



Official Use Only

Date Received _____
Initials _____

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

**USE APPLICATION FOR CITY PUBLIC SPACES
 MINOR & MAJOR PUBLIC EVENTS**

Applicant Information:

Primary Contact Name (First, Last): _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

Mobile: _____ Website: _____

Organization Information:

Nonprofit ID: _____ Phone Number: _____

Company name: _____

Address: _____ City _____ State _____ Zip _____

Event Information:

Title:	Event Time		
		Start	End
Event Date(s):	Setup		
Estimated Attendance		Open to Public	
Youth:	Adults:	Breakdown	

Athletic Competition Parade Festival Water/Surf Other: _____

Proposed activities during event (describe):

Event Location(s):

Event Coordinator – Onsite during event (First, Last): _____

Phone: _____ Cell Phone: _____

1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has this event been held before?	Number of years?
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	Is there an admission fee?	Admission tax fees may be applicable.
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be selling merchandise?	Subject to commercial use fee.
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will alcohol be sold or served?	<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Alcohol
ABC Permit will be required. Special Event Coordinator will coordinate with Santa Cruz Police department.				
6.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will food be sold or served?	<input type="checkbox"/> Pre-packaged <input type="checkbox"/> Food Trucks <input type="checkbox"/> Other
* Food service may need to be approved by County Health and comply with City's Environmentally Acceptable food packaging ordinance. Subject to Commercial Use Fee.				
7.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be cooking onsite?	<input type="checkbox"/> Wood/Charcoal BBQ <input type="checkbox"/> Liquid Fuel Device
8.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will banners/signs be used?	* Banners cannot be larger than 2' x 3'
9.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will electricity be needed?	Description
10.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any generators be used?	Description
11.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be setting up a stage?	(W x L x H) and Details:
12.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will first aid monitors be provided?	Specify number of monitors and/or stations:
13.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will reserved parking be requested?	Specify Parking lot and meter numbers:
14.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will a street closure be requested?	Specify Street names & times:
Pertinent information: <ul style="list-style-type: none"> • There is an additional fee for each road closure. • Road closure information has specific public notification and posting requirements. • Applicants are required to review and comply with all requirements listed within the City of Santa Cruz "Requirements for Street Closures and Barricades". 				
15.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you anticipate any police or security needs?	Describe:
Note: Some events will be required to have Santa Cruz Police Department Officers assigned and paid for at appropriate rates by Applicant				
16.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What is your restroom facility plan?	Please describe:
Note: One (1) portable restroom per every 100 people with 10% being ADA Compliant is required				
17.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What is your garbage/recycling plan?	Please describe:
18.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will sound amplification be used?	
19.	<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 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, 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) 				

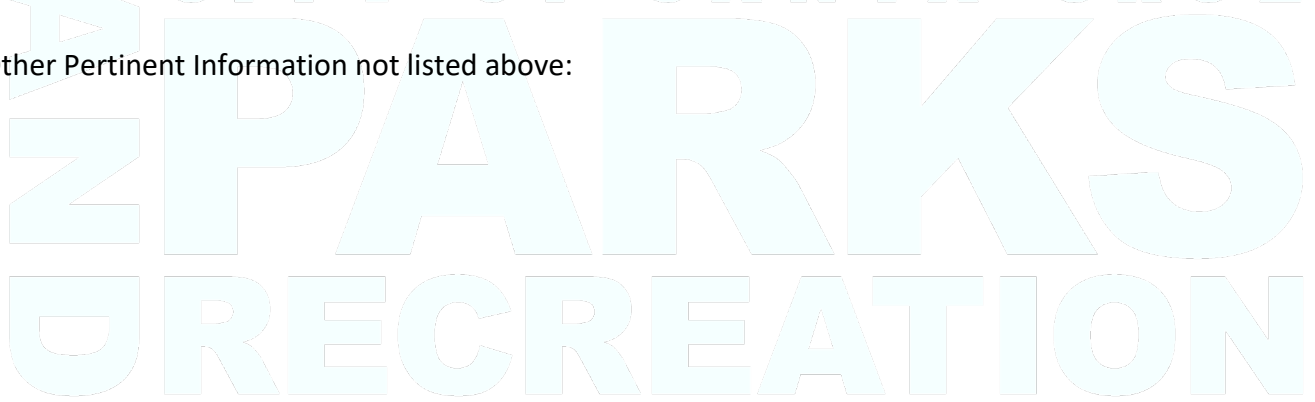
20.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you read, considered and agree to abide by the rules and regulations related to requirements for street closures. <ul style="list-style-type: none"> • A 16' clearance in the street must be maintained for emergency vehicle access. In addition, there are standard requirements for street closure barricades. The document entitled "Requirements for Street Closure – Barricades" must be reviewed and complied with by Block Party Coordinator/Permittee. The document also includes requirements regarding adult monitors as well as how to safely close the street.
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*** If you marked 'yes' to any question above, please use additional pages to expand and provide additional details. If there are multiple locations, please provide information for each proposed location.*

Equipment and AV Utilized:

<input type="checkbox"/> Tables (Quantity and Type):	<i>Description:</i>
<input type="checkbox"/> Chairs (Quantity and Type):	<i>Description:</i>
<input type="checkbox"/> Canopies (Quantity and Type):	<i>Description:</i>
<input type="checkbox"/> Speakers and Mics	<i>Description of quantity and type:</i>
<input type="checkbox"/> Music and/or Band	<i># of players / pieces description:</i>
<input type="checkbox"/> Other (Quantity and Type):	<i>Description:</i>

Other Pertinent Information not listed above:



AGREEMENT AND SUBMITTAL INFORMATION

There are no refunds for cancelled events. A completed application package, with associated forms, are required for permit consideration. Completed applications include:

- Application Form
- Site Plan/Map (including location markers and general layout)
- Security and Public Safety Plan
- Business & Marketing Plan
- Non-Refundable Application Fee

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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