

Special Event Permit Application

Overview

Thank you for your interest in hosting a special event within the City of Eureka! The following information has been prepared to assist you in planning a safe and enjoyable event. Please submit a special event application if your event takes place on City/Public property, or if the event interferes with vehicular or pedestrian traffic.

Special Event Permit Process



Applicant Requirements

- Event site/route map
- Detailed description of event/activities that will be taking place
- Detailed list of each type of alcoholic beverage to be served.
- A signature sheet with signatures of affected businesses or residents is required for all sidewalk and street blockages/ closures.
- Certificate of liability insurance with \$2,000,000 minimum coverage. Insurance endorsement that names the "City of Eureka, its officers, officials, employees, and volunteers" as additional insured's; and verification that the coverage is "primary, and the City's coverage is non-contributory." *Exact wording is required.

Insurance Requests

Please inform your insurance carrier that the City will contact them with regards to any additional needed documents, for example; Liquor Liability, Worker's Comp, or Automotive Liability. When a carrier will not authorize the City to make these requests directly, we will email you the specifics of what is needed and you may request it from them.

Restrooms

Temporary restrooms are necessary and required for events that are held in parks or other areas that do not have adequate restroom facilities.

Submitting an Application

Please make sure that your special event application is filled out in its entirety and attach all of the required documents. Applications that are incomplete or lack supporting documents will not be considered until all documentation has been received.

Once completed, the application can be filled out electronically or handwritten and can be submitted by email as a pdf; econdev@eurekaca.gov, mailed, or submitted in person. Please note that the hold harmless agreement and the application must be signed before a permit can be issued.

Contact Information Please contact the Economic Development Department if you have any questions or need clarification: **441.4164**

Special Event Permit Application

Conditions for Serving Alcohol in Public Spaces and Streets:

- Alcohol is allowed at Coast Guard Plaza, Madaket Plaza, Clarke Plaza, Romano Gabriel Garden, or the Gazebo.
- Street closures where alcohol will be served must allow for a clear line of sight where alcohol is served and consumed.
- Business owners adjacent to areas where alcohol is to be served, must be notified of the event.
- A defined perimeter must be established using signage or barricades with a designated entry area. If there are no barricades used, event security personnel must patrol the area to ensure that the alcohol is confined to that area.
- Signage must be posted to inform the public that "No Alcoholic Beverages are Allowed Beyond this Point". Signage must be posted 10 feet from the established perimeter.
- No alcohol will be allowed when the special event involves vehicles such as a cruise, parade, or motorcycle run, etc.
- Beer, wine or hard cider are allowed. Distilled spirits may be served as a specialty cocktail limited to 2 offerings per event. Local breweries, distilleries, wineries are encouraged and will be given priority thru the permitting process.
- The amount of alcohol served is limited to 2 drinks per each adult attendee and tracked by the server. It is the server(s) responsibility to ensure compliance with this rule. An "adult" is defined as a person 21 years of age or older.
- Drink size shall be no larger than 16 oz. for beer and cider; 8 oz. for wine; and 1.5 oz. of spirits.
- Those drinking alcoholic beverages must show proof of age and then be issued a wrist band or other approved identification and tracking system prior to purchasing alcohol.
- Reusable containers may be used with pre-approval from EPD.
- No glass or bottles are allowed for consumption containers.
- Private security must be provided.
- The Police Chief and/or the City Manager (or their designee) reserve the right to not allow alcohol at events based on public safety concerns.
- The Police Chief and/or the City Manager (or their designee) reserve the right to limit special events serving alcohol to one event per calendar day.
- Alcohol will not be permitted at any time during Fourth of July events.
- A one-day special ABC License is required to serve.



