Special Events Application
"Minor Event"

"Minor Event" – Events involving less than 50 participants and that do not require City services, must submit a "Special Activity Permit Application" for Minor Events. A non-refundable application-processing fee of $100 must accompany the application.

Use the following as a guide to make sure that your application is complete when submitted.
A complete application can assist in speeding up the process!

- ☐ **New events, check availability of park or facility by calling the Recreation Division Office at (707) 822-7091.**
- ☐ **Minor Special Event Permit Application** (Page 2-3)
- ☐ **Review and Sign Special Events Rules & Regulations** (Pages 4-7)
- ☐ **Insurance Certificate** (See page 8 for additional information)
- ☐ **Site Map** (Examples Attached)
- ☐ **Proof of Non-Profit Status**
- ☐ **Events with VENDORS must include the following:**
  - ☐ **Arcata Business License for Booth Sales** (Application Attached)
  - ☐ **County Health Permits**
  - ☐ **Arcata Fire Protection District (AFPD) INSPECTION FORM** (Application Attached)
  - ☐ **Booth Layout Map** (Please include vendor name & location.)
- ☐ **ABC Permit Copy- For events serving or selling alcohol** (Applications Attached)
- ☐ **Route Map** (Parades, Runs, Walks, Races or Marches)
- ☐ **$100 Application Fee**
- ☐ **Submit application to the Recreation Division Office:**
  736 F Street Arcata, Ca 95521 (707) 822-7091

Once applications are submitted, please allow 30 days for the application to be routed through city departments for comments and conditions. After the department conditions have been specified and attached to the permit, the City Manager will review and sign the application. You will be contacted at least one week prior to your event to go over the permit and conditions and sign the permit. Permits are effective once all pages have been signed and all fees and deposits have been paid.

City of Arcata

Minor Special Event Permit Application

Please complete and return to the Recreation Division Office

(Must be submitted at least 30 days prior to event)

EVENT INFORMATION

Date(s) of Event/Activity: _____

Time of Event/Activity: From: _____ **a.m. / p.m. to** _____ **a.m. / p.m.**

Type of Event/Activity (Parade, Fair, Rally, etc.): _____

Location Requested: _____

Total Number of Persons Expected: _____ **Maximum At Any One Time:** _____

ORGANIZATION INFORMATION

Name of Applicant/Sponsoring Organization: _____

Non-Profit Tax Id # (if sponsored by an organization):_____ ***Attach proof of non-profit status.***

Representative of Organization (if applicable): _____

Address of Applicant/Organization: _____

Telephone Numbers: Applicant/Organization: Day _____ **Evening** _____

Representative: Day _____ **Evening** _____

Name(s) of representatives Who Will Be *Present* at Event and Responsible for Event Activities:

Name _____ **Day-time Phone** _____ **Cell Phone** _____

Name _____ **Day-time Phone** _____ **Cell Phone** _____

Name _____ **Day-time Phone** _____ **Cell Phone** _____

Will your organization or any other company, group or individuals at your event:

1. Sell merchandise?	Yes☐	No☐
2. Sell alcoholic beverages?	Yes☐	No☐
3. Set-up booths, stages or bleachers?	Yes☐	No☐
4. Require the use of, or barricading off, any City streets?	Yes☐	No☐
5. Have amplified or non-amplified Music/Sound?	Yes☐	No☐
6. Require access to City Electricity?	Yes☐	No☐
7. Need Garbage Pick-up?	Yes☐	No☐
8. Provide Entertainment?	Yes☐	No☐

If yes describe: _____

_____

PRIOR TO THE EVENT, THE EVENT HOLDER IS RESPONSIBLE FOR THE FOLLOWING:

_____ $100.00 Minor Event Special Application Processing Fee paid at the time application is returned to City.

_____ Insurance certificates provided in the amount of $2,000,000 naming the City of Arcata, its officers, officials, employees and volunteers, as additional insured, and event holder's coverage must be primary.

Please attach one of the following:

_____ Certificate of Liability Insurance and Endorsement Form
Submitted on City-required forms signed by your insurance carrier.

OR

_____ Letter of Approval, per Agreement for Use of City Premises with Humboldt State University.
Contact the HSU Office of Contracts, Procurement and Risk Management (Attach letter)

_____ Clean-up /Damage Deposit in the amount of $500.00 (Deposit returned within 14 days after event, unless City clean-up or trash pick-up is necessary, or damages are incurred).

_____ Applicant responsible for providing: _____

_____ Applicant to attend pre-event planning meeting as follows: _____

_____ Other: _____

_____ ***Total Due Prior to Event***

NOTE: Processing fee is non-refundable. Other fees are refundable if the activity is canceled and the City has not expended funds in preparation for the activity.

I/We agree to meet the conditions and policies for event as described in this application and agree to pay the total amount due prior to the event.

