



# City of Orland

## Special Event Permit Application

All event permit applications must be received at least ten business days prior to the event. The application must be approved by all of the relevant departments. For questions, please call Orland Police Department at (530) 865-1616.

Name of Applicant/Contact Person

Today's Date

Organization Name (if applicable)

Event Date

Home, Organization or Company Address

Name of Event

City, State and Zip

Location/Building of Event/Activity

Contact Phone Number

Description of Event (Parade, walk/run, etc.)

Alternate Phone Number

**From:** am/pm **To:** am/pm

Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

**From:** am/pm **To:** am/pm

Time of Event Only

Alternate Contact Name and Number

Estimated Number of Attendees & Participants

### **Please answer the following questions:**

**Circle:**

Is this an annual event? How many years have you been holding this event? \_\_\_\_\_

Yes / No

Is there patron admission, entry or participant fee(s) required for your event? \_\_\_\_\_

Yes / No

Will there be amplified sound/music at event? Specify Type: \_\_\_\_\_  
Band Name: \_\_\_\_\_

Yes / No

Will there be any entertainment apparatus? (Stage, etc.)

Yes / No

Specify: \_\_\_\_\_

- Please note you will need to provide your own power source in order to operate.

Will there be any vendors at this event? If "yes" please provide a separate list.

Yes / No

Will there be any alcohol served at this event? If "yes" by who? \_\_\_\_\_

Yes / No

**Please answer the following questions:**

**Circle:**

Will any part of the event take place in the public right of way? (sidewalks, streets, etc.)

Yes / No

- If "yes" please attach a completed Encroachment Permit application.

Will any part of the event require use of any state highway? (Walker St./HWY 32)

Yes / No

- If "yes", what is the encroachment permit number from CAL-Trans? \_\_\_\_\_

**Please include any other information regarding the event that the City of Orland may need to know about.**

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### **Park Rules**

- Park Hours: 6 am to 11 pm. Quiet hours go into effect at 10 pm.
- **Horses, golfing/putting and driving on the park grass is prohibited.**
- Glass is **NOT** permitted in the parks.
- Smoking is only permitted in marked designated areas.

**PLEASE NOTE: THE POLICE DEPARTMENT HOLDS THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME PER A PENAL CODE VIOLATION OR ORLAND MUNICIPAL CODE 5.28.040**

### **Insurance**

Do you have insurance coverage for this event? Yes / No

Insurance Company/Policy Number: \_\_\_\_\_

NOTE: PLEASE SEE **ATTACHMENT A** FOR INSURANCE REQUIREMENTS.

*(Attach copy of certificate of Insurance)*

Signature of Applicant

Print/Type Name

Date

### For Department Use Only

#### Requirements & Remarks

##### **Police Department**

**NO ONE UNDER 21 IS ALLOWED TO CONSUME ALCOHOL.**

Security Officers Needed \_\_\_\_\_

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##### **Public Works Department**

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##### **Fire Department**

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##### **Recreation Department**

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##### **Administration Department**

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_____ Authorizing Signature – Police Department	_____ Date
_____ Authorizing Signature – Public Works Department	_____ Date
_____ Authorizing Signature – Recreation Department	_____ Date
_____ Authorizing Signature – Fire Department	_____ Date
_____ Authorizing Signature – Administration Department	_____ Date