Special Event Permit Application

Please fill out this application completely. Include a diagram of layout illustrating your event, fact sheets, description, and any other information you feel will help the City of Eureka approve your event. Please submit completed applications and supporting information to:

Special Event Coordinator
Amanda Kruschke
Phone: 707-441-4164
econddev@eurekaca.gov
108 F Street, Eureka, CA 95501

This application is: New Revised

Application Date: _____

EVENT INFORMATION

EVENT NAME: _____

LOCATION: _____

EVENT DATE(S): _____

SET UP TIME: _____ TO _____ TEARDOWN TIME: _____ TO _____

EVENT TIME(S): _____

ESTIMATED NUMBER OF ATTENDEES: _____

PERMIT APPLICANT

ORGANIZATION: _____

PRIMARY EVENT CONTACT: _____

EMAIL: _____ PHONE: _____

ADDRESS: _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the City 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 City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, 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 all rules, regulations and permit conditions 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 cost and fees that may be incurred by or on behalf of the event to the City. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City.

Signature: _____

Date: _____

Print Name: _____

Special Event Permit Application

Event Name: _____ Date (s): _____

INSURANCE INFORMATION

A Certificate of Insurance evidencing general liability coverage limits of \$2,000,000 and an Additional Insured Endorsement naming "the City of Eureka, its officers, agents, and employees" must be attached to this application.

INSURANCE COMPANY: _____

CONTACT PERSON: _____

EMAIL: _____ PHONE: _____

GENERAL EVENT DESCRIPTION

Use the space below to provide a description of your event and related activities. Items to include are: event goals, target audience, schedule, and description of entertainment. Feel free to attach additional pages as needed. In addition, please attach copies of any brochures, flyers, news releases or any other information related to this event that you believe will help the City in considering your event for approval.

EVENT FEATURES

Please check all of the items below that apply to your event. Please indicate each item on a scale diagram of the event layout on the next page. Feel free to attach additional pages as needed. A detailed description of some items will be requested in the following pages.

- | | |
|---|---|
| <input type="checkbox"/> Entertainment or Stage Location(s) | <input type="checkbox"/> Temporary / Permanent Structures |
| <input type="checkbox"/> Alcohol Concession Stands/Beer Garden | <input type="checkbox"/> Exits / Evacuation Route |
| <input type="checkbox"/> Non-Alcohol Concession Stands | <input type="checkbox"/> Live Animals |
| <input type="checkbox"/> Food Concession Stands/Food Trucks | <input type="checkbox"/> Holding Pens |
| <input type="checkbox"/> General Merch. / Craft / Info Booths | <input type="checkbox"/> Potentially Impacted Public Transportation |
| <input type="checkbox"/> Inflatable Structures (ie: Bounce House) | |
| <input type="checkbox"/> Activity Booth (ie: Rock wall, Mech. Bull) | |
| <input type="checkbox"/> Portable Toilets How many? _____ | |
| <input type="checkbox"/> Trash Containers How many? _____ | |
| <input type="checkbox"/> Street Closures/Barricades | |
| <input type="checkbox"/> Security Personnel Stations | |
| <input type="checkbox"/> Tables / Enclosures, etc. | |
| <input type="checkbox"/> First Aid/Emergency Vehicles | |
| <input type="checkbox"/> Security Personnel Stations | |
| <input type="checkbox"/> Event Organizer's Command Post | |
| <input type="checkbox"/> Fireworks / Pyrotechnics Site | |
| Including direction of launch | |

If there will be a parade or race, check all items that apply and include on the diagram:

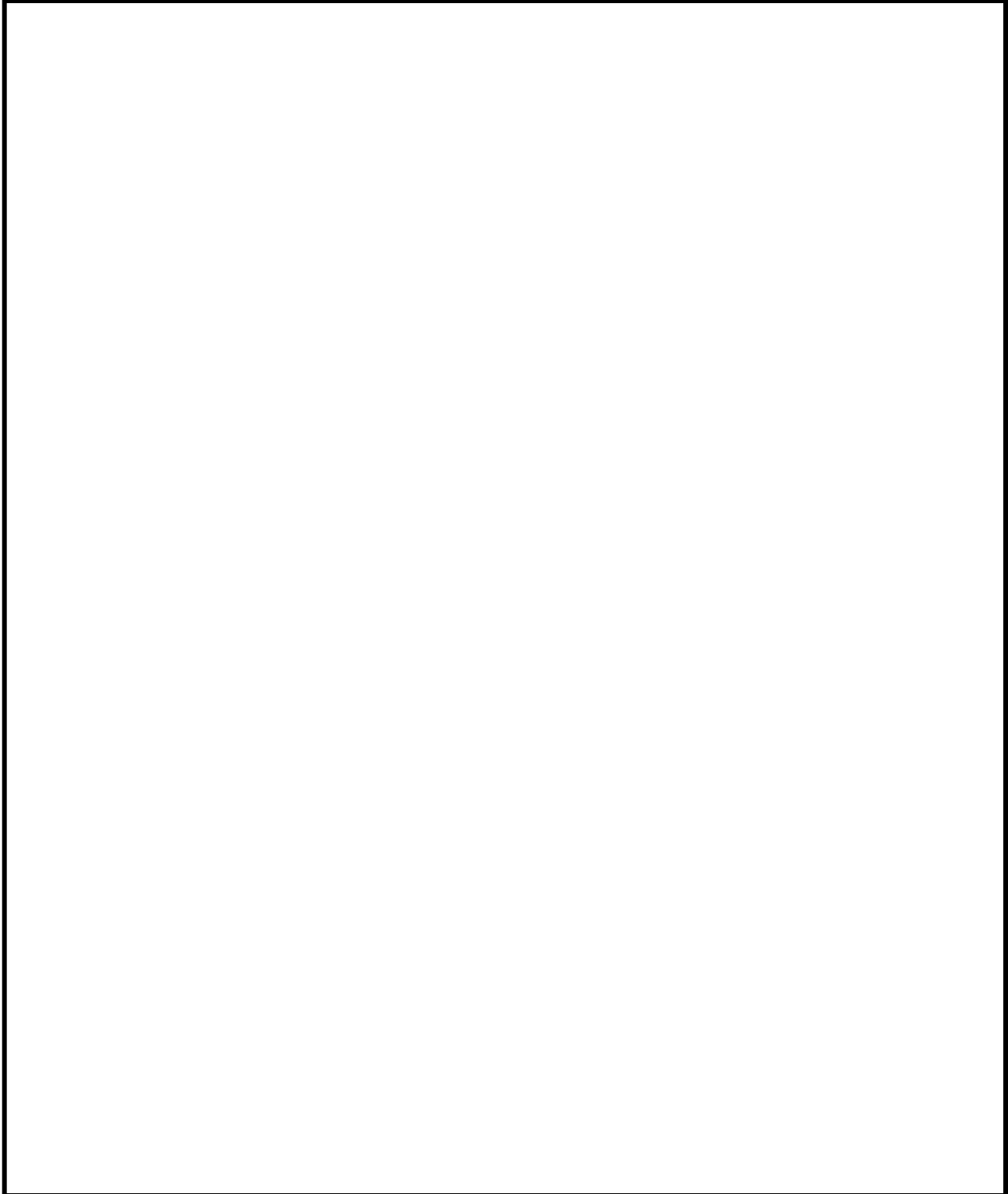
- Parade / Race Route
- Alternate /Race Routes
- Assembly Area
- Disbanding Area
- Flaggers/Traffic Control Individuals

Special Event Permit Application

Event Name: _____ Date (s): _____

EVENT DIAGRAM

Please label all event features clearly. Attach additional pages as needed.



Special Event Permit Application

Event Name: _____ Date (s): _____

STREET CLOSURES

Please provide the following information on all points of street closure being proposed. Attach additional pages if needed.

Closed Street Name	Affected Cross Street(s)	Date(s)	Start Time	End Time

ENTERTAINMENT

Please describe any music, sound amplification, or any other noise impact, including the intended hours of the music, sound or noise. PLEASE NOTE: There is a 10:00 pm noise curfew for amplified sound in the City.

Description (Live Band, loud speaker, etc)	Location	Amplified? Y/N	Electricity Needed? Y/N	Start Time	End Time

SERVICES REQUESTED FROM THE CITY

Electricity Water Other _____

For _____

ALCOHOL CONCESSIONS

If alcohol will be sold, a temporary liquor license (<https://www.abc.ca.gov/wp-content/uploads/forms/ABC-221.pdf>) and Police Department Approval is required. Please describe the controls that will be in place to prevent alcohol service to persons under 21 years of age (wristbands, enclosed areas, hand stamps, security, etc.).

Special Event Permit Application

Event Name: _____	Date (s): _____
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FOOD AND BEVERAGE

A Temporary Food Facility Coordinator Permit is required from the Humboldt County Environmental Health Department if you plan to have food at the event.

<https://humboldt.gov/DocumentCenter/View/51812/TFF-Coordinator-Permit-Application-and-Community-Events-Policy-PDF>

Humboldt Bay Fire Department will conduct safety inspections and issue permits of all food vendors prior to the start of the event.

POST-EVENT CLEAN UP PLAN

Please attach or describe the plan for cleaning up and disposal all recyclables, trash and debris after the event.

PERMISSION TO POST ON PERMITTEE'S BEHALF

- Do you give the City of Eureka Permission to promote your event on the City's website, Facebook, and eNewsletter? (Check for yes)

ATTACHMENTS REQUIRED BY ALL APPLICANTS:

- Attach an Event Diagram/Map of activity, parade, walking routes, street closures, etc.
- Attach Certificate of Liability Insurance with Endorsement for \$2,000,000 minimum coverage.
- Attach a signature sheet with signatures of affected businesses or residents for sidewalk and street closures.

HOLD HARMLESS AGREEMENT

THE PERMITTEE SHALL INDEMNIFY, DEFEND AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS FROM AND AGAINST ALL LIABILITY, LOSS, DAMAGE EXPENSE, COST (INCLUDING WITHOUT LIMITATION, COSTS AND FEES OF LITIGATION) OF EVERY NATURE ARISING OUT OF OR IN CONNECTION WITH PERMITTEE'S PERFORMANCE OF THE PERMIT DESCRIBED HEREIN, OR ITS FAILURE TO COMPLY WITH ANY OF ITS OBLIGATIONS CONTAINED IN THE PERMIT, EXCEPT SUCH LOSS OR DAMAGE WHICH WAS CAUSED BY THE SOLE NEGLIGENCE FOR WILLFUL MISCONDUCT OF THE CITY.

OTHER THAN THOSE CITY OF EUREKA EMPLOYEES WHO ARE SPECIFICALLY ASSIGNED TO ASSIST IN OR MONITOR THIS EVENT, IT IS UNDERSTOOD BY THE CITY AND THE PERMITTEE THAT ANY AND ALL EMPLOYEES AND VOLUNTEERS WORKING ON THE PERMITTEE'S EVENT ARE EMPLOYEES OR VOLUNTEERS OF THE PERMITTEE AND NOT THE CITY OF EUREKA. ANY AND ALL LIABILITY ASSOCIATED WITH ACTIVITIES OF PERMITTEE'S EMPLOYEES AND VOLUNTEERS, INCLUDING WORKERS COMPENSATION, IS THE SOLE RESPONSIBILITY OF THE PERMITTEE AND NOT THE CITY OF EUREKA.

Signature: _____ Date: _____

Special Event Permit Application

Event Name: _____	Date (s): _____
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Special Event Policies & Procedures

<https://www.eurekaca.gov/DocumentCenter/View/1409/161-Special-Events-PDF?bidId=>

DEPARTMENTAL REVIEW (office use only):

	Approved	Disapproved
<input type="checkbox"/> Building/Public Works	_____	_____
<input type="checkbox"/> Eureka Main Street	_____	_____
<input type="checkbox"/> Eureka Police Department	_____	_____
<input type="checkbox"/> Humboldt Bay Fire	_____	_____
<input type="checkbox"/> Maintenance/ Electrician	_____	_____
<input type="checkbox"/> Community Services	_____	_____
<input type="checkbox"/> Risk Manager	_____	_____
<input type="checkbox"/> Traffic/ Engineering	_____	_____

Action Required and Comments:
