



Special Event Permit Guide and Application

The Goleta Municipal Code requires event organizers of certain events taking place on public property to apply for and receive a Special Event Permit prior to their event. The Municipal Code provisions imposing the standards and procedures for the issuance of Special Event Permits are contained in Chapter 12.07 of the Goleta Municipal Code. Exceptions from the special event permitting requirements are also listed under Chapter 12.07. Unless an exception applies, under Chapter 12.07, a Special Event Permit is required for the following events:

1. An organized formation, parade, procession, demonstration or assembly which may include persons, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk, or other public right-of-way owned or controlled by the City and which does not or is not reasonably likely to comply with applicable traffic regulations, laws or controls, or
2. Any organized assemblage of seventy five (75) or more persons at any public place, public park, public right of way, property or facility or any organized assemblage of persons which requires closure of a public street that is to gather for a common purpose under the direction or control of a person or organization.

While, this Special Event Permit Guide and Application is intended to provide the public with helpful guidance regarding the special event permitting process, applicants are also strongly encouraged to carefully review the provisions of Chapter 12.07. Should a conflict arise between the information contained in this Document and the provisions of Chapter 12.07, the Municipal Code provisions shall always take precedence. Applicants should also be aware that events conducted on private property may require a Temporary Event Permit as opposed to a Special Event Permit. The standards and procedures applicable to the Temporary Event Permit process are contained in Title 17 of the Goleta Municipal Code.

Applicants are also encouraged to contact the Neighborhood Services Department at (805) 961-7554 with any questions or concerns regarding this Document and the special event permitting process. However, no information contained in this Document or communicated by staff members of the Neighborhood Services Department or any other City employee, consultant, or official is or is intended to be legal advice. If an Applicant requires or believe that they may require legal advice regarding their proposed event and the permitting process, such legal advice must be obtained from legal counsel retained by the Applicant.

PERMIT FEES* (due at the time of application):

- \$438 – General Use
- \$133 – 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
- Traffic Control Inspection Fee (*may also include a 15% surcharge for weekend or after-hours inspection services*)
- Encroachment Permit Fee (*if applicable*)
- Sheriff's Services (*an advance deposit may be required*)
- Security Deposit (*a refundable deposit may be required*)

*Permit fees can be found in [User Fees and Charges Schedule](#).

INSTRUCTIONS:

Applicants must submit a **complete and signed application**, including all required insurance certificates, fees and all other documents at least thirty (30) days before any scheduled Special Event that requires submission of a permit application and that ***does not*** involve conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas.

Applicants must submit a **complete and signed application**, including all required insurance certificates, fees and all other documents at least four (4) days before any scheduled Special Event that requires submission of a permit application and that ***does*** involve conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas.

Submit fees by cash, check, or credit card to City Hall with application. Please make all payments out to "City of Goleta".

**City of Goleta ATTN: Special Events
130 Cremona Drive, Suite B
Goleta CA 93117
(805) 961-7500**

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

Submitting an incomplete application will result in the City returning the document to the applicant, unless an application is not required or the applicant submits a signed declaration requesting an exemption from the applicable deadline to the Director of Neighborhood Services and an application deadline is waived. The applicant's declaration should include at a minimum the following information:

1. Whether the proposed event will involve conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas; and

2. The applicant's explanation as to why the application was not submitted prior to the applicable deadline.

All applications containing incomplete, false, or misleading information will be denied by the Director of Neighborhood Services.

APPLICATION CHECKLIST

Not all events meeting the definition of a Special Event will require the submission of an application. Applicants are strongly encouraged to review Chapter 12.07 of the Goleta Municipal Code and, if necessary, to seek the advice of their legal counsel, in order to determine whether or not their proposed event requires the submission of an application.

For Special Events that do require the submission of an application, the applicant may wish to refer to this Checklist for guidance regarding the documents and other items that may be required:

- Completed 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*) Application will not be processed until all fees are paid.
- Additional forms as needed – Indemnification for Special Use (Caterer); Affidavit of Posting.

