholic beverages*)
- County Health Permit (*for events with food or beverages*)
- Affidavit of Posting (*if required to notify residents of special event*)

Questions & Answers

Q. What is a special event?

A. Any public or private gathering of 100 or more that is held on public property or affects the public right of way. Any event that may require traffic control or the services of Sheriff's and/or safety personnel, or that may generate loud music, noise, create a disturbance, or be considered a public nuisance.

Q. Do I need a special event permit?

A. Permits are needed for special events on public property such as city streets, sidewalks, right-of-ways, beaches, lakes, parks, preserves and open spaces within the City of Goleta, including events entering City boundaries that originate elsewhere. For long distance events such as foot races and cycling, a permit is required from each city and county along the route. Any event that is held entirely on private property, such as a business location or private school, and does not affect the public right of way does not require a special event permit.

Q. Why is a special event permit required?

A. Public health and safety is a top priority for the City of Goleta. It cannot risk the potential injuries of participants nor the general public's safety due to poor planning. The application is screened for potentially dangerous or unsafe conditions, which allows the City to address problems before they arise, such as the need for traffic or crowd control. Events on city streets require a route map for proper planning and the Sheriff's Dept. patrols events for compliance with traffic laws and rules. Insurance requirements protect the City as well as the event organizers and sponsors.

Q. What is the cost of the permit and what is the fee used for?

A. Each general use permit fee is \$341.00. Non-profit & school use permits are \$108.00 and require proof of status. Non-profit organizations must provide a copy of their 501(c)3 Certificate. Permit fees are used to cover administrative costs to review and process the application. The approval process includes a risk assessment and insurance review.

Q. What is the refund policy for cancelled events?

A. Permit fees are non-refundable for cancellations less than one month prior to the scheduled event. Refund requests must be made in writing and are subject to the approval of the Public Works Department Director. The City of Goleta is not responsible for incidental damages, losses or costs due to cancelled events.

Q. Are other permits required for serving food and alcohol?

A. Yes – A County Health Permit is required if you plan to prepare, sell or serve food and/or beverages to the public. Information and forms for selling food at special events can be found at www.sbcphd.org/ehs or by calling (805) 681-4900. An ABC Permit is required if you intend to sell or give away any alcoholic beverage. Application forms and information for selling alcohol at special events can be found at www.abc.ca.gov/forms/pdflist.html or by calling (805) 289-0100. These applications must be submitted with the special event application and become part of the conditions of the special event permit. In addition, Permission to Sell Beer and/or Wine on City of Goleta Park Property must be approved by the Public Works Director and attached to the ABC application. This form is available on the City's website at www.cityofgoleta.org.

Q. Can volunteers be used for traffic and crowd control?

A. In many cases volunteers can be used for crowd control. However traffic control requires specialized training and it is up to the Sheriff's Dept. to determine if their services are required. Before any special event permit application is approved the Sheriff's Dept. must confirm traffic control plans. Traffic control is the responsibility of the event organizer. Contact the Sheriff's Office at (805) 681-4100 at least 30 days before the event to determine if traffic control is required for the event.

Q. What if Police or Sheriff's Dept. services are required?

A. Based on the application and the organization's history of past events, the Sheriff's Dept. or City Traffic Liaison will determine if their services are required for traffic or crowd control. Since off-duty officers cover special events an estimate is made of the number of personnel hours required and a minimum deposit for their overtime must be paid before the application can be processed. If the event requires additional services beyond the estimated amount, the event organizer will be billed for the remaining balance. Refunds will be made on deposits in excess of the actual Sheriff's fees.

Q. When is the application due and how will I know if my event is approved?

A. The complete signed application is due at least thirty (30) days before the scheduled event. After the application is approved you will receive a copy of the final permit, usually at least one week before the event. If there is a problem with the application you will be notified by phone or email. NOTE: Many organizers submit their application several months ahead of time for proper planning, and to make sure their event runs smoothly.

