

CITY OF SOLVANG

SPECIAL EVENT APPLICATION INSTRUCTIONS

INTRODUCTION

The following pages include the City of Solvang's Special Event Application with accompanying instructions which have been developed to help guide you through the application process.

After you complete the Application, please return it to the City of Solvang, Municipal Center located at 1644 Oak Street. Thereafter, the administration office will serve as your primary point of contact for the processing of your event application. Administration staff will distribute a copy of your application to all city departments affected by your event. While many city departments and agencies joined together to make this application process simple and complete, please be aware that in some cases you may have to contact federal, state or county agencies (i.e. Caltrans, Health Department) in addition to the City of Solvang for the processing of your event.

Permit applications must be received by the City of Solvang no later than forty-five (45) days prior to the actual date of your event and may be submitted as early as one year before your event. Applications turned in with less than 45 days notice may incur additional fees and require full cost recovery to the City. Solvang Municipal Code Section 11-12-8 provides the framework and guidance for the issuance of Special Permits within the City of Solvang. In general, a special event is defined as any activity held on or otherwise impacting public property and/or services. Any event that will use any portion of State Highway 246 may require a Caltrans encroachment permit. Information may be obtained by calling Caltrans at (805) 549-3431. An approved Caltrans permit must be submitted to the City during the application process.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact to the surrounding community. We hope that you find these instructions helpful in completing your Special Event Application.

APPLICATION PROCESS

The permit application process begins when you submit to the City of Solvang a completed Special Event Application and a \$125.00 application fee. Please keep in mind that acceptance of your application should no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires any additional information. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, Caltrans permit etc.). We must receive these items before final approval is given to proceed. Delays in providing these items often delay our ability to finish the review process and approve your application in a timely manner.

PARK AND OR VETERAN'S MEMORIAL BUILDING EVENTS

If you plan to hold your event at a City park or facility, it is your responsibility to contact the Parks and Recreation Department to reserve the necessary time(s) and day(s) for your event. A separate application to use the public facility must be turned into the Parks and Recreation Department at least forty-five (45) days prior to the scheduled event.

This application serves as a "special event permit" subject to the Solvang Municipal Code.

SUMMARY OF EVENT

This section of the permit application is intended to provide us with an overview of your event. Please take the time to complete the information as carefully as possible.

DESCRIPTION

Event Title _____

Description _____

(General) _____

Event Category

___ Auto Show

___ Ethnic Festival/Celebration

___ Athletic Event

___ Parade

___ Carnival/Circus

___ Other _____

___ Concert/Performance

Anticipated

Attendance Total _____ Per Day _____

DATE/TIME

Setup Date _____ Time _____ Day of the Week _____

Event Starts Date _____ Time _____ Day of the Week _____

Event Ends Date _____ Time _____ Day of the Week _____

Dismantle Date _____ Time _____ Day of the Week _____

LOCATION

Description _____

APPLICANT/ORGANIZATION INFORMATION

APPLICANT/ORGANIZATION

This person or representative must be available to work closely with the city's event planning staff throughout the permit process. All signatures must be on this application to authorize the initiation of the Special Event Permit process. Please print.

Host Organization _____

Primary Responsible Person _____

Mailing

Address Street _____ City _____ State _____ Zip _____

Daytime Telephone Number _____ **Fax** _____ **Cell number** _____

Additional cell number for the day of the event _____

Yes No

- ___ ___ Is this an annual event?
- ___ ___ Is the Host Organization a commercial entity?
- ___ ___ Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.
- ___ ___ Are patron admission, entry or participant fees required? If yes, how much? _____
- ___ ___ Are vendor or other fees required? If yes, please provide amounts. _____
- ___ ___ Will alcohol be served at this event? If yes, give details including type of alcohol served, and location. (Any activity selling or serving alcohol will be required to obtain an ABC license.) _____

___ ___ Will LPG (Liquid Propane Gas) be used?

___ ___ Will electricity be needed?

___ ___ Do you plan to have an inflatable bouncer? (See attached policy)

Additional Comments/Requests

Print Applicant's Name

Print Primary Responsible Person
(Event Chairman, Principal, etc.)

Applicant's Signature

Date

Signature of PRP

Date

Phone Number(s)

Phone Number(s)

PARADES

Parade applicants may chose from the following three routes (mapped on following page):

A: Begin at Mission Santa Inez, left on Hwy 246, left on 4th Place, left on Copenhagen, right on Alisal, into Post Office area to rear of Mission.

B: Begin north on Alisal from assembly on Alisal between Elverhoj and Oak, or along Elverhoj Court, left on Hwy 246, left on 4th Place, left on Copenhagen, right on Alisal.

C: Begin north on Alisal from assembly area on Elverhoj Court, left on Copenhagen, left on Second, left on Oak, right on Alisal, back to assembly area.

Routes that include Old Mission Santa Ines must be scheduled and approved by their facility manager who can be reached at (805) 688-4815.

