

CITY OF BLUE LAKE



Information Pertaining to Special Events

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. This information sheet lists many of the concerns and issues that the City will need addressed. Not all items may apply to your event. Questions and concerns can be addressed to the City Clerk's office at (707) 668-5655.

You will need to complete a Special Event Application if:

- Your event will interfere with vehicular or pedestrian traffic; or
- Your event takes place on public property, including park rentals (excludes Skating rentals).

For park rentals, contact Parks and Recreation Director at (707) 668-5932

Processing Procedure:

Once you obtain a permit application, please submit the completed form to the City Clerk 4 weeks prior to the event. For applications submitted between 3 weeks and 10 days prior to the event will incur an expedited fee. Applications received less than 10 days prior to the event does not give the City adequate time to review the application for approval, please plan accordingly. The application will be routed through City departments for approval to ensure that the proposed event meets departmental requirements. The review process may require an in person meeting if questions arise.

The City requires liability insurance coverage of a minimum of \$1,000,000 with an endorsement listing the City as an additional insured. Full requirements are presented with the application and may be passed on to your insurance carrier. This must be submitted no later than five (5) days of final approval.

In the case of street closures, an Encroachment Permit will also be required for an additional fee.

Conditions may be imposed prior to application approval.

Please complete applications completely, including as much information regarding parking, security, and noise of the event.

All applicants will be required to notify the residents near their event a minimum of five (5) days prior to the event taking place. Proof of this notification will need to be provided to the City.

Special Event Procedures are governed by Ordinance No. 525. A copy of this Ordinance can be found at City Hall for review.

You will be notified no less than seven (7) days prior to the event of the status of your application, and a permit will be issued. Permits may be mailed, emailed, or picked up in person.

For all denied events, a grievance procedure is available within Ordinance No. 525.

(707) 668-5655
Fax: (707) 668-5916
www.bluelake.ca.gov



CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road
P.O. Box 458
Blue Lake, CA 95525

SPECIAL EVENT APPLICATION

Organization: _____ Application Number: _____

Event Contact: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Event Name: _____

Event Location: _____

Event Date: _____ Event Time(s) _____

Describe Event: (Street Closures, Activities, Participation - Please use another sheet of paper if needed)

Is the event open to the Public? _____ Anticipated Attendance: _____

Will there be vendors at the event? _____ If yes, how many? _____

Will Alcoholic beverages be served? _____ Be sold? _____ ABC Permit No? _____

Will there be any street barricades? _____ Where? _____

Describe how your event will impact parking and traffic control - include parking plan : _____

Will you be using amplified music or sound system? _____ Type of music: _____

Will you be providing Portable Toilets? _____ How many? _____

I hereby certify that I am qualified to submit this application: (Print Name) _____

Signature: _____ Date: _____

Event Name: _____

Dates: _____

_____ I Understand that if I am utilizing a city-owned facility or right-of-way, I am responsible to clean the above requested facility, by removing all rubbish, debris, etc., and restore the area back to a clean and orderly condition. I further understand I may be required to pay a deposit, at the City's discretion, for clean-up of the area, and upon inspection of the area, the deposit may be fully or partially refunded, depending upon the condition it is left by the user.

_____ I understand that this application is not a guarantee of event approval.

_____ I have read the general regulations and insurance requirements attached to this contract, understand them and agree fully, and will furnish all insurance documents no later than 5 days prior to the event.

Indemnification:

Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and volunteer from and against all liability, loss, damage, expense, cost (including without limitation, costs and fees of litigations) of any nature arising out of or in connection with the applicant's performance of the permit described herein, or it's failure to comply with any of its obligations contained in the permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

Other than those City of Blue Lake employees who are specifically assigned to assist in or monitor this event, it is understood by the City and the applicant that any and all employees and volunteers working on the applicant's event are employees or volunteers of the applicant and not the City of Blue Lake. Any and all liability associated with activities of the applicant's employees and volunteers, including worker's compensations, are the sole responsibility of the applicant and not the City of Blue Lake.

Authorized Signature: _____

Date: _____

---- For Office Use Only ----

Fees: (circle all that apply)

Application Fee - \$80

Expedited Fee - \$25

Barricade Fee - \$10/Doz

Amount Paid: _____

Date: _____

Initials: _____

Approved by Departments:

Public Works _____

Law Enforcement _____

Parks and Recreation _____

Fire _____

City Manager _____

Permit Approved: Date _____

Conditions of the Permit: _____



City of Blue Lake

111 Greenwood Ave. - P.O. Box 459 - Blue Lake, CA 95525

707-668-5655

707-668-5916 (fax)

Special Event Insurance Requirements

Once a Special Event Application has been approved, the permit holder has until 5 days prior to the event to furnish the following documents to the City Clerk for approval. Coverage shall be effective through the term of the permit and for the specific project detailed in documents.

Certificates of insurance and endorsements with original, authorized signatures, showing that he/they has/have the following minimum insurance coverage(s):

1. General Liability: \$1,000,000 per occurrence, with \$2,000,000 per aggregate for bodily injury, personal injury, and property damage, including completed operations forms.
2. Liquor Liability if applicable to the Special Event.

All insurance carriers shall be rated A:VII or better and certificates MUST be accompanied by a Liability Insurance Endorsement containing the following specific components:

1. The insurance policy number.
2. A statement that includes the following language: "The City of Blue Lake, including its officers, officials, employees, and volunteers are insureds"
3. A statement that includes the following language: The insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.