ADDITIONAL REQUIREMENTS (*more than one may apply*):

Are you holding/hosting a footrace, walk/run, cycling event, or an event that will otherwise occur in the public right of way? Then you may need a [Conditions of Approval for Events Occurring in The Public Right of Way](#) and a [Traffic Control Plan \(including volunteer locations\)](#).

Are you serving alcoholic beverages? Then you need an [Alcohol Beverage Permission and ABC Permit](#).

Are you serving food and/or non-alcoholic beverages? Then you need a [Santa Barbara County Environmental Health Permit](#).

Will there be caterers, exhibitors, and/or vendors at your event? Then you need a [Special Use Indemnification Agreement](#) (hold harmless agreement).

Do you need to notify City residents or businesses about your event? Then you need an **Affidavit of Posting**.

Will your event impact city roads at all (car lines into your event location, closing of walkways, signage at roads and intersections)? Then you may need a **Traffic Control Plan (including volunteer locations)**.

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

Questions & Answers

The responses contained in this Section are intended solely for the purpose of providing information that is already available elsewhere such as in Chapter 12.07 of the Municipal Code or other City regulations. Nothing contained herein is or is intended to provide legal advice or interpretation of any provisions of the City's Municipal Code.

Q. What is a special event?

A. Under Section 12.07.020 of the City's Municipal Code, a Special Event is defined as either:

1. An organized formation, parade, procession, demonstration or assembly which may include persons, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk, or other public right-of-way owned or controlled by the City and which does not or is not reasonably likely to comply with applicable traffic regulations, laws or controls, or
2. Any organized assemblage of seventy-five (75) or more persons at any public place, public park, public right of way, property or facility or any organized assemblage of persons which requires closure of a public street that is to gather for a common purpose under the direction or control of a person or organization.

Not all events that meet one or both of the above definitions will require a Special Event Permit. Applicants should refer to Chapter 12.07 of the Municipal Code to confirm whether one or more exceptions to the permitting requirements applies.

Q. What is a Spontaneous Special Event?

A. Under Section 12.07.020 of the City's Municipal Code, a Spontaneous Special Event is defined as a Special Event involving conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas, that is responding to current affairs coming into public knowledge. While many, but not all, Spontaneous Special Events do not require a Special Event Permit, organizers of a Spontaneous Special Event may nevertheless either be required or encouraged, depending on the circumstances, to provide the Director of Neighborhood Services with notice of the Spontaneous Special Event. Furthermore, the Director of Neighborhood Services may impose certain conditions on and, in some circumstances, deny permission to conduct Spontaneous Special Events that are occasioned by news or affairs coming into public knowledge within five (5) days of such Spontaneous Event. Organizers of Spontaneous Special Events are strongly encouraged to review Section 12.07.041 of the Municipal Code to ensure comprehension of and compliance with any requirements that may be applicable to their Spontaneous Special Event.

Q. Do I need a special event permit?

A. An event that meets the definition of a Special Event requires a Special Event Permit unless an exception applies. Under Chapter 12.07 of the City's Municipal Code, the following Special Events do not require a Special Event Permit:

1. A march, procession, walk, run, or assembly consisting of 500 or fewer participants that meets the requirements set forth in Section 12.07.040(2)(i)-(iv);
2. A Special Event which is not organized by any one person, group of persons, or organization does not require a Special Event Permit;
3. A Spontaneous Special Event that is occasioned by news or affairs coming into public knowledge within five (5) days of such Spontaneous Special Event does not require a Special Event Permit provided that the event organizers provide written notice that meets the requirements of Section 12.07.041(A)(1)-(12) to the Director of Neighborhood Services at least twenty-four (24) hours prior to the Spontaneous Special Event.

Furthermore, if the proposed event does not meet the definition in Section 12.07.020 of the Municipal Code of a Special Event, then a Special Event Permit is not required for the event.

