



CITY OF PLACERVILLE
Department of Community Services Special Event Permit
APPLICATION AND INSTRUCTIONS

GENERAL INFORMATION

Special Event qualifies as any formation, parade, assembly, street fair, or other gatherings to be conducted in or upon public property including but not limited to City streets, trails, or parks which involve the use of or have an impact on public property or facilities and the provisions of public safety services in response thereto. If you are planning to request an event and permit, please review the application packet in detail before submission.

This application packet is designed to provide the City of Placerville's Department of Community Services (DCS) with detailed information for a special event. Event organizers (**Applicants**) are required to comply with the SCOPE provided by the City of Placerville and regulated by DCS. The purpose of the process is to ensure a safe and well-planned event. DCS shall provide clear responsibilities for the Applicant to adhere to. Providing misinformation pertaining to the Special Event in violation of Federal and State laws, and County or City municipal code shall be the sole responsibility of the Applicant. Non-compliant Applicants may be subject to enforcement and directly responsible for citations or fees.

Not all uses will require approval from each City Department, submission of a completed **Special Events Permit Application Packet** outlining planned event activities is mandatory 30 business days in advance to the event or activity to proceed. Progressive Street closures may include but are not limited to, processions involving minimal period(s) of closure to allow attendees and event organizers to cross, pass, or stop within a public street.

**KEEP THIS SPACE BLANK FOR ADDITIONAL DETAILS AND
IMPORTANT INFORMATION (As Needed)**



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APPLICATION PROCESS

STEP 1 SUBMIT APPLICATION FORM

Submit a completed **Special Event Permit Application Form** to the Department of Community Services (DCS) no later than the **LAST FRIDAY IN JANUARY** of the upcoming fiscal year.

STEP 2 SUBMIT PRELIMINARY SPECIAL EVENT PERMIT APPLICATION PACKET

Applicant shall provide a preliminary **Special Event Permit Application Packet**.

STEP 3 APPLICATION REVIEW PERIOD

DCS will review the **Special Event Permit Application Packet**.

STEP 4 EVENT REVIEW MEETING

DCS Specialist will schedule an intake meeting with the Applicant to review all details.

STEP 5 NON-REFUNDABLE DEPOSIT

Submit non-refundable deposit based on the details reviewed during Applicant intake meeting.

STEP 6 PROVISIONAL SPECIAL EVENT PERMIT

DCS shall provide a detailed scope Applicants responsibilities and requirements for the Special Event. Provisional Use Permit shall be issued to Applicant by the Department of Community Services.

STEP 7 CITY COUNCIL APPROVAL (As needed)

Full Street Closures tentatively approved by DCS must be formally approved formally by City Council. The calendared meeting date for City Council shall be the last meeting in February.

STEP 8 DOCUMENT DEADLINE

Submit a completed **Special Event Permit Application Packet** in person with all applicable documents required no less than 30 days prior to event.

Missing items may result in revocation of **Provisional Permit** and the event is subject to denial.



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PLACERVILLE DOWNTOWN EVENTS

Applicants requesting **FULL** closures of Downtown Placerville (Main Street) must be submitted by the **LAST FRIDAY IN JANUARY** for the upcoming fiscal year. Main Street closure requirements are as follows:

There shall only be two (2) closures for Downtown Placerville (Main Street) every 3 months in a calendar year (listed below quarterly). The total amount of street closures annually shall not exceed eight (8), unless a written request for an exception is submitted to the Department of Community Services which must be approved by the City Manager.

MONTHS	CALENDAR YEAR QUARTERS	AMOUNT OF CLOSURES
January-February-March	Q1	2
April-May-June	Q2	2
July-August-September	Q3	2
October-November-December	Q4	2

Next steps if approved shall be to present request to City Council for approval.

APPEALS

This process allows for Applicants to request a secondary review with the Director of Community Services due to a denial of a Special Event Permit Application. Upon denial of the **Special Event Permit Application Form**, the Applicant shall have 3 business days to submit a written appeal in the form of a justification letter outlining the reasons the appeal to be approved. The Department of Community Services shall respond in writing to the Applicant within 10 working days. Additional fees may be applied for an appeal. Timeline includes a review of original application, the justification letter and a potential interview with the Director and the Applicant.