Q. Who can I contact for additional information regarding special events?

A. Please call the City of Goleta, Public Works Dept., Special Events Coordinator at (805) 961-7578 if you have any questions or concerns.

Will alcohol be included in your event? Yes No

A.B.C Permit - If you intend to sell alcohol, charge an entrance fee, fundraise, raffle, seek donations or the general public is invited/allowed to your event you will need an ABC license. Permission to Sell Beer and/or Wine on City of Goleta Park Property and an ABC-221 "one day permit" form must be completed and submitted to the City of Goleta, Code Enforcement Officer for initial approval. After City approval the applicant must obtain approval by the Alcohol Beverage Control Department. The nearest ABC office is located at 1000 S. Hill Road Suite 310, Ventura, CA 93003, (805) 289-0100. An ABC-221 application can be obtained on the ABC website at www.abc.ca.gov/forms/pdflist.html. The City of Goleta reserves the right to place conditions on the ABC permit including but not limited to hours or operation, required security and number of attendees.

Will this event cause any disturbance, noise or traffic congestion in the vicinity or surrounding area of the proposed event? Yes No

If yes, please explain and list control measures: _____

Support Requests: Traffic Crowd Control Street Closure Other _____

Location & Time: _____

Support Requests: Traffic Crowd Control Street Closure Other _____

Location & Time: _____

Support Requests: Traffic Crowd Control Street Closure Other _____

Location & Time: _____

Support Requests: Traffic Crowd Control Street Closure Other _____

Location & Time: _____

Route Map Attached: Yes No N/A Route to be traveled: _____

Traffic Control Plan Attached: Yes No N/A Plans for traffic control: _____

SPECIAL EVENT PERMIT FEES*	
GENERAL USE PERMIT (each permit application)	\$341.00
NON-PROFIT & SCHOOL USE (requires proof of status)	\$108.00
*Payment is due upon submittal of application	

Certificate of Insurance Attached: Yes No

INSURANCE REQUIREMENTS:

Certificate of Insurance for General Liability coverage shall be no less than \$1,000,000 combined single limit for both bodily injury and property damage. This coverage amount may increase should higher risk activities be associated with your event. Insurance is subject to approval by the City's Risk Manager or their designee. Policy shall also contain a provision that no termination, cancellation, or change of coverage for the insured or additional insured shall take effect without thirty (30) days' notice in writing to the City of Goleta. Upon receipt of such notice, permit status shall be re-evaluated. Additional insurance requirements are included in the attached Standard Indemnification and Insurance Agreement for Special Events. Certificate of Insurance and Additional Insured Endorsement are due upon submittal of special event application.

Applicant Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

FEE PAID: \$ _____ CHECK #: _____ CASH

RECEIPT #: _____ DATE: _____

CERTIFICATE OF INSURANCE APPROVED YES NO

INDEMNIFICATION AGREEMENT SIGNED YES NO

APPROVED BY

Neighborhood Services & Public Safety Director

SBSO Sergeant

Date

Date

Public Works Director

Deputy City Manager

Date

Date



CITY OF GOLETA STANDARD INDEMNIFICATION AND INSURANCE AGREEMENT FOR SPECIAL EVENTS

EVENT NAME: _____ EVENT DATE: _____

SPONSOR/ORGANIZATION: _____

EVENT REPRESENTATIVE: _____

INDEMNIFICATION

THE ABOVE NAMED EVENT SPONSOR, SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF GOLETA (CITY), ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL CLAIMS, DEMANDS, DAMAGES, COSTS, EXPENSES (INCLUDING ATTORNEY'S FEES), JUDGMENTS OR LIABILITIES ARISING OUT OF THIS AGREEMENT OR OCCASIONED BY THE PERFORMANCE OR ATTEMPTED PERFORMANCE OF THE PROVISIONS HEREOF; INCLUDING, BUT NOT LIMITED TO, ANY ACT OR OMISSION TO ACT ON THE PART OF THE EVENT SPONSOR OR THEIR AGENTS OR EMPLOYEES OR OTHER INDEPENDENT CONTRACTORS DIRECTLY RESPONSIBLE TO HIM; EXCEPT THOSE CLAIMS, DEMANDS, DAMAGES, COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), JUDGMENTS OR LIABILITIES RESULTING SOLELY FROM THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

EVENT REPRESENTATIVE SHALL NOTIFY CITY IMMEDIATELY IN THE EVENT OF ANY ACCIDENT OR INJURY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT.