Routes that use State Highway 246 will require a Caltrans Encroachment Permit. Proposed routes other than those listed above may be considered but can not be guaranteed. City Public Works staff may assist with traffic routing and therefore it is imperative that parades start on time. Staff hours may be charged for time spent outside of the hours indicated below.

Request for City services:

Time needed: from _____ am/pm to _____ am/pm

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. Some events may require the services of the Sheriff's Department or a professional security personal (licensed by the State of California) to assist in the development of an appropriate security plan. The Santa Barbara County Sheriff's Department has final authority to determine your event security requirements and maintains the right to shut down any or all components of the event if the required security is not provided or proves inadequate.

If you plan to hire the Sheriff's Department, you must fill out a separate application which must be submitted at least forty-five (45) days prior to the event.

MEDICAL PLAN

If applicable, please describe your first aid area/medical plan including hours of setup and dismantle of medical areas.

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with local laws. Banners, flags, signs and related devices are regulated by local ordinance, must be included in your site map and must receive approval from the City of Solvang.

Yes No

___ ___ Are there any musical entertainment features related to your event?

If yes, please explain _____

___ ___ Will sound amplification be used?

If yes, Start time _____ Finish time _____

___ ___ Will inflatable devices be used at your event? (See attached policy)

If yes, please describe _____

ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a license from the State Department of Alcoholic Beverage Control (ABC).

Yes No

___ ___ Does your event involve the use of alcoholic beverages?

If yes, please check all that apply

- | | |
|----------------------------|--------------------------------------|
| ___ Free/Host alcohol | ___ Beer |
| ___ Alcohol Sales | ___ Beer and Wine |
| ___ Host and Alcohol Sales | ___ Beer, Wine and Distilled Spirits |

Please describe your plan to ensure the safe sale or distribution of alcohol at your event. _____

FOOD CONCESSIONS

Yes No

___ ___ Does your event include food concession and/or preparation area?
If yes, please describe how food will be served and/or prepared. Please include all food booths in your description.

___ ___ Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
- Electric
- Charcoal
- Other

PARKING

Yes No

___ ___ Will your event involve the use of a City Parking lot?

If yes, please explain _____

PORTABLE RESTROOMS

You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and nonaccessible facilities in the immediate area of the event site which will be available to the public during your event. General guidelines recommends one (1) chemical toilet for every 250 people, ten percent (10%) of these facilities must be ADA accessible.

Yes **No** Do you plan to provide restroom facilities at your event.

___ ___ If yes: Total number of portable toilets _____ ADA accessible _____

___ If no: Please explain _____

SANITATION AND RECYCLING

As an event organizer, you must properly dispose of garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to clean condition. Should you fail to perform adequate cleanup, or if damage occurs to city property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for clean-up and repair.

Number of trash cans _____

Number of dumpsters _____

Number of recycling containers _____

Please describe your plan for cleanup and removal of recyclable goods:

MARKETING AND PUBLIC RELATIONS

Yes **No** Will event be marketed, promoted or advertised in any manner?

___ ___ If yes, please describe _____

___ ___ Will there be live media coverage during your event?

If yes, please describe _____

BANNERS

Do you plan to display banners to promote your event? Describe where:

INSURANCE REQUIREMENTS

Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before your application is approved, you will need commercial general liability insurance that names as Additional Insured, the “City of Solvang, its officers, employees, elected officials, volunteers and agents” and any other public entities impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. An original Certificate of Insurance must be received by the City of Solvang prior to the acceptance of your application. **Mail to: City of Solvang, P.O. Box 107, Solvang, CA 93464.**

Name of Insurance Agency _____

AFFIDAVIT OF APPLICANT

I certify that the information contained in the forgoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Solvang Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the Manager’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Solvang.

Print Name of Applicant/ Host Organization _____

Title _____

Signature _____

Date _____

City of Solvang
1644 Oak Street
P.O. Box 107
Solvang, CA 93464

word/specialeventpermitapplication/2/03

BANNER APPLICATION

Banner poles located on Mission Drive near Alamo Pintado are available to non-profit groups advertising special events. No banners advertising a business or political issues such as elections, ballot issues or candidates for political office are allowed. All banners hung over Highway 246 must be approved by Caltrans through their encroachment permit process; their phone number is (805) 549-3431.

Any banner installed without the permission of Caltrans and the City of Solvang will be removed at the owners expense and future use will be prohibited. Banners must be taken down on the agreed upon date or will also be removed at the owners expense and future use prohibited.

Fee for putting up and removing banners by City staff is \$190.00 which includes both putting up and taking down.

Banner Requirements:

1. SIZE: 60 ft x 4 ½ ft maximum.
2. MATERIAL: Mesh. Vinyl letters are acceptable. No vinyl banners.
4. CONSTRUCTION: Each of the four corners of the banner must be anchored to the poles. The top of the banner must have snap on rings to support the weight of the banner.

BANNER SIZE: _____ X _____
BACKGROUND COLOR: _____ LETTER COLORING: _____
INSTALLATION DATE: _____ REMOVAL DATE: _____
What will the banner say:

APPLICANT'S SIGNATURE _____ PHONE: _____
Organization _____

Public Works Director's Signature _____