_____ _____
Signature of Applicant/Representative Date

Permission to hold the special event identified in this application is approved pursuant to the application information, city policies and conditions signed by the applicant and attached hereto.

_____ _____
Signature of Randy Mendosa, City Manager Date

City of Arcata
Rules and Regulations Governing the Use of City Parks, Buildings and Grounds

DEFINITIONS

"Spontaneous" activities or events means any activity or event for the purpose of expressive activity which is occasioned by news or affairs coming into public knowledge fewer than 48 hours prior to any such activity or event. All other activities or events are considered "non-spontaneous" events or activities.

If practicable, the organizers of any spontaneous activity or event shall give notice to the City Manager's office at least four hours prior to the activity or event, informing the City Manager's office of the date and time of the event and providing an estimate of the approximate number of persons who will be participating.

"Expressive" activity means conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas. Expressive activity includes, but is not limited to, public oratory and the distribution of literature.

PERMIT REQUIREMENT, DEPOSITS AND FEES

1. Permits are required for non-spontaneous activities and events as specified in the Arcata Municipal Code AMC section 10006.
2. Applicants for non-spontaneous events and activities must file a permit application a minimum of 30 days prior to proposed use (14 days for Expressive Event Activity where the activity or event does not otherwise require a City Permit pursuant to AMC section 1006 and 60 days for events over 1,000 participants.) Changes to permit applications or to activities authorized by permit less than 30 days prior to event are subject to City approval and may be subject to additional charges.
3. Non-profit sponsoring organizations applying for permits must have proof of Non-Profit, 501(c) status and a federal tax identification number. For profit activities shall be allowed only in those City parks or facilities where the City Council has adopted a fully burdened cost recovery fee structure for that park or facility.
4. All applicants must pay a deposit at the time of application to reserve requested special event facilities. All remaining event requirements and estimated fees are due and payable 30 days prior to the scheduled event. Permittees are responsible for all fees and expenses actually incurred by the City for the event, including additional cleanup or repairs required to restore all facilities used by the permittee to their original condition, except that no permittee shall be required to provide or pay for the cost of public safety personnel to provide for the protection of the event or activity and its attendees from hostile members of the public or counter-demonstrations, or for general law enforcement in the vicinity of the event. City departments shall submit final invoices and billings for department charges to the permittee no later than 20 working days after the expiration date of the permit. If the estimated fees and deposit paid by the permittee are less than the final charges, the permittee shall pay the difference to the City within ten (10) working days of being invoiced for such charges from the City. If the estimated fees and deposit are in excess of those actually incurred, any amount remaining will be refunded to the permittee. Assuming compliance by the applicant with all post-event activities, the City shall endeavor to return unused deposit and estimated fee amounts within 30 working days after the event; unusual circumstances may require a longer time period to process the return of unused fees and deposits.

   An applicant seeking a permit to engage in an activity or event involving expressive activity on the lawn in front of City Hall shall not be required to pay any fee, deposits or estimated fees. All other requirements and obligations set forth in the Arcata Municipal Code and herein apply, including the requirement that the applicant procure insurance except as otherwise prohibited by law or in the event an exemption is obtained.

5. All activities must be carried out in compliance with the permit and these regulations. Activities not carried out pursuant to the permit are punishable by a fine as set forth in the Arcata Municipal code, section 1200 and may result in forfeiture of the scheduled event and future City facility/ Park usage.

PARK & FACILITY USE

1. Users are allowed to utilize only those areas that are authorized by the permit. Unauthorized use of additional streets, sidewalks, and areas will result in additional forfeiture of security/damage deposit and or possible forfeiture of future City facility /park usage.

2. Agreement for use of parks, streets, sidewalks and /or facilities shall be on an as-is and as-equipped basis.
3. The permit holder is responsible to return public grounds, facilities and equipment to pre-event conditions and ensure return of all equipment.
4. Booth set up on grass surfaces is discouraged and requires special approval. Whenever grass areas are used, grass needs to be protected with a breathable tarp.
5. Special events are restricted to the following hours (unless approved by the City Manager).
   Arcata Plaza and Arcata Community Park: 7:00am – 8:00pm
   Redwood Park: 9:00am – 8:00pm
6. Smoking is not allowed in public areas per AMC Sec. 5703, which specifies that it is unlawful to smoke in City buildings and facilities, enclosed public places, entrances and sidewalks, outdoor sports areas, playgrounds, and the Plaza as defined.

