



Special Events/City Manager's Office  
809 Center Street, Room 10  
Santa Cruz, CA 95060  
(831) 420-5132  
(831) 420-5011 – Fax  
cmevents@cityofsantacruz.com

## PUBLIC GATHERING AND EXPRESSION APPLICATION

Thank you for your interest in scheduling a Public Gathering and Expression Event in the City of Santa Cruz.

A Public Gathering and Expression Event is any political, civic, religious, or other public activity intended primarily for the communication of ideas by the participants in or sponsors of the event. (*Ordinance 10.65.100 (b)*)

The purpose of the application is to provide the City with a minimum amount of time to logistically accommodate the event, to promote public safety and welfare, and to assure that the First Amendment rights of those who wish to peacefully participate in the event on public property are preserved and protected.

### Events that Meet the Following Criteria Should Submit an Application

- The use of public/City properties such as Compass Rose/Sister Cities' Plaza, the corner of Cooper and Pacific, Memorial Plaza (triangle at Front and Pacific Streets), the Town Clock, and public sidewalks. **NOTE:** *Other public areas may be requested but are subject to availability. Fees may be required for some areas.*
- More than 100 participants.
- Longer than one (1) hour.
- Setting up a display larger than 6' x 6' x 3'.
- Amplified sound.
- A march or walk using sidewalks **only**.

### Things to Consider When Planning Your Public Gathering and Expression Event

1. Requests for alcohol, overnight storage, and/or activities in the street may cause the event to be considered a Public Special Event and will require a different application.
2. Monitors.
3. Parking needs.
4. Electrical needs.
5. First Aid.
6. Security issues.
7. Restroom facility needs.
8. Garbage and recycling impact.

The following forms will need to be submitted a minimum of five (5) business days and no more than six (6) months prior to the event.

- Application Form (*Include a \$33.00 non-refundable Sound Permit Fee, if applicable.*)
- Map of Requested Route (*Required for marches or walks.*)

Please keep in mind that the event should not be considered confirmed until your application has been approved. Once your application, fee(s), and forms have been submitted and received, the Special Events Coordinator will review the documents and obtain input from other City departments affected by the event. If City staff and/or services are required, it is understood that all associated costs are to be paid by the Applicant. You will be contacted as soon as possible to confirm your request.

Upon approval of your application, a signed permit and Conditions of Use will be issued to you. These must be on hand during the Public Gathering and Expression Event and available upon request by City officials.

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_  
Nonprofit ID #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Coordinator (if other than Applicant): \_\_\_\_\_  
Mobile: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## EVENT INFORMATION

Title: \_\_\_\_\_  
Website: \_\_\_\_\_  
March  Walk  Rally  Other  Please Specify: \_\_\_\_\_  
If march or walk, specify assembly point and beginning and ending points: \_\_\_\_\_  
**NOTE:** *Only sidewalks may be used for marches or walks.*  
Date(s): \_\_\_\_\_  
Times:  
Set-Up: \_\_\_\_\_ to \_\_\_\_\_  
Open to the Public: \_\_\_\_\_ to \_\_\_\_\_  
Clean-Up/Break-Down: \_\_\_\_\_ to \_\_\_\_\_  
Requested Location: \_\_\_\_\_

EVENT INFORMATION (Continued)

Quantity of Expected Attendees: Adults: \_\_\_\_\_ Youth: \_\_\_\_\_

Will sound amplification be used? Yes  No

If Yes, there is a \$33 non-refundable fee.

Purpose for Sound Amplification:

Speakers

Announcements

Music  Type: \_\_\_\_\_

Band  # of Players/Pieces: \_\_\_\_\_

Other  Please Specify: \_\_\_\_\_

Have you applied for a sound permit for this location in the past? Yes  No

If Yes, results: \_\_\_\_\_

Name of Sound Coordinator: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

No person shall, between the hours of 10:00 p.m. and 8:00 a.m., be permitted to make any offensive noise within 100 feet of any building or place regularly used for sleeping purposes or which disturbs any person within hearing distance of such noise. (SCMC #9.36.010)

No person shall make, cause, or permit to be made any noise or sounds which are unreasonably disturbing or physically annoying to people, of ordinary sensitiveness, or which are so harsh or so prolonged or unnatural in their use, time, or place as to cause physical discomfort to any person and which are not necessary in connection with any activity which is otherwise lawfully conducted. (SCMC #9.36.020)

Where the Police Department responds to a loud or unruly gathering more than once within twelve (12) hours, the responsible person shall be liable for the costs of providing special security services for the second and subsequent responses. (SCMC #9.37.030)

If requesting sound amplification, please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations for sound amplification.