Q. What information should be included in the notice of a Spontaneous Special Event

A. Notice of a Spontaneous Special Event occasioned by news or affairs coming into public knowledge within five (5) days of the event must be provided to the Neighborhood Services Director at least twenty-four (24) hours prior to the event. Such notice may, but is not required to, be provided using the Notice of Spontaneous Special Event Form included in this guide. However, such notice must include all the information requested in the Notice of Spontaneous Special Event Form and in Section 12.07.041(A)(1)-(12) of the Municipal Code.

Q. Why is a special event permit required?

A. Public health and safety is a top priority for the City of Goleta as is the preservation of all citizen's rights to the lawful use and occupation of public property. Special Event Permits are required to provide the City with the ability to address public safety concerns that are caused by events that do not or are not reasonably likely to comply with applicable traffic regulations, laws, or controls and which may require traffic or crowd control measures. For this reason, many, but not all, Special Events that take place in the Public Right of Way require a Special Event Permit. The City also requires Special Event Permits for events of seventy-five (75) persons or more that will take place on public property in order to ensure that such events do not unreasonably interfere or conflict with other events taking place on the public property.

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

A. Each general use permit fee is \$438.00. Non-profit & school use permits are \$133.00 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 Neighborhood Services 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 <https://www.countyofsb.org/414/Environmental-Health> 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 <https://www.abc.ca.gov/licensing/license-forms/> 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 Neighborhood Services 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. Unless the Special Event meets the standards set forth in Section 12.07.050(E)(2) of the Municipal Code, the complete signed application is due **at least** thirty (30) days before the scheduled event. Applications for Special Events covered by Section 12.07.050(E)(2) may be submitted no less than four (4) days prior to the event. After the application is approved you will receive a copy of the final permit. 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 on public or private property?

A. Please call the City of Goleta, Neighborhood Services Department at (805) 961-7558 if you have any questions or concerns regarding the permitting process.



**CITY OF GOLETA
SPECIAL EVENT APPLICATION**

**130 Cremona Drive, Suite B
Goleta, CA 93117
(805) 961-7500 • www.cityofgoleta.org**

SPECIAL EVENT PERMIT FEES*	
GENERAL USE PERMIT (each permit application)	\$438.00
NON-PROFIT & SCHOOL USE (requires proof of status)	\$133.00
OTHER FEE:	
*Payment is due upon submittal of application	

1. Type of Event: Festival Parade Fundraiser Sporting Event Marathon
 Cycling Walk/Run/Triathlon Park Event Other _____

2. Name of Event: _____

3. Location of Event: _____

4. Date/Days: _____

5. Estimated Number of Attendees: _____

6. Starting Time and Location of Event: _____ Set-up Time and Location of Event: _____

7. Ending Time & Location of Event: _____ Take-down Time & Location of Event: _____

8. Sponsor/Organization: _____

Name

Phone

Address

9. Applicant Name: _____

Name

Phone

Address

Email Address

10. Event Chairperson: _____

Name

Phone

Address

Email Address

11. Event Description (please include event flyer, if available): _____

12. Number of Monitors Provided and Identifying Markers of Monitors: _____

13. Estimated Number and Description of Vehicles: _____

14. Method of Notifying Attendees of Permit's Terms and Conditions: _____

15. Will Music Will Be Provided, And, If So, Where Will Amplifying Devices Be Located? If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. : _____

16. Please Describe The Extent to Which The Special Event Will Occupy All Or A Portion of The Public Right of Way: _____

17. Is The Sole And Principle Object of The Event The Expression, Dissemination, or Communication by Verbal, Visual, Literary, Or Auditory Means of Opinions, View, Or Ideas? Yes No

18. If Responding Affirmatively to Question 17, Please Provide a Brief Explanation of How Your Event Meets This Description (please note that your explanation may, but is NOT required, to include a description of the opinions, view, or ideas that will expressed): _____