INSURANCE, INDEMNIFICATION

1. Each permit shall expressly provide that the permittee agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted event or activity; and the permit shall expressly provide that the permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit.
2. Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out below, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:
   A. A Certificate of Insurance of $2,000,000 liability coverage. (**General Aggregate** & **Each Occurrence**)
   B. An Endorsement naming the "**City of Arcata, its officers, officials, employees, agents and volunteers**" as additional insured.
   C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance will not be cancelled without prior written notice given to the City of Arcata.
   D. Each certificate shall contain a 30-day cancellation notice to the City of Arcata.
   E. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of $2,000,000 naming the City as additional insured with a 30-day cancellation notice.
   F. Users unable to secure the coverage specified above may be able to do so through a third party, city administered insurance company.
   G. If the applicant or sponsoring organization does not have an insurance carrier or if the insurance carrier cannot meet the City's insurance requirements, HUB International and/or Gales Creek offer "Special Event Insurance" to event holders which is designed specifically for municipalities.
   H. Proof of insurance shall be submitted to the City prior to issuance of the permit.
3. If the City Manager reasonably determines that a particular use, event or activity does not present a substantial or significant public liability or property damage exposure for the City or its officers, council members, employees, agents and volunteers, the City Manager may give a written exemption of the insurance requirements for a permit.
4. The insurance requirements for permits shall not be construed to apply to activities or events involving expressive activity which enjoy protection under the United States or California Constitutions unless there is a specific demonstrable history of personal injury or property damage claims being awarded against the

applicant or the sponsoring organization attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. Applicants for permits to conduct activities or events involving expressive activity which enjoy protection under the United States or California Constitutions shall be required to either: (1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents and volunteers against all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted activity or event; or (2) agree to redesign or reschedule the permitted event to respond to specific risks, hazards and dangers to the public health and safety identified by the City Manager as being reasonably foreseeable consequences of the permitted activity or event; or (3) provide insurance coverage as set forth herein

5. Any claim for an exemption or alternate treatment of the insurance requirement shall be made in writing at the same time as an application for a permit.

FOOD & ALCOHOL

1. Prior to the event, all applicants proposing to sell food items must submit proof of compliance with the regulations of the County of Humboldt Department of Public Health. Call 445-6200.
2. The use of alcohol is prohibited unless waived pursuant to AMC. Sec. 4172. Sale of alcoholic beverages must cease at 5:00 p.m. on the Arcata Plaza, or earlier as determined by the Chief of Police when necessary to protect the public health, safety and welfare.
3. Prior to issuance of a permit, applicants proposing to sell alcoholic beverages must submit proof of compliance with Alcohol and Beverage Control (ABC) Board regulations. The ABC can be reached at 445-7229.
4. Use of polystyrene take-out food containers is prohibited.

SAFETY & SECURITY

1. The permitee is responsible to maintain sufficient control of the event. This includes participants, the facility, and the surrounding area. Where the City determines there is insufficient control, an event may be cancelled.
2. The City reserves the right of full access to all activities at anytime to insure all rules and laws are being observed. The City reserves the right to suspend any individual or group from using City facilities and property if their behavior is determined to be abusive, destructive or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event with a full refund.
3. Applicants for permits requiring street closure, or estimating 50 or more people must submit security and traffic plans with their application.
4. At the discretion of the City Manager and/or his designee the City may require outside security services at users expense. However, an applicant or permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators or for general law enforcement in the vicinity of the event.
5. The Fire Department requires that all decorations be fire-retardant per se. 1103.3.3 of the Uniform Fire Code, and no open flame or pyrotechnics are allowed without written approval from the Fire Department.
6. Amplified Sound: Amplified sound on the Plaza is only allowed by variance pursuant to AMC Sec. 4360, and in other parks and facilities pursuant to AMC Sec. 10013.
7. To comply with the Federal Americans for Disability Act, the event holder will maintain a public walkway minimum clearance of 48 inches. All public areas of the event will be handicapped accessible. *Handicapped parking spaces on 8th Street (Between F & G Streets) must be open and accessible during downtown events. If not possible, event holder must meet with the Public Works Director to discuss alternate sites and appropriate signage to redirect patrons.
8. Animals are not allowed within the boundaries of special events unless approved through the application process. This prohibition shall not apply to service animals and police service dogs.
9. Glass beverage containers are not allowed at special events unless approved through the application process.
10. All booths in which food is prepared are to be equipped with a portable fire extinguisher of type ABC in a minimum 5-pound size, with a current State Fire Marshal tag. Corner of 9th and "G" Streets will not be blocked in order that the Arcata Fire Station will have an egress route westerly from the station. A 10-foot clearance must be maintained around each fire hydrant.

11. Building plans for stages, bleachers and similar structures must be approved by the City Building Inspector prior to construction.
12. Emergency call-out of City personnel will be billed at the actual rate.
13. Additional bicycle parking and/or lock-up space must be provided for all events.