Please list any equipment (tables, chairs, canopies, stages, displays, etc.) and quantities that you are planning to use:

Quantity	Description	Quantity	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EVENT INFORMATION (Continued)**

Will banners/signs be used? Yes  No

If Yes, specify quantity, type, and size: \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** *Banners/signs cannot be larger than 2' x 3'.*

Will food/beverages be served? Yes  No

**NOTE:** *Food service may need to be approved by the County Health Department.*

**NOTE:** *Permittee must comply with the City's Environmentally Acceptable Food Packaging ordinance.*

Will reserved parking be requested? Yes  No

**NOTE:** *Fees will be due for any reserved parking areas. This will be arranged as needed by the Special Events Coordinator.*

Meter(s) (Specify Street Name(s) and Meter Number(s)): \_\_\_\_\_  
\_\_\_\_\_

Parking Lot(s) (Specify Number(s)): \_\_\_\_\_  
\_\_\_\_\_

Will a first aid monitor(s) and/or station(s) be provided? Yes  No

Do you anticipate any police or security needs? Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Will electricity be requested? Yes  No

If Yes, for what: \_\_\_\_\_  
\_\_\_\_\_

Garbage/Recycling Plan (Please Describe): \_\_\_\_\_  
\_\_\_\_\_

Restroom Facility Plan (Please Describe): \_\_\_\_\_  
\_\_\_\_\_

## LIABILITY REQUIREMENTS

- **Hold Harmless**

A. In consideration for the City of Santa Cruz (hereinafter known as “City”) agreement to allow Permittee to use the requested area(s) named within and attached hereto, Permittee hereby agrees on behalf of itself, its agents, and employees, to indemnify and hold harmless the City and the City’s representatives, officers, agents, employees, and volunteers (hereinafter jointly referred to as “Releasees”) for all damage, loss, claims, suits, or action of any kind or nature whatsoever, including attorney fees brought for or on account of damage to property, or injuries to, or health of any person, resulting or alleged to have resulted directly or indirectly, wholly or partially, from the use of the requested area(s) for the event or from the conduct of the event sponsored by Permittee at the requested area(s).

B. Additionally, Permittee hereby agrees to indemnify Releasees against and hold Releasees harmless from all damage, loss, claims, suits, or action of any kind whatsoever, including attorney fees, which Releasees may sustain or incur, in whole or in part, as a consequence of the Permittee’s negligence or intentional misconduct in the use of the requested area or the conduct of the event sponsored by Permittee at the requested area(s).

C. In further consideration of the City’s agreement to allow Permittee to use the requested area(s), Permittee hereby agrees not to assert any claim against, sue, attach the property of, or prosecute Releasees for injury or damage alleged to have been caused in whole or in part by Permittee’s use of the requested area(s) or the conduct of the event sponsored by Permittee at the requested area(s), or any other activity undertaken by Permittee at or about the requested area(s) with or without the City’s permission.

D. Should it become necessary to enforce the terms of this agreement by legal or equitable action or should Permittee breach this agreement, Permittee shall pay legal costs and attorney fees incurred by the City of Santa Cruz whether in defense of a suit by Permittee or in the prosecution of a suit against Permittee.

**Please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations of the Hold Harmless Agreement.**

## CHANGE POLICY

Changes in the schedule will be at the discretion of the City based upon available staff and resources.

## CANCELLATION POLICY

If the event is cancelled, immediately notify the Special Events Coordinator at (831) 420-5132.

## AGREEMENT AND SUBMITTAL INFORMATION

I declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of my knowledge and belief.

Name of Applicant (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed documents and fee(s) to:

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- Application Form (*Pages 1–5*)
- \$33.00 Sound Permit Non-Refundable Fee (*if applicable*)
- Map of Requested Route (*if applicable*)

Checks should be made payable to: City of Santa Cruz. VISA and Mastercard are also accepted. Please call the Special Events Coordinator at (831) 420-5132 to provide card information.

**NOTE:** *As noted on the cover page, if City staff and/or services are required, you will be liable for the associated costs and will be invoiced accordingly.*