INSURANCE

WITHOUT LIMITING EVENT SPONSOR'S INDEMNIFICATION OF CITY, AND PRIOR TO COMMENCEMENT OF SPECIAL EVENT, EVENT SPONSOR SHALL OBTAIN, PROVIDE, AND MAINTAIN AT ITS OWN EXPENSE DURING THE TERM OF THIS AGREEMENT LIABILITY INSURANCE OF THE TYPES AND AMOUNTS DESCRIBED HEREIN.

CERTIFICATION OF ALL REQUIRED POLICIES SHALL BE SIGNED BY A PERSON AUTHORIZED BY THAT INSURER TO BIND COVERAGE ON ITS BEHALF AND MUST BE FILED WITH CITY PRIOR TO EXERCISING ANY RIGHT OR COMMENCEMENT OF SPECIAL EVENT PURSUANT TO THIS AGREEMENT.

ALL INSURANCE POLICIES, INCLUDING ORIGINAL ENDORSEMENTS SHALL BE ISSUED BY AN INSURANCE COMPANY CERTIFIED TO DO BUSINESS IN THE STATE OF CALIFORNIA, WITH A.M. BEST RATING NO LESS THAN A- AND FINANCIAL STRENGTH NO LESS THAN VII. COVERAGE AMOUNTS BELOW MAY INCREASE IF HIGHER RISK ACTIVITIES ARE ASSOCIATED WITH YOUR EVENT. INSURANCE SHALL INCLUDE THE FOLLOWING (OR BROADER) COVERAGE:

- A. CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE.
- B. AUTOMOBILE LIABILITY AND PROPERTY INSURANCE COVERING ANY OWNED AND RENTED VEHICLES OF EVENT SPONSOR NO LESS THAN \$1,000,000 COMBINED SINGLE LIMIT PER ACCIDENT.

ALL POLICIES, SHALL ADD CITY, ITS ELECTED OFFICIALS, OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES AS ADDITIONAL INSURED FOR ALL LIABILITY ARISING FROM SPECIAL EVENT AS DESCRIBED HEREIN. SAID POLICIES SHALL ALSO BE ENDORSED TO STATE THAT COVERAGE SHALL NOT BE CANCELED WITHOUT THIRTY (30) DAYS' PRIOR NOTICE IN WRITING TO THE CITY. EVENT SPONSOR SHALL GIVE CITY PROMPT AND TIMELY NOTICE OF CLAIM MADE OR SUIT INSTITUTED ARISING OUT OF SPECIAL EVENT HEREUNDER.

EVENT SPONSOR AGREES THAT IN THE EVENT OF LOSS DUE TO ANY OF THE PERILS FOR WHICH IT AGREED TO PROVIDE GENERAL AND AUTOMOBILE LIABILITY INSURANCE, THAT EVENT SPONSOR SHALL LOOK SOLELY TO ITS INSURANCE FOR RECOVERY. EVENT SPONSOR HEREBY GRANTS TO CITY, ON BEHALF OF ANY INSURER PROVIDING GENERAL AND AUTOMOBILE LIABILITY INSURANCE TO EITHER EVENT SPONSOR OR CITY WITH RESPECT TO THE SPECIAL EVENT HEREIN, A WAIVER OF ANY RIGHT OF SUBROGATION WHICH ANY SUCH INSURER MAY ACQUIRE AGAINST CITY BY VIRTUE OF THE PAYMENT OF ANY LOSS UNDER SUCH INSURANCE.

