



Official Use Only

Date Received _____
Initials _____

Parks & Recreation Department
 323 Church Street
 Santa Cruz, CA 95060
 Ph: (831) 420-5270 | Fax (831) 420-5271
parksandrec@santacruzca.gov
www.santacruzparksandrec.com

**USE APPLICATION FOR CITY PUBLIC SPACES
 PUBLIC GATHERING AND EXPRESSION PERMIT APPLICATION**

Applicant Information

Primary Contact Name (First, Last): _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

Mobile: _____ Website: _____

Sponsoring Organization Information

Nonprofit ID: _____ Phone Number: _____

Company name: _____

Address: _____ City _____ State _____ Zip _____

Event Information

Title:	Event Time		
		Start	End
Event Date(s):	Set Up		
Estimated Attendance		Public	
Youth:	Adults:	Breakdown	

Location(s) & Street(s): _____

March Walk Rally Other Description: _____

Proposed Activities during event:

Emergency Contact during Event (First, Last): _____

Phone: _____ Cell Phone: _____

Please use additional pages to expand and provide additional details. If there are multiple locations, please provide information for each proposed location.

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Event Logistics

1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has this event been held before?	Previous Application:
2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this a charitable fundraiser?	For what cause?
3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will alcohol be sold or served?	Requests for alcohol, overnight storage, and/or activities in the street will cause the event to be considered a Public Special Event and will require a different application.
4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is there an attendance fee?	
5	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be serving food?	<input type="checkbox"/> Wood/Charcoal BBQ <input type="checkbox"/> Liquid Fuel Device
6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will food be sold?	Food service may need to be approved by County Health, and comply with City's Environmentally Acceptable food packaging and disposable bag ordinances.
7	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will banners or signs be used?	Banners cannot be larger than 2 ft. x 3 ft.
8	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will a generator be used?	Type/Model:
9	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be setting up a stage?	Please attach an additional page with dimensions and details.
10	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will first aid monitors be provided?	
11	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will reserved parking be requested?	Specify parking lot and meter numbers on separate page.
12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you anticipate any police or security needs?	Please attach an additional page.
13	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What is your restroom facility plan?	Please attach an additional page.
14	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What is your garbage/recycling plan?	Please attach an additional page.
15	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will sound amplification be used?	
16	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you read, considered, and agree to abide by the rules and regulations for sound amplification.	<ul style="list-style-type: none"> No person shall, between the hours of 10:00 pm and 8:00 am, 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, suffer or permit to be made any noises or sounds which are unreasonably loud, raucous, jarring or disturbing to people of ordinary sensitiveness (SCMC #9.36.020) Any person who violates any section of this chapter and is cited for such a violation, and who within forty-eight hours after receiving such a citation again violates the same section, is guilty of a misdemeanor. A person is cited for a violation when he or she is issued and signs an infraction or misdemeanor citation, or when he or she is arrested and booked, or when a complaint is filed and the person is notified of the filing of such a complaint (SCMC #9.36.030)
17	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you read, considered and agree to abide by the rules and regulations related to requirements for street closures.	<ul style="list-style-type: none"> A 16' clearance in the street must be maintained for emergency vehicle access. In addition, there are standard requirements for street closure barricades. The document entitled "Requirements for Street Closure – Barricades" must be reviewed and complied with by Permittee. The document also includes requirements regarding adult monitors as well as how to safely close the street.

Equipment and AV Utilized

<input type="checkbox"/> Tables (Quantity and Type):	Description:
<input type="checkbox"/> Chairs (Quantity and Type):	Description:
<input type="checkbox"/> Canopies (Quantity and Type):	Description:
<input type="checkbox"/> Speakers and Mics	Description (Quantity and Type):
<input type="checkbox"/> Music or Band	Description (# of Players, Equipment):
<input type="checkbox"/> Other (Quantity and Type):	Description:

Other pertinent information not listed above:

AGREEMENT AND SUBMITTAL INFORMATION

If the event is cancelled, please immediately notify the Event Permits Office at (831) 420-5270 and the agencies named in your Permit. There are no refunds for cancelled events. A completed application package, with associated forms, are required for permit consideration. A completed package will include:

- Application
 - Diagram of Site Plan and Street/Area. This is mandatory for all permit applications. Please sketch a map of your intended route and include stages, tables, chairs, canopies, household generators, barbeques, garbage/recycling containers, chemical toilets, barricades, adults monitor locations, 16' clearance, etc.
 - Certificate of insurance with Endorsement*
- *May be required depending on proposed activity.

By signing this application, 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 understanding.

Name of Applicant (Print): _____

Signature: _____ Date: _____

Application, completed documents and fee(s) should be submitted to the Event Permits Office. Checks should be made payable to the City of Santa Cruz, Visa and MasterCard are also accepted by calling (831) 420-5270.

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