19. If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. _____

20. Will this event comply with all applicable traffic control laws, rules, and regulations? Yes No

21. Is the event reasonably likely to comply with any applicable traffic control laws, rules, or regulations?

Yes No

22. If you answered "No" to either of the two questions above, please explain the manner in and extent to which the event either will not or is not reasonably likely to comply with applicable traffic control laws, rules, or regulations: _____

23. **Route Map Attached:** Yes No N/A

24. Route to be traveled: _____

25. **Traffic Control Plan Attached:** Yes No N/A

26. Has Law Enforcement been contacted? Yes No N/A

27. Plans for traffic control: _____

28. Will you need any of the following supports? Traffic Crowd Control Street Closure Other

29. If you answered yes to Question 28, please describe the location & time at which these supports will be required: _____

30. Specific areas to be used or public rights of way requiring closure. Please include map of areas.

31. Will the event require City personnel, service, or equipment? If so, there may be an additional fee assessed per GMC 12.05.050 for reimbursement to the City for personnel services or equipment costs. Please describe below:

32. Will the event involve a parade, procession, or march? Yes No

If Question 32 was answered affirmatively, please respond to Questions 33 through 39, below.

33. The proposed assembly point: Time from: _____ to: _____

34. The proposed route: Time from: _____ to: _____

35. The proposed end-final assembly point: Time from: _____ to: _____

36. Final clean-up time: _____

37. The number, type and size of floats, vehicles and/or animals: _____

38. The interval space to be maintained between each unit in the parade: _____

39. The total estimated length of the parade in yards: _____

40. Will the event involve a run, race, triathlon, marathon, or other similar event taking place in any portion of the public right of way? Yes No

If Question 40 was answered affirmatively, please respond to Questions 41 through 47, below.

41. The proposed assembly point: Time from: _____ to: _____

42. The proposed route: Time from: _____ to: _____

43. The proposed end-final assembly point: Time from: _____ to: _____

44. Final clean-up time: _____

45. Flyer advertising the event must be attached: Yes No

46. The number of participants anticipated by category: _____

47. The estimated spread in participants (fastest vs. slowest at the time of max. spread): _____

48. Are there any unique activities associated with this event that should be brought to the attention of the City of Goleta to provide a better understanding of the event?

Event Details (Check all that apply):

Facilities:

- Stow House Park Streets Parking Lot Other _____

Services Required:

- Street Closure Fire/First Aid Stage Traffic Control
 Vendors Water Tents/Pop-Ups Food Vendors
 Electricity Banners Security Guards Grey Water
 Dumpsters Other Alcohol for Sale Alcohol No Charge
 Amplified Sound Portable Restrooms

Include map identifying all applicable aspects of the event with the general location and name of features.

- Electrical Generators Vendor Booths Mobile Stage Sound Systems
 Comfort Stations First Aid Stations Portable Restrooms Bounce Houses
 Electrical Power Sources Food Booths Entertainment Grey Water
 Alcohol to be Sold Alcohol to Be Distributed Extra Parking

County Health Permit - If you intend to prepare, sell or serve food and/or beverages to the public, a temporary food facility permit will be required prior to your event. This “health” permit is required whether you are serving food prepared on-site or food already pre-packaged. The application for a temporary food facility permit can be obtained through the County of Santa Barbara’s Environmental Health Services Department (County Health) at (805) 681-4900 or on their website at www.sbcphd.org/ehs.

- Will any food or beverage be available at the event? Yes No
Will any food or beverage be sold at the event? Yes No

If yes, what are you selling? _____

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 application” form must be completed and submitted to the City of Goleta, Law Enforcement 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. Submit completed application to ABC two – four weeks prior to your event.

INSURANCE REQUIREMENTS - If required, a Certificate of Insurance for General Liability coverage shall be no less than \$1,000,000 million per occurrence and \$2,000,000 general aggregate. 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.

Certificate of Insurance and Endorsement Attached: Yes No

An application for a waiver of the insurance requirements listed herein may be requested by submitting a signed declaration to the Director of Neighborhood Services detailing the reasons for the waiver request. The Director of Neighborhood Services may grant insurance waiver requests if he or she determines that the Special Event does not present a substantial or significant public liability or property damage exposure for the City and its officers.