EXCEPTIONS

The City of Placerville recognizes the community's need for occasional adjustments benefitting or protecting the health and safety of our residents. Upon denial of the **Special Event Permit Application Form**, the Applicant shall have 3 business days to submit a written appeal in the form of a justification letter outlining the reasons an exception should be approved. The Department of Community Services will process the exception with the City Manager's office and contact the Applicant within 10 working days to confirm next steps. Additional fees may be applied for an appeal. Timeline will include scheduling a meeting with the Applicant and the City Manager.

The following non-inclusive list of exceptions may apply:

- Celebration of Life Processions
- State of California mandated closures
- Global or Regional Event Closures; such as Amgen Tour of California.
- In the case of an emergency or significant safety issue

Requests for exceptions shall be upon approval of the Director of Community Services. The City reserves the right to waive the fee upon City Manager approval.



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SPECIAL EVENT APPLICATION PACKET

The Special Event Application packet will include all forms and checklists applicable to Special Events within the City of Placerville. DCS shall calculate a total cost estimate based on the applicants request for City Municipal Services. Based on the level and type of event expenses may include Police Services, Encroachment Permits, ABC Permitting Fee, City Business License, Portable Restroom estimates, and other applicable indirect or direct costs incurred.

POLICE DEPARTMENT AUTHORIZATION

The Police Department may provide special events and large gatherings police services as approved by the Chief of Police or his/her designee for the following:

- Street Closure for events of more than one block, parade processions, and organized run/walk events, limited to one block, must possess a completed permit with the Department of Community Services a minimum of 30 days in advance.
- Street closures for events not defined as a “Special Event,” but requiring a closure limited to a single block, “*Block Party;*” must submit a different application directly to the City of Placerville Police Department.

There will be costs associated for street closure permits from the City (refer to the attached Fee Schedule). Costs are generally associated to the overhead for City municipal services and required equipment. Event organizers must meet schedule deadlines for application and permit review.

TIMELINE

Each section must be completed in full and submitted with applicable fees as follows:

DEADLINES PRIOR TO EVENT DATE:	DETAILS REGARDING ITEMS DUE:
LAST FRIDAY IN JANUARY.	SPECIAL EVENT PERMIT APPLICATION FORM TO THE DEPARTMENT OF COMMUNITY SERVICES (DCS) FOR STREET CLOSURE AND/OR POLICE SERVICES REQUEST IS DUE.
120 DAYS	DCS WILL PROVIDE AN ESTIMATED DEPOSIT AMOUNT FOR CITY MUNICIPAL SERVICES
90 DAYS	DCS SHALL ISSUE A PROVISIONAL SPECIAL EVENTS PERMIT.
60 DAYS	15% DEPOSIT DUE FOR CITY MUNICIPAL SERVICES, IF APPLICABLE (REMAINDER OF FEES/COSTS PAYMENT DUE 30-DAYS FOLLOWING SPECIAL EVENT). INCLUDING BUT NOT LIMITED TO FINAL LIST OF ALL VENDORS, HEALTH PERMITS AND ALL APPLICABLE DOCUMENTS AS REQUIRED BY DCS.
30 DAYS	COMPLETED SPECIAL EVENT PERMIT APPLICATION PACKET WITH ALL APPLICABLE DOCUMENTS
15 DAYS	FINAL DAY TO REQUEST PARTIAL REFUND AND CANCEL EVENT
30 DAYS POST EVENT	FINAL PAYMENT DUE FOR CITY MUNICIPAL SERVICES



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SITE PLAN

The Department of Community Services (DCS) requires an appropriate site plan to be approved by the Department for all special events within the city. Site plan must be included with original application, due upon annual deadline.

EVENT MAP

The map may require more than one page to adequately depict different segments such as requested roadway closures versus the layout of the event to include vendor locations, beer gardens, and other required information for the physical location of the event.