MAINTENANCE OF INSURANCE BY THE EVENT SPONSOR AS SPECIFIED IN THIS AGREEMENT SHALL IN NO WAY BE INTERPRETED AS RELIEVING THE EVENT SPONSOR OF ANY RESPONSIBILITY WHATSOEVER AND THE EVENT SPONSOR MAY CARRY, AT ITS OWN EXPENSE, SUCH ADDITIONAL INSURANCE AS IT DEEMS NECESSARY.

EVENT SPONSOR SHALL SUBMIT TO THE OFFICE OF THE DESIGNATED CITY REPRESENTATIVE CERTIFICATE(S) OF INSURANCE AND ENDORSEMENTS DOCUMENTING THE REQUIRED INSURANCE AS SPECIFIED ABOVE, PRIOR TO THIS AGREEMENT BECOMING EFFECTIVE. THE APPROVAL OF INSURANCE SHALL NEITHER RELIEVE NOR DECREASE THE LIABILITY OF THE SPONSOR.

A SIGNED COPY OF THIS AGREEMENT SHALL BE SUBMITTED TO THE CITY AT THE BELOW ADDRESS NO LESS THAN THIRTY (30) DAYS PRIOR TO THE EVENT FOR WHICH PERMISSION IS REQUESTED:

CITY OF GOLETA
PUBLIC WORKS DEPARTMENT
130 CREMONA DRIVE, SUITE B
GOLETA, CALIFORNIA, 93117

EVENT REPRESENTATIVE SIGNATURE

DATE

DEPUTY CITY MANAGER

DATE



**SPECIAL EVENT APPLICATION
CONDITIONS OF APPROVAL FOR RACES USING CITY STREETS**

1. This permit for use of the public rights of way for the subject event is not intended to provide participants with any guarantee of safety in completing the proposed activity. Event participants shall be responsible for their own safety in using the public rights of way.
2. The Event Sponsor shall submit a route plan to the City for review and approval prior to permit issuance. Said plan shall identify all traffic control measures necessary for the safe implementation of the proposed event.
3. All event participants shall sign written acknowledgment that they do not have exclusive use of City roads, the California Vehicle Code must be complied with, and that due caution must be exercised.
4. No City Street or lane closures shall be allowed unless approved in advance and in writing by the Public Works Director.
5. The Event Sponsor shall conduct a pre-event briefing for all event monitors. The Event Sponsor shall explain the conditions of this permit to all event monitors and shall instruct monitors that no vehicle entering or operating on the event route shall be unreasonably impeded.
6. All monitors shall wear **orange** vests.
7. The Event Sponsor shall provide written notification of any approved street or lane closure to each resident and property owner affected by the closure 72 hours in advance of this event.
8. All opposition to the event received by the Event Sponsor shall be transmitted to the City of Goleta, Public Works Dept., 130 Cremona Drive, Suite B, Goleta, California, 93117.
9. All approved road closures shall be made using "Type II" street barricades, as shown in the *Caltrans Manual of Traffic Controls*.
10. Vendors who can supply special event signage and barricades in the City of Goleta include:
 - ✓ Highway Technologies -- #800/877-6696
 - ✓ Total Barricade Service -- #805/485-0345
 - ✓ Traffic Control Service -- #800/222-8274
 - ✓ RP Barricade -- #805/499-6605
11. The Event Sponsor shall place barricades at all conflict points along the event route in such a manner as to allow emergency vehicles to enter if necessary.
12. Monitors shall be posted at barricaded conflict points throughout the event.
13. Barricades may be installed one half hour prior to the beginning of the event and must be removed immediately upon completion of the event.
14. Unsatisfactory conduct by event monitors, promoters or sponsors is grounds for revocation of this permit and/or denial of future permits.
15. The Event Sponsor shall notify the Sheriff's Department at 681-4100 no less than 72 hours prior to the event. The Event Sponsor shall comply with their recommendations.

16. Use of State highways is contingent upon approval from the California Department of Transportation (Caltrans). The Event Sponsor shall notify Caltrans regarding the use of any State highway. This permit covers City roads only. Other jurisdictions may have additional conditions.
17. The Event Sponsor shall be responsible for the provision of all barricades, vests and other equipment needed to fulfill these conditions.
18. The Event Sponsor shall comply with the attached insurance agreement. The agreement shall be signed by the Sponsor or an authorized representative thereof and returned to the Goleta City Public Works Department prior to this permit issuance.
19. Upon completion of this event, the Event Sponsor shall return the road right-of-way to its pre-event condition. This includes collecting and disposing of all trash and debris, and removing all posters and markings on paved surfaces. The use of spray paint or other permanent marking material is prohibited.
20. All traffic controls shall be provided by the Event Sponsor to the satisfaction of the Public Works Department.
21. The Event Sponsor shall notify the local media of delays, closures and detours pursuant to this agreement.
22. Signs notifying motorists of approved road closures and detours shall be in conformance with the Caltrans *Traffic Manual*.
 - a. The Event Sponsor shall warn participants of areas of the course which may be wet or muddy due to recent rains. Appropriate warning signs shall be placed by the Event Sponsor at such wet or muddy areas that may not otherwise be visible to participants well in advance.
23. The Event Sponsor shall contact the California Highway Patrol and all their conditions and recommendations shall be complied with.
24. Monitors shall be placed at strategic locations along the event route to ensure participants' compliance with the California Vehicle Code.
25. Barricade monitors shall inform each motorist wishing to cross or enter the event route that the road has been closed by the Public Works Department. If the motorist states that he/she has legitimate business within the closed area, no further effort to prevent the motorist from entering shall be made. The monitor shall advise the motorist to use extreme caution within the event area.
26. Monitors interrupting traffic shall be courteous to all motorists and explain the reason for the delay. Delays shall not be allowed to exceed two minutes in duration.
27. The City of Goleta makes no warranty, express or implied, as to the suitability of any roadway, bikeway or sidewalk for the event proposed. Not all City facilities were designed for use by specialized equipment such as delicate road racing bicycles. Additionally, many City transportation facilities have incurred storm-related damage and cannot be repaired until additional funding is available.
28. It is the responsibility of the Event Sponsor to inspect the physical condition and determine the suitability of the event route.

I agree to comply with the above mentioned special conditions.

Event Sponsor, Signature

Date

Print Name, Position



City of Goleta Date Stamp

City of Goleta
Public Works Dept. - Parks & Open Spaces Div.
130 Cremona Dr., Suite B, Goleta, CA 93117-5514
Telephone: 805.961.7500
(Office Hours: 8:00 am – 5:00 pm Mon. – Thurs., Closed - Friday)

INDEMNIFICATION AGREEMENT

Special Use / Caterer: **Goleta Business License #** _____ **Reservation #** _____

Applicant's Name (Please Type or Print Clearly)

Representing (Organization/Individual)

Applicant's Address (Street, City, State & Zip)

Phone Number: _____ FAX Number: _____

Is authorized by this agreement with the City of Goleta to perform the following Activity:

(Description of Activity)

and is authorized to enter and be upon property of the City of Goleta in connection with the activity stated above,

which property is: _____
Name of Park or Facility & Area Number

at this location: _____
Goleta, California 93117
Location Description of Park or Facility

The undersigned does hereby accept the condition of the City property described above as is and agrees to defend, indemnify and hold harmless the City of Goleta, their officers, agents and employees from all liabilities, claims or losses for personal injury (including death) or property damage arising from the activity described above. The undersigned further agrees to hold harmless the City of Goleta, its officers, agents, and employees from any liabilities, claims, or losses arising from the use of the aforementioned property and/or Applicant's personnel or property connected in any way with the activity above.

The undersigned agrees to repair, replace or repay the City of Goleta for any damage to the City property in connection with said activity. This agreement shall be binding upon the above named individual, organization or company, their heirs, successors or assigns.

This permit is valid on the following Date/Time: _____ / 8:00 AM - Sundown

Applicant's Signature

Approved By: _____ Date Signed

Bob Morgenstern, Public Works Manager Date Signed