



City of Orland

Special Event Permit Application

All event permit applications must be received at least twenty-one (21) business days prior to the first date, or date, of the Special Event. Event noticing shall be undertaken, by the event applicant, to all residences and businesses within 500 ft at least fourteen (14) days prior the event with evidence of such provided to the Planning Department upon the mailing or distribution of notices.

The application must be approved by all relevant departments.

If the event will take place on private property, an Administrative Use Permit shall be required.

For questions, please call the 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: _____ **To:** _____
am/pm am/pm
Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

From: _____ **To:** _____
am/pm 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: _____ Yes / No

Will there be any entertainment apparatus? (Stage, etc.) Band Name: _____ 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 NOTE: ANY AND ALL NOISE AND LIGHTING MUST CEASE PRIOR TO 10 PM

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

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 _____

Public Works Department

Fire Department

Recreation Department

Planning Department

Building Department

Administration Department

Authorizing Signature – Police Department

Date

Authorizing Signature – Public Works Department

Date

Authorizing Signature – Recreation Department

Date

Authorizing Signature – Fire Department

Date

Authorizing Signature – Planning Department

Date

Authorizing Signature – Building Department

Date

Authorizing Signature – Administration Department

Date

Attachment A

Insurance Requirements for Rental of City Facilities

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his/her guests, agents, representatives, employees, or subcontractors.

Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City of Orland, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Renter's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation

Renter hereby grants to Entity a waiver of any right to subrogation which any insurer of said Renter may acquire against the Entity by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Entity.

Verification of Coverage

Renter shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. All certificates and endorsements are to be received and approved by the Entity at least five days before Renter commences activities.

Liquor Liability

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

Homeowners Insurance

In some cases, the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the Entity.

Special Events Coverage

Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Renter can obtain additional information and cost from Entity.

Special Risks or Circumstances

Entity reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.