If the response to Question Seventeen (17) in the above application was affirmative, insurance requirements described herein will not apply to the Special Event, provided that the applicant agrees to redesign or reschedule the Special Event to respond to any specific risks, hazards or dangers to the public health and safety identified by the Director of Neighborhood Services as being reasonably foreseeable consequences of the event. Under such circumstances, the details of all necessary redesigns and rescheduling will be included in the terms and conditions of the Special Event Permit.

INDEMNIFICATION REQUIREMENT - If required, a signed Indemnification Agreement shall accompany the Application. However, applicants may apply for a waiver of this indemnification requirement by submitting a signed declaration to the Director of Neighborhood Services detailing the reasons for the waiver request. The Director of Neighborhood Services may waive this indemnification requirement if her or she determines that the Special Event does not present a substantial or significant public liability or property damage exposure for the City and its officers.

If the response to Question Seventeen (17) in the above application was affirmative, the indemnification requirements described herein will not apply to the Special Event, provided that the applicant agrees to redesign or reschedule the Special Event to respond to any specific risks, hazards or dangers to the public health and safety identified by the Director of Neighborhood Services as being reasonably foreseeable consequences of the event. Under such circumstances, the details of all necessary redesigns and rescheduling will be included in the terms and conditions of the Special Event Permit.

Signed Indemnification Agreement Attached: Yes No

SPECIAL EVENT PERMIT FEES*	
GENERAL USE PERMIT (each permit application)	\$438.00
NON-PROFIT & SCHOOL USE (requires proof of status)	\$133.00
*Payment is due upon submittal of application	

Applicant Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

FEE PAID: \$ _____ CHECK #: _____ CASH CREDIT CARD

RECEIPT #: _____ DATE: _____

CERTIFICATE OF INSURANCE APPROVED YES NO

INDEMNIFICATION AGREEMENT SIGNED YES NO

APPROVED BY

Neighborhood Services Director

SBSO Sergeant

Date

Date

Public Works Director

Assistant City Manager

Date

Date

NOTE SECTION: _____



**CITY OF GOLETA
STANDARD INDEMNIFICATION
AGREEMENT FOR SPECIAL EVENTS**

EVENT NAME: _____ EVENT DATE: _____

SPONSOR/ORGANIZATION: _____

EVENT REPRESENTATIVE: _____

INDEMNIFICATION

THE ABOVE-NAMED EVENT SPONSOR SHALL REIMBURSE THE CITY OF GOLETA FOR ANY COSTS INCURRED BY IT IN REPAIRING DAMAGE TO CITY PROPERTY OCCURRING IN CONNECTION WITH THE PERMITTED EVENT AND PROXIMATELY CAUSED BY THE ACTIONS OF THE PERMITTEE OR SPONSORING ORGANIZATION, ITS OFFICERS, EMPLOYEES, OR AGENTS, OR ANY PERSON WHO WAS UNDER THE PERMITTEE'S OR SPONSORING ORGANIZATION'S CONTROL INsofar AS PERMITTED BY LAW. THE ABOVE-NAMED EVENT SPONSOR SHALL DEFEND THE CITY AGAINST AND INDEMNIFY AND HOLD THE CITY HARMLESS FROM ANY LIABILITY TO ANY PERSONS OR PROPERTY RESULTING FROM ANY DAMAGE OR INJURY OCCURRING IN CONNECTION WITH THE PERMITTED EVENT PROXIMATELY CAUSED BY THE ACTIONS OF THE PERMITTEE OR SPONSORING ORGANIZATION, ITS OFFICERS, EMPLOYEES OR AGENTS, OR ANY PERSON WHO WAS UNDER THE PERMITTEE'S OR SPONSORING ORGANIZATION'S CONTROL INsofar AS PERMITTED BY LAW. FOR PURPOSES OF THIS AGREEMENT, A PERSON WHO MERELY JOINS IN A PARADE, ASSEMBLY, OR SPECIAL EVENT IS NOT CONSIDERED, BY REASON OF THAT ACT ALONE, TO BE "UNDER THE CONTROL" OF THE PERMITTEE OR SPONSORING ORGANIZATION. NOTHING CONTAINED HEREIN SHALL BE CONSTRUED AS OBLIGATING THE ABOVE-NAMED EVENT SPONSOR TO INDEMNIFY OR HOLD THE CITY HARMLESS FOR LOSSES PROXIMATELY CAUSED BY REACTIONS OF PERSONS NOT AFFILIATED WITH THE PARADE, ASSEMBLY, OR SPECIAL EVENT TO THE PARADE, ASSEMBLY, OR SPECIAL EVENT.