SALES -FOOD or MERCHANDISE

1. Any person or organization, including a non-profit organization, who is selling food or merchandise at a special event must have a one day booth permit. This permit needs to be displayed during the event. Information only booths do not need a booth permit. A one-day booth permit is $20.00. Non-profit organizations that provide a copy of their exemption letter are not required to pay the fee. Businesses located in the City of Arcata are required to have an annual business license. This annual license needs to be in the booth during the event.
2. **The permitee is responsible for**: **1)** Having the vendors complete the application form; **2)** Collecting the fees; **3)** Turning in the applications and fees to the Finance Department at City Hall two weeks prior to the event; **4)** Picking-up the permits from the Finance Department before the event; and **5)** Distributing the permits to the vendors.

WASTE DIVERSION-RECYCLING

1. Large events, drawing more than 2000 people, are required to provide written documentation to the City outlining waste reduction, reuse and recycling strategies. State law also requires that you provide the City with the type and weight of materials recycled, reused or diverted as well as the weight of the trash disposed of from the event. State Law AB 2176.
2. Event deposit will be held until Waste Diversion Tracking Forms are submitted.
3. Events drawing less than 2000 people are encouraged to use the same waste diversion methods and forms as larger events.

ADDITIONAL SPECIAL POLICIES PERTAINING TO USE OF THE PLAZA

1. Booths may be placed face-to face or back to back on the four streets surrounding the Plaza.
2. Sidewalks next to storefronts are to be clear and "merchant friendly" so as not to block pedestrian traffic flow from the event to store fronts.
3. In the rows of booths, which back against the storefronts, at least two (2) openings per block shall be established to allow access to the stores.
4. A fire lane of at least twenty (20) feet wide must be maintained on City streets at all times during the special event.
5. The back of the booths shall be kept tidy.

Copies of an approved permit must be in possession of person in charge of event at all times.
All laws and ordinances of the State of California and City of Arcata shall be observed during the event.
Any permit for use of City facilities may be revoked without previous notice where conflicting dates have resulted or where need of property for City purposes has subsequently developed.

AGREEMENT: The undersigned agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, officials, agents, employees or volunteers in connection with the permitted event or activity; and permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit.
A permit is not valid unless the permit holder has signed the following statement of indemnification:

_____ _____
Signature of Applicant/Representative Date

SPECIAL EVENT INSURANCE REQUIREMENTS

Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out in Resolution 112-36, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:

Event organizers must have liability insurance for **no less than two million dollars ($2,000,000)** naming the City of Arcata as additionally insured, with an endorsement stating that the event holders insurance is **primary**. This insurance can be met using one of the 3 options listed below. If alcohol is sold at the event, the event holder must also have liquor liability insurance, for which the City is also added as additionally insured.

1. **Certificate of Insurance & Endorsement** The required insurance certificate and endorsements must be executed by your insurance carrier on required City forms *or* your carrier may submit their company forms as long as they contain the language below and are completed as indicated on the City forms.
   a. **Additionally Insured Language:** "The City of Arcata, its elected or appointed officers, officials, employees and volunteers – 736 F Street, Arcata, CA 95521".
   b. **Description of Operations / Premises:** Provide a description of the operations, location and dates of the event. "Operations" includes the named insured's products.
   c. **Primary Language on Endorsement:** This insurance shall be primary as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured schedule above shall be in excess of this insurance and shall not be called upon to contribute with it.
   d. **Cancellation Language:** The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the entity.

Certificates and Endorsements may be faxed to The Recreation Division Office,
Attn: Heather Leigh Stevens, Fax # (707) 825-2118.
Mail original documents to the City of Arcata-Recreation Division, 736 F Street, Arcata, CA 95521

2. **Special Event Insurance from HUB International or Gales Creek**: If your non-profit does not have an insurance carrier or if your insurance carrier cannot meet the City's insurance requirements, HUB International and Gales Creek offer Insurance to event holders designed specifically for municipalities. Depending on the size of the event, issuance of this insurance can take one week or more to process.

3. **Humboldt State University Clubs or Sports Organizations:** The City of Arcata has agreements with Humboldt State University, which includes insurance coverage for the use of City premises and sports fields by Humboldt State student clubs and sports organizations. To apply for this coverage contact Michael Burghart, at the Humboldt State University Office of Contracts, Procurement and Risk Management (707) 826-5174, to find out if your club or group qualifies for this coverage and if so, request a letter of permission for the use City premises per agreement with the City of Arcata.

✓*Smart Tip:* Do not wait to contact your insurance carrier. **It is generally the insurance that holds up a permit. Be certain when you submit your request for insurance certificates and endorsements that your carrier receives the above provisions and copies of the City's sample insurance forms and requirements for use of public property. The City cannot accept certificates without the exact wording as indicated on the sample forms and the "Primary" language on the endorsement.** It is the event organizers responsibility, not the City department processing the application, to work with your insurance carrier to ensure these requirements are met.