THE SITE PLAN / MAP MUST ADDRESS THE FOLLOWING:

1. Hours of the event: Start and end time of the event,
2. Time of street closure requested to begin, Number of expected participants,
3. Fixed security posts and traffic control points (gates, specific venue locations, etc.)
4. Description of uniforms to be worn by any security, event volunteers for traffic control and event organizers, Information Booth/ Office,
5. First Aid Station, Restroom / Sanitation locations,
6. Areas where alcoholic beverages are to be served, the specific method of precluding minors from access to the alcoholic beverages (e.g., wristbands, hand stamping, physical barriers, ID check),
7. Routes where the event is to take place. Routes should indicate direction of travel, Barricades to be placed for traffic control (type, number and location). Also, include if the barricade will be staffed or unstaffed,
8. Emergency exit routes for participant in the event of an emergency, Emergency access points for public safety personnel in the event of an emergency.

Closed roadways must have one 20' unobstructed lane or two 10' unobstructed lanes with clear access for emergency vehicles such as a fire engine in the event of an emergency. Parking areas for event attendees (Adequate for number of expected attendees), Parking areas for vendors, Lost and Found station (include possessions and for children)

SECURITY PLAN

The security plan must include the contact information for the security company to include name, address, phone number, insurance, and/ or bond. The security plan must also include a contact number for the security person in charge at the event. Security personnel, if required, shall have valid appropriate state license issued.

The following information is required in the security plan:

- Fixed security posts and traffic control points (gates, specific venue locations, etc.) staffed by security. Description of uniforms to be worn by any security,
- Areas where alcoholic beverages are to be served, the specific method of precluding minors from access to the alcoholic beverages (e.g., wristbands, hand stamping, physical barriers, ID check),
- Any vehicles to be utilized by security personnel, including type, markings, and specialized equipment, Weapons carried by security personnel to include firearms, baton, mace, etc.



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- A Central Command Post Area will be established as appropriate and authorized by the Chief of Police or his designee for facilitation of public safety operations.
- The security plan shall identify any known potential safety problems to occur at the event in advance.
- The police department field supervisor, or officer in charge of the event, shall be contacted and advised of any ongoing or anticipated problems affecting the safety and well-being of people and/or property.

SCOPE OF POLICE SERVICES POLICE DEPARTMENT PERSONNEL

The City of Placerville Police Department may require uniformed officers to be present at designated special events and large gatherings. Some small events will not require police services. Requests for police services should be communicated with the police department upon application. Upon review of the event application the police department may deem police services are required due to a significant concern for public safety resulting from the event. The purpose of officers dedicated to the event is maintenance of the peace, traffic control, enforcement of state and local laws, and protection of life and property.

NOTE: Additional duties will not be performed by Uniformed Police Officers unless specifically contracted in advance in writing.

The police department field supervisor, or officer in charge of the event, shall be contacted and advised of any ongoing or anticipated problems affecting the safety and well-being of people and/or property.

STREET CLOSURE PERSONNEL

The organizers of the events shall provide staffing for all standing barricades for street closures. Police personnel will assist in traffic control to facilitate street closures when contracted to work the event. Police personnel will not maintain/staff traffic control points unless contracted for in advance. A request for police services must be indicated on the form and in writing with the street closure request.

EQUIPMENT

The event organizer is responsible for providing all traffic control barricades in accordance with the event plans. All barricades, signage and/or cones are available through local vendors. Public Works department may assist in providing cones and barricades for some community events. Event organizers will need to contact the Public Works Department to request assistance and coordinate street closure equipment.

All traffic cones and barricades shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) where applicable. The MUTCD is available through the Federal Highway Administration. The site plan should specify the type of cones and barricades to be used for traffic control.

All event personnel who are engaged in maintaining street barricades shall wear an ANSI Class III reflective vest as required under 23 CFR 634.3.

ENCROACHMENT PERMITS

Encroachment permits are required by the State of California for any event affecting traffic on state highways. Event organizers are ultimately responsible for ensuring that all necessary Encroachment



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Permits are obtained. DCS will assist in obtaining encroachment permits for large community events such as those held in the downtown Main Street area. Encroachment Permits should be obtained at least (30) days in advance of the event.

The City of Placerville is adjacent to HWY 50. Cal Trans also requires notification at the time a street closure begins as authorized under the encroachment permit and when the roads are opened again. The event organizers must coordinate with DCS, City Police and other departments as required by State and Local Laws.

City Public Works Department should be contact for street closures and to file an encroachment permit for appropriate activities.

EMERGENCY VEHICLE ACCESS ROUTE

Closed roadways must keep a 20' unobstructed lane or two 10' unobstructed lanes with clear access for emergency vehicles such as a fire engine in the event of an emergency.

Unobstructed lane means free from static displays or vendor booths, etc. that may free travel of an emergency vehicle. Failure to maintain the open access for emergency vehicles is a safety issue and may result in suspension or closure of the event.

PARADE

Parade approval is required for all parades, marches, show, exhibition, pageant or procession of any kind (MC§4-13.02). A parade request will be process as a street closure request. The Police Department will provide final approval.

A Parade request must include the following information. The name, address, and telephone number of the person seeking to conduct such parade; If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization and the authorized and responsible heads of such organization; The name, address, and telephone number of the person who will be the parade chairman and who will be responsible for its conduct; The date when the parade is to be conducted; The route to be traveled, the starting point, and the termination point; The approximate number of persons who, and animals and vehicles which, will constitute such parade, the type of animals, and a description of the vehicles; The times when such parade will start and terminate; A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed; The location by streets of any assembly areas for such parade; The time when units of the parade will begin to assemble at any such assembly area or areas; If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf; and Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit shall be issued. A parade, march, procession, etc. would include those intended to be conducted in the street and those limited to the sidewalks. In the event a parade will require street closures additional advance notification is required as indicated for street closures.



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VENUE LOCATION

Event organizers are responsible for site selection and acquiring approval for use of the property to include adjacent property owners. DCS will review the location of the event and evaluate among other considerations the impact upon traffic flow and emergency vehicle access before approving a street closure request

ELECTRICITY

Special Event electricity shall be provided for by the applicant. Request for the use of electricity on public property must be indicated on the site map and preapproved at the time of application for a special event.

MUSIC AND ENTERTAINMENT

Event organizers planning entertainment, which will require sound amplification, should review the city ordinance pertaining to noise variances under § Chapter # MC.

- City municipal code prohibits loud and raucous noise between 10:00 p.m. and 7:00a.m. on any day.
- Factors which may be considered in determining a violation of the noise ordinance include, but shall not be limited to the following:
 - The volume of the noise,
 - The proximity of the noise to residential sleeping facilities,
 - The nature and zoning of the area within which the noise emanates,
 - The density of the inhabitation of the area within which the noise emanates; The time of day or night the noise occurs,
 - The days of week the noise occurs,
 - The duration of the noise,
 - Whether the noise is recurrent, intermittent or constant.
- The noise ordinance provides further clarification and definition of unreasonable sounds and violations. The municipal code should be reviewed when the event shall include louds sounds.

PARKING

Parking area(s) should be identified on the site plan. Event Organizers must obtain permission from property owners where parking for event attendees will be located. Efforts should be made to minimize impacts to residential areas. Parking area should be adequate for number of expected attendees.

Depending on event characteristics, the Chief of Police or designee, may determine some areas as no vehicle parking based upon safety concerns. No parking areas may be both within the venue and in adjacent areas as determined necessary for public safety. No Parking signs approved by the City must be posted in advance. §4- 9.818 MC. Vehicles determined in violation of the No Parking postings may be towed at owner expense §4- 9.820



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TENTS

Approval from the Fire Department is required for the erection of a tent in excess of 20'x20' on public property. The special event sponsor shall apply for a tent permit for each tent erected which includes a fire inspection fee.

BANNERS

Special Events requesting to hang banners within the City of Placerville must follow the City's Banner Policies.

PARKS & FACILITIES

Event organizers must acquire authorization from DCS for use of any park or City owned facility. Events at City Parks will require approval and additional use fees. No vehicles or heavy equipment may be parked on the grass areas within public parks within the City.

SANITATION & CLEAN UP

Event Organizers are responsible for sanitation issues during the event and clean up after the event. Trash Event organizers are required to meet all local, State and Federal laws and regulations for waste disposal. Event Organizers shall develop and implement plans to ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. Event organizers must provide recycling or trash containers for special events. If street sweeping is necessary, the event organizers must make provisions with a private service provider or contract with City Public Works for such service. At the conclusion of your event, the event venue and surrounding areas must be cleaned to a condition equal or better than prior to the onset of your event activities. Clean up should be completed no more than 10 hours after the completion of the event in accordance with the event plan.

NOTE: Failure to perform adequate clean-up and/or repair damages to City property and facilities due to your event will result in the City providing the services and billing the Host Organization at full cost recovery rates for clean-up and/or repair. The host organization shall be liable for and pay the City for said costs.

RESTROOMS & HAND WASHING

Organizers shall ensure there are at least adequate restroom and hand washing facilities for the event taking into consideration the number of expected participants and requirements by the El Dorado County Health Department. Restroom / Sanitation locations should be noted on your site plan. Restroom / Sanitation standards shall be in accordance with State and local regulations and as approved by the El Dorado Health Department. DCS shall ensure that facilities are provided and added cost will be included to permit fee total.



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ANIMALS

In the event animals, such as horses, cows or dogs are involved in a parade or other event on public property, organizers shall ensure entrants provide muck collectors immediately following the animals to pick up their own manure. Muck collectors shall not be the same individuals as side walkers. Side walkers are people who help control the horses or carry banners. Recommended number of side walkers: One per every four mounted or led horses, one per every carriage or cart, and one per every two horses in a multi-horse hitch.

SECURITY

While Police Personnel may provide some security, the event organizers may hire or even be required to provide additional private security that are licensed through the State of California. Any private security should be identified in advance and approved by the City of Placerville Police Department in accordance with the security plan.

SAFETY AND AMERICANS WITH DISABILITIES ACT (ADA) OSHA

The event organizers and concessionaires are responsible for ensuring all contract personnel, their equipment, and activities meet or exceed the State of California, California Administrative Code Title 8 (CAL OSHA) requirements.

AMERICAN WITH DISABILITIES ACT

Event organizers are also responsible for ensuring compliance with all American with Disabilities Act (ADA) requirements under Title 42 USC including all concessionaires and vendors connected to the event.

FOOD AND ALCOHOLIC BEVERAGE CONCESSIONAIRE REQUIREMENTS PERMITS AND LICENSES

All concessionaires and vendors are required to be in compliance with the City Municipal Code as it pertains to business licenses. Licenses may be obtained by contacting the City of Placerville, Police Department.

All food and drink concessions invited to operate in the City of Placerville will require a El Dorado County Health Department Permit (Temporary Food sales Permit) in order to operate. All booths and concessions will be operated in accordance with current El Dorado County Environmental Health

Department rules and regulations. Further information on Environmental Health requirements may be obtained online. All vendors are required to be added to the application packet listing. Non-compliance may result in forfeiture of future years events.

ALCOHOLIC BEVERAGE

In the event alcoholic beverages are served, all concessioners and vendors must be in compliance with California Department of Alcoholic Beverage Control regulations and obtain the appropriate license as required under California law.

ABC may be contacted and an Application for Daily License (Special One-day Event Permit) may be obtained: <http://www.abc.ca.gov/Forms/PDFSp.html>



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All persons obtaining permits for the sale of alcoholic beverages shall comply with all state and local laws including day use approval by the City Police Department.

The Event Organizers shall be notified upon the approval of an application by the Special Events Coordinator. All licenses should be posted in a conspicuous place at the site of the special event or the party must be able to produce it upon request. The sponsor is encouraged and may be required to use some type of wristband or other method for distinguishing that persons are of legal drinking age. The use of a wristband for those consuming alcoholic beverages will allow the City Police Department personnel or other security personnel at an event to identify minors in possession of alcohol.

The sale of alcoholic beverages will not be permitted at special events where the majority of the participants are under twenty-one (21) years of age.

INSURANCE

Applicants (Event Organizers), at their own cost and expense, shall purchase and maintain, for the duration of the agreement and duration of the event the following insurance coverage described below as appropriate; Workers' Compensation Coverage Organizers shall maintain Workers' Compensation Insurance for his/her employees in accordance with the laws of the State of California and Employers Liability Insurance in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury and/or disease. In addition, Event organizers shall require each concessionaire and vendor to similarly maintain Workers' Compensation Insurance in accordance with the laws of the State of California and Employers Liability Insurance in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury and/or disease. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the City, its officers, agents, employees and volunteers for losses arising from activities related to the event. This provision shall not apply if event organizers, vendors and concessionaires have no employees performing work under this Agreement.

Applicants may decide to purchase insurance from the City.

GENERAL LIABILITY COVERAGE

Organizers shall maintain general liability insurance in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

AUTOMOBILE LIABILITY COVERAGE

Event organizers are responsible to ensure all vehicles operated on roadways in connection with the event are covered by automobile liability insurance covering bodily injury and property damage. Automobile insurance shall be in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.



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ENDORSEMENTS

Each general liability and automobile liability insurance policy shall be with insurers possessing a current A.M. Best's rating of no less than A:VII and shall be endorsed with the following specific language or equivalent: The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insured with respect to liability arising out of the special event or large gathering associated to this agreement. This policy shall be considered primary insurance as respects to the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage except after thirty (30) days written notice has been received by the City. Certificates of Insurance. Event Organizers shall provide certificates of insurance with original endorsements to City, as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City (30) days in advance of the event before the final agreement is signed. Current certification of insurance shall be always kept on file with the City during the term of this Agreement.

RIGHT TO CANCEL OR DENY SERVICE

City Reserved Rights - The City of Placerville reserves the right to cancel any event that does not comply with requirements and time schedules detailed within this agreement. The City Police Department may also refuse service due to event history, prior experience or background of the promoters, and employees as deemed appropriate by the department. The City reserves the right to deny approval of the event based upon findings of the background check.

APPLICANT'S RIGHTS & APPEAL PROCESS

The deposit will be returned to the applicant provided applicant has provided City with at least fifteen (15) days prior notice of cancellation of the event. If the Applicant cancels the event with less than fifteen (15) days of notice to the Community Service Specialist of the scheduled event, the applicant may forfeit the deposit and said deposit will be retained by the City.

DEPOSIT, FEES & PAYMENT ESTIMATE

DCS will review the site plan, event history, routes and location, the complexity of street closures required and number of expected participants to evaluate the number of police personnel required to provide law enforcement services. Unforeseen expenses due to extended event hours or other unplanned issues requiring police personnel to incur more personnel or time associated to the event will increase the actual costs for police services. These increased services will be billed to the event organizers with the final invoice. DCS shall provide the organizer the estimate at least (30) days in advance of the event and before a deposit shall be required. The estimate shall be based upon personnel costs, overhead and special



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equipment needs as described below. Event Director shall receive a copy of the DCS Event Tracking Form outlining deadlines and estimated costs.

COSTS

Costs are determined at the actual compensation for personnel to include wages, Workers Compensation and Medicare expenses. Additional costs may be assessed if special equipment is needed in preparation or response to the event or overhead costs become significant. Special equipment needs will be identified and communicated with the event organizers in advance of entering into the service contract. While all efforts will be made to identify and estimate costs associated to providing services for the event, event organizers agree to pay for any increase in services required due to changing circumstances associated to the event requiring an increase in services. All associated cost is included on the **ATTACHED FEE SCHEDULE**. Each rate based on complete cost for assignments and is adjusted based on the amount of time required to facilitate assignment.

DEPOSIT

The **NON-REFUNDABLE DEPOSIT** is required in advance. The cost shall not exceed 5% of the estimated event costs for City Municipal Services. The Deposit supports offsetting the overhead for administrative processing and permit review. Fees are listed in the attached fee schedule. Failure to submit deposit in a timely manner may extend the application process and could negatively impact the approval process. Deposit amount shall be calculated as a percentage based on the initial cost estimate of the permit.

NOTE: The Applicant agrees the final invoice will depend upon actual costs incurred by the City of Placerville NET 30 post-event.

FEES

While all efforts will be made to identify and estimate costs associated to providing police services for the event, event organizers agree to pay for any increase in police services required due to changing circumstances requiring an increase in police services. If the event goes longer or police personnel are needed beyond the times indicated, the event organizer will incur the extended costs. The final invoice provided to the event organizer will be based on actual costs by position and equipment.

EQUIPMENT

Special equipment needs will be identified and communicated with the event organizers in advance of entering into the service contract. All fees, in addition to the reservation deposit, will be paid no more than (30) days after the final billing date. The invoice will detail the components of the service expenses, and the deposit paid in advance along with the remaining balance to be paid.

PAYMENTS

Final payment shall be made to:

City of Placerville
Department of Community Services
549 Main Street
Placerville, CA 95667

Payment arrangements shall be outlined when the FINAL Special Events Permit is issued.



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APPROVAL PROCESS (Main Street Closures – ONLY!)

Applications will be accepted and prioritized in the order received. Precedence will be provided to Special Events with a clear and concise description of the event and the direct historical, cultural, and economical direct benefit to the residents of the City of Placerville.

Information included on the Special Events Application shall be weighted based on the following factors:

1. *How does your event directly benefit the residents in the City of Placerville?*
2. *How does your event directly benefit the City of Placerville?*
3. *How does your event directly benefit the local business community within the City of Placerville?*

Scoring and force ranks shall be based on quantitative and qualitative information (data) provided by the Applicant and included the Special Events Application Packet.

Applications will be received at the front desk of the Department of Community Services during normal business hours. Once received the Community Services Specialist will review the application for processing and upon verification of accuracy will forward the application to the Department Superintendent for review and approval. The final list of qualified quarterly requests will be developed by DCS Staff and forwarded to the Director for processing. Processing shall include, but is not limited to City Manager review, Department Directors overview and final approval with City Council during a public meeting.

APPROVAL PROCESS (Non-Main Street Closures)

Applications will be accepted and prioritized in the order received. Precedence will be provided to Special Events with a clear and concise description of the event and the direct historical, cultural, and economical direct benefit to the residents of the City of Placerville.

Information included on the Special Events Application shall be weighted based on the following factors:

1. *How does your event directly benefit the residents in the City of Placerville?*
2. *How does your event directly benefit the City of Placerville?*
3. *How does your event directly benefit the local business community within the City of Placerville?*

Applications will be received at the front desk of the Department of Community Services during normal business hours. Once received the Community Services Specialist will review the application for processing and upon verification of accuracy will forward the application to the Department Superintendent for approval and processing. The final list of qualified quarterly requests will be developed by DCS Staff and forwarded to the DCS Department Director. Processing shall include, but is not limited to City Manager review, Department Directors overview and final approval with City Council during a public meeting.



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GLOSSARY OF TERMS:

Full	Full Street Closure, Temporary closing of the entire street consisting of multiple blocks or sections for a period of time.
Partial	Partial Street Closure, Temporary closing of a single block or section of a street for a period of time.
Rolling Stops / Procession	Continual Open and Close (ex. Parade), Briefly closing the street periodically for a procession and reopening the street as the event progresses.
Bell Tower Closure	Bell Tower Closure, the section near the tower.
Community Event	Direct Benefit to community and residents
Commercial Event	Direct benefit to local businesses
Recreation Programs or Services	Service provided by city for the benefit of the residents
Mardian Barricade	Moveable road closure barricade
Applicant	Event Director Contact Person
Director	Department Director
Specialist	Community Service Specialist (DCS)
Site Map	Aerial view of the entire event with icons identifying activities and actions; including but not limited to restrooms, security, street access, and medical services.
Festivals	Defined as an event/celebration by a community group with more than 100 attendees.
Street Fairs	A community-sponsored event that takes place in a public space, usually on a neighborhood's main street, to celebrate the character of the area. Street fairs are typically free and open to the public.
Concerts	Musical or theatrical performance in public, typically by several types of performers, which may include but are not limited to bands, comedians, school groups, or choirs. With or without amplified sound.
Community Based Organization	Community Based Organizations (CBO) are groups organized within the city limits of the City of Placerville incorporated for the primary purpose to benefit the residents of Placerville directly.
Non-Profit Organization	Tax classification of 501-c3 status as regulated by State and Federal law.
For-Profit Organization	Commercial operational business not within the city limits of the City of Placerville formed to indirectly benefit residents.
Legacy Event	A long-standing traditional event occurring annually with a focus on upholding the heritage of the City of Placerville's culture and history. These events focus on creating opportunities to build community, enrich positive relationships throughout the city and has a direct impact to the residents of the City of Placerville.
Cultural Event	Event based on customs, arts, social institutions, and achievements of a particular nation, people, ethnicity or other social group.
City Event	Coordinated and led by the Recreation and Parks Department and/or other City Department provided for by the City and their donors.
Local Business Event	Facilitated by a residential business owner within the City of Placerville



CITY OF PLACERVILLE
Department of Community Services Special Event Permit
APPLICATION AND INSTRUCTIONS

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CITY OF PLACERVILLE
Department of Community Services Special Event Permit
APPLICATION AND INSTRUCTIONS

ADD FEE SCHEDULE
ADD APPLICATION FORM
ADD SUPPLEMENTAL DOCUMENTS (As needed)

DRAFT

City of Placerville
Special Event Permit Fees

Department of Community Services

Department of Community Services	Rate	
Special Events Application Fee	\$ 200.00	2025
Administrative Processing Fee	\$ -	2025
	\$ 50.00	2026
	\$ 100.00	2027
Special Events Deposit (Non-refundable)		
Cost of City Municipal Services	5%	2025
Cost of City Municipal Services	10%	2026
Cost of City Municipal Services	15%	2027
Community Services Specialist	\$ 61.00	2025
	\$ 64.05	2026
	\$ 67.25	2027
Maintenance Worker	\$ 68.00	2025
	\$ 71.40	2026
	\$ 74.97	2027

*For events with an attendance less than 499
a minimum of 1-Maintenance Worker shall be charged

**For events with an attendance greater than 500
a minimum of 2-Maintenance Worker shall be charged

Police Department

Police Officer	\$ 84.59	2025
Police Sargent	\$ 105.33	2025

Department of Public Works

Traffic Maintenance Worker II	\$ 52.24	2025
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Finance Department

Business License		
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Engineering Department

Street Closure Review	Fees will vary
Public Access Review	Fees will vary

City Municipal Services

City of Placerville

Department of Community Services

Security Escort(s)	2 Hours minimum
Event Monitor(s)	2 Hours minimum
Posting Signs	2 hours
Pre-Event Road Closure Set-Up	2 hours

Requirements

Community Development Department

Use of private property	Fees will vary
Sale of Merchandise	Fees will vary
Temporary Display	Fees will vary
Temporary Parking Lots	Fees will vary

Department of Public Works

Road Closure	8 hours
Street Sweeping	4 hours

Police Department

Security Escort(s)	2 Hours minimum
Event Monitor(s)	3 Hours minimum
Security	2 Hours minimum

Set Up & Removal Fees

Mardians	6 hours	Set up & Removal
Garbage	2-4 hours	Per-Assignment

General Fees

Portable Restrooms	Fees will vary
Insurance	\$ 700.00 Estimate (Final Cost TBD)
Water	\$ 50.00 Flat Rate - Single Use

Application Appeal Fee	\$ -	2025
	\$ 50.00	2026
	\$ 100.00	2027

Exception Fee	\$ -	2025
	\$ 50.00	2026
	\$ 100.00	2027