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

A SIGNED COPY OF THIS AGREEMENT SHALL BE SUBMITTED WITH THE COMPLETED SPECIAL EVENT APPLICATION

EVENT REPRESENTATIVE SIGNATURE

DATE

ASSISTANT CITY MANAGER

DATE



CITY OF GOLETA STANDARD INSURANCE AGREEMENT FOR SPECIAL EVENTS

EVENT NAME: _____ EVENT DATE: _____

SPONSOR/ORGANIZATION: _____

EVENT REPRESENTATIVE: _____

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 PER OCCURRENCE AND \$2,000,000 GENERAL AGGREGATE.
- 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 WITH THE COMPLETED SPECIAL EVENT APPLICATION

EVENT REPRESENTATIVE SIGNATURE

DATE

ASSISTANT CITY MANAGER

DATE



SPECIAL EVENT APPLICATION

CONDITIONS OF APPROVAL FOR EVENTS OCCURRING IN THE PUBLIC RIGHT OF WAY

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. 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. It is the responsibility of the Event Sponsor to inspect the physical condition and to determine the suitability of the event route. And event participants shall be responsible for their own safety in using the public rights-of-way.

Compliance with the below listed conditions is necessary because the event will take place in the public right of way. Events that take place in the Public Right of Way present unique public safety risks due to their disruption of the regular flow of vehicular and/or pedestrian traffic and due to the fact that the event will not comply with otherwise applicable traffic laws, rules, and regulations that have been adopted to protect and maintain public safety. These conditions are imposed for the sole purpose of mitigating the public safety risks that the events' noncompliance with traffic laws, rules, and regulations will present. If applicant has any questions or concerns regarding these conditions, the applicant may contact the City at (805) 961-7500.

1. The Event Sponsor shall submit a route plan to the City for review and approval with this application. Said plan shall identify all traffic control measures necessary for the safe implementation of the proposed event.
2. All event participants shall sign written acknowledgment that they do not have exclusive use of City streets, all conditions of approval must be complied with, and that due caution must be exercised.
3. No City street or lane closures shall be allowed unless approved in advance and in writing by the Director of Neighborhood Services.
4. The Event Sponsor shall be responsible for the provision of all barricades, vests and other equipment needed to fulfill these conditions.
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. Monitors shall be posted at barricaded conflict points throughout the event.
7. All monitors shall wear orange vests.
8. The Event Sponsor shall provide written notification of any approved street or lane closure to each property owner whose property is located within 300-feet of the closure 72-hours in advance of this event.
9. The Event Sponsor shall notify the Sheriff's Department at 805-681-4100, and California Highway Patrol, no less than 72-hours prior to the event. The Event Sponsor shall comply with their recommendations.
10. The Event Sponsor shall notify the local media of delays, closures, and detours pursuant to this agreement.
11. 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.

12. Driveway access shall be maintained for the duration of the event, unless previously coordinated with property owner(s).
13. All vehicular, pedestrian, and bicyclist traffic control or detours shall be prepared in accordance with the California Manual on Uniform Traffic Control Devices (CA MUTCD) and the California Vehicle Code.
14. 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.
15. If using pilot vehicles for safety, they shall not block travel lanes, bicycle lanes, or intersections at any time. If there is a need to control an intersection, it must be done by the Sheriff's Department. Vehicles are not allowed on the sidewalk at any time.
16. Barricades may be installed one half hour prior to the beginning of the event and must be removed immediately upon completion of the event.
17. Signs notifying motorists of approved road closures and detours shall be in conformance with the California Manual on Uniform Traffic Control Devices (CA MUTCD).
18. Posting of all signage and pavement markings shall be done while wearing bright colored safety vests. No exceptions. All markings shall be made with water-based chalk paint that will naturally wear off within 2 weeks of the event.
19. If arrow signs will be posted, they must be posted on sandwich board signs or Type 1 barricades on the sidewalk while maintaining ADA access. Temporary signage shall not block existing street signs, signals, or any traffic control devices.
20. If temporary No Parking signs are used, they must include Day(s) of the Week, Date(s), Time(s) of restriction. If towing is needed, the signs must be placed and verified by City Staff 72-hours prior to the event, otherwise, towing will not be permitted.
21. Monitors shall be placed at strategic locations along the event route to ensure participants' compliance with the California Vehicle Code.
22. Barricade monitors shall inform each motorist wishing to cross or enter the event route that the road has been closed by the Neighborhood Services 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.
23. 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.
24. 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.

I agree to comply with the above-mentioned special conditions.

Event Sponsor, Signature

Date

Print Name, Position



STREET CLOSURE EVENT/USE OF PARKING LOT FOR EVENT

Please Note: Access for other visitors must not be impeded during event. A Special Event Permit does not grant exclusive use.

Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notification to local residents and businesses in the form of a postcard, mailed within a 300-foot radius of event.

Name of Event: _____ Date: _____

Requested Lot Address: _____

Specific areas to be used or closed. Please include map of areas.

Include map to identify all aspects of the event with the general location and name of features.

_____ Electrical Generators	_____ Vendors & Booths	_____ Mobile Stage	_____ Sound System	_____ Comfort Stations
_____ First Aid Station	_____ Portable Restrooms	_____ Bounce House	_____ Electrical Power Sources	_____ Food Booths
_____ Entertainment		_____ Alcohol to be Distributed	_____ Extra Parking	_____ Grey Water

Date of the event: _____ Estimated number of participants: _____

Starting time of event: _____ Set-up time of event: _____

Ending time of event: _____ Take-down time of event: _____

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted.

Will the event require City personnel, service, or equipment? If so, there may be an additional fee assessed per GMC 12.15.050:



PARK EVENT

Please Note: Access for other visitors must not be impeded during event. A Special Event Permit does not grant exclusive use. Special Event Permits may be denied during holidays and peak season.

Name of Event: _____ Date: _____

Park requested: _____

PARK RENTAL: Indicate what section of the park you will be utilizing:

___ BBQ & Picnic Area ___ Open Turf Area ___ Courts; Course _____ (specify)

Other: _____

Include map to identify all aspects of the event with the general location and name of features.

___ Electrical Generators ___ Vendors and Booths ___ Mobile Stage ___ Sound Systems

___ Miscellaneous Stations ___ First Aid Station ___ Portable Restrooms ___ Electrical Power

___ Food Booths ___ Entertainment ___ Bounce House ___ Alcohol

Date of the event: _____ Estimated number of participants: _____

Starting time of event: _____ Set-up time of event: _____

Ending time of event: _____ Take-down time of event: _____

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted on City property.

Will the event require City personnel, service, or equipment? If so, there may be an additional fee assessed per GMC 12.15.050:



PARADE ON CITY STREETS

Please Note: Access for other visitors must not be impeded during event. A Special Event Permit does not grant exclusive use. Special Event Permits may be denied during holidays and peak season.

Any street closures for a parade will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notification to local residents and businesses in the form of a postcard, mailed within a 300-foot radius of event.

Name of Event: _____ Date: _____

List the names of streets to be closed and include map of closures: _____

The proposed assembly point: Time from: _____ to: _____

The proposed route: Time from: _____ to: _____

The proposed end-final assembly point: Time from: _____ to: _____

Final clean-up time: _____

The number, type and size of floats, vehicles and/or animals: _____

The interval space to be maintained between each unit in the parade:

The total estimated length of the parade in yards:

Additional information that may be helpful in approving the event:

Will the event require City personnel, service, or equipment? If so, there may be an additional fee assessed per GMC 12.15.050:



RUN/RACE/TRIATHLON/CYCLING EVENT ON CITY STREETS

Please Note: Access for other visitors must not be impeded during event. A Special Event Permit does not grant exclusive use. Special Event Permits may be denied during holidays and peak season.

Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notifications to local resident and business in the form of a postcard, mailed within a 300-foot radius of event.

Name of Event: _____ Date: _____

Will streets need to be closed? Yes No

List the names of streets to be closed and include map of closures indicating closures:

The proposed assembly point: Time from: _____ to: _____

The proposed route: Time from: _____ to: _____

The proposed end-final assembly point: Time from: _____ to: _____

Final clean-up time: _____ Flyer advertising the event must be attached.

The number of participants anticipated by category:

The estimated spread in participants (fastest vs. slowest at the time of max. spread)

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted.

Will the event require City personnel, service, or equipment? If so, there may be an additional fee assessed per GMC 12.15.050:



AFFIDAVIT OF POSTING Notice of Special Event

Special Events
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 685-2635
www.cityofgoleta.org

After posting the required Notices, please complete and sign the below affidavit. Prior to permit issuance return this original signed affidavit to the Neighborhood Services Department.

Event Name: _____ Event Date/Time: _____

Event Organizer: _____ Phone: _____

I, _____ (*Event Organizer*), do hereby Certify that _____ (*Print Name*) posted the required notice for the Special Event identified above on _____ (*Month/Day/Year*), and that the Notice was posted at all required locations as follows:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

I Certify under penalty of perjury that everything set out herein is true and correct.

Applicant's Name (Print)

Applicant's Signature (Required)

Date



NOTICE OF A SPONTANEOUS SPECIAL EVENT

Please Note: Notice of a Spontaneous Special Event is only required for Spontaneous Special Events occasioned by news or affairs coming into public knowledge within five (5) days of the event. Event Organizers of the Spontaneous Special Event may, but are not required to, use this form to provide the information requested herein. If Event Organizers do not wish to provide written notice of the Spontaneous Special Event by use of this form, the Event Organizers may either email their notice to _____ or mail or personally deliver their notice to _____. If mailed, notice will not be considered provided until it has been delivered. Regardless of the form in which written notice is provided the notice must include all of the information requested in this form and listed in Section 12.07.041(A)(1)-(12) of the Goleta Municipal Code.

Organizers of a Spontaneous Special Event that will occur on _____ and that is occasioned by news or affairs coming into public knowledge less than forty-eight (48) hours prior to such Spontaneous Special Event are encouraged but are not required to provide notice of the Spontaneous Special Event.

1. Name of Event: _____ Date: _____

2. Location: _____

3. Date/Days: _____ Estimated Number of Participants: _____

4. Starting Time and Location of Event: _____ Set-up Time and Location of Event: _____

5. Ending Time and Location of Event: _____ Take-down Time and Location of Event: _____

6. Sponsor/Organization: _____
Name Phone
Address

7. Applicant Name: _____
Name Phone
Address

8. Event Chairperson: _____
Name Phone
Address

9. The proposed assembly point: Time from: _____ to: _____

10. The proposed route: Time from: _____ to: _____

11. The proposed end-final assembly point: Time from: _____ to: _____

12. The number of attendees and vehicles constituting the event and a general description of the vehicles: _____

13. If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. _____

14. The extent, if any, to which the event will occupy all or a portion of the public right of way:

15. Additional information that may help the Director of Neighborhood Services to properly provide for any necessary traffic control, police, and fire protection: