

SPECIAL EVENT  
APPLICATION PACKET

The City of Ripon



**FILING INSTRUCTIONS:** Please read carefully – Incomplete applications will not be processed and will be returned to the applicant.

- **CATEGORY ONE:** A temporary private or public event with **less than 500 people** contained indoors within an existing structure not already having an assembly occupancy permit or held out of doors on one site impacting such things as public services, police/fire/emergency services, street closure, sanitation, and/or requiring the importation of such things as bleachers and portable toilets and requiring special circumstances, i.e., extra security, amplified sound, vendors, etc. Included in this definition are Halloween haunted houses, craft fairs, and the like, and block parties, business promotional and the like. Exempt from this definition are private family events such as weddings, special parties, family reunions, and the like which are held at the family residential property;
- **CATEGORY TWO:** A temporary private or public event with **more than 500 people** contained indoors within an existing structure not already having an assembly occupancy permit or held out of doors at one location requiring the importation of bleachers, open air tents, large equipment, portable toilets, and the like, and/or impacting public services such as public streets, police/fire/emergency services. This definition includes events such as circus, carnival, business promotional, block parties, craft fairs, car shows and the like;
- **CATEGORY THREE:** A temporary private or public event held out of doors at more than one location requiring special circumstances i.e., amplified sound, road closure, trash containers, etc. and/or impacting police/fire/emergency services. This definition includes the annual Almond Blossom Festival as defined in Section 5.40.080 of the RMC, a Community Amphitheater Event as defined in Section 5.40.090 of the RMC, Main Street Day, and any parade, music or dance festival, cultural or civic festival or similar activity.

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**CATEGORY ONE** – For applications that fall within Category One as defined above under Filing Instructions, first bullet, complete applications must be received by the City Administrator, an application for a special event-category one must include the following:

- Complete application and pay the appropriate fees.
- Vicinity Map (8 ½ x 11). (Include street address of event and adjacent streets, alleys, and properties.)
- Proof that the applicant owns said premises or written authorization of property owner on which the event will take place.
- Liability insurance, as required by the City Administrator.
- Provide the following information where applicable:
  - Street closure (provide diagram indicating affected streets and notification list.
  - parking (provide diagram indicating how parking needs will be met)
  - special advertising i.e., signs, banners, etc. (provide information indicating type, number and location(s))
  - garbage collection (provide diagram indicating number and locations)
  - portable toilets (provide diagram indicating number and locations)
  - noise generation (specify db level at event boundary); \_\_\_\_\_
  - extra security (provide names and certifications of personnel)
  - vendors (provide list of vendors and verification of health permit, where appropriate)
  - other: \_\_\_\_\_

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**CATEGORY TWO** – For applications that fall within the Category Two as defined above under Filing Instructions, second bullet, complete applications must be received by the City Administrator at least thirty (30) days prior to the time indicated for the commencement of the special event.

**Submittal Requirements:** Unless otherwise determined by the City Administrator, an application for a special event-category two must include the following:

- Complete application and fee
- Vicinity Map (8 ½ x 11). (Include street address of event and adjacent streets, alleys, and properties.)

- Proof that the applicant owns said premises or written authorization of property owner on which the event will take place.
- Liability insurance, as required by the City Administrator.
- Refundable Security Deposit, as required by the City Administrator.
- Provide the following information where applicable:
  - Street closure (provide diagram indicating affected streets and notification list).
  - parking (provide diagram indicating how parking needs will be met)
  - special advertising i.e., signs, banners, etc. (provide information indicating type, number and locations(s))
  - garbage collection (provide diagram indicating number and locations)
  - portable toilets (provide diagram indicating number and locations)
  - noise generation (specify db level at event boundary): \_\_\_\_\_
  - extra security (provide names and certifications of personnel)
  - vendors (provide list of vendors and verification of health permit, where appropriate)
  - other: \_\_\_\_\_

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**CATEGORY THREE** – For applications that fall within the Category Three as defined above under Filing Instructions, third bullet, complete applications must be received by the City Administrator at least sixty (60) days prior to the time indicated for the commencement of the special event.

Submittal Requirements: Unless otherwise determined by the City Administrator, an application for a special event-category three must include the following:

- Complete application and fee.
- Vicinity Map (8 ½ x 11). Include street address of project and adjacent streets, alleys, and properties.
- Ten 11 x 17 plot plans containing the following information:
  - Name, address and phone number of applicant
  - Name, address and phone number of owner (property and/or business owner)
  - Workable scale, noted on plan
  - North arrow, north to top of page
  - Show in detail: location, area, and shape of premises; location and detailed plans for parking; location of access to the property and all interior access ways; the location and detailed plans of all buildings and structures on the premises or to be erected, including the bandstand, stage, or other facility for performers, and the location of all loudspeakers.

If event includes a parade, submit a detailed diagram of the proposed parade route, including the proposed staging area and temporary street closures. Please provide proof of road closure notification.

- Proof that the applicant owns said premises or the written authorization of all owners thereof for the proposed use and parking on the area shown for parking facility.
- An estimate of the minimum and maximum number of customers, spectators, participants, and other persons expected for each day and include detailed information supporting such estimates.
- A detailed description of program and plans including:
  - Provisions for water for human consumption
  - Detailed description of the proposed portable or permanent sanitary facilities
  - Location of parking area necessary to service anticipated customers together with provisions for grading, dust control, marking, and separation of the area by physical barriers from the area where patrons will watch the performance, together with provisions for parking attendants at the entrances and exits and within the parking lots.

- A map or diagram of the interior access ways showing provisions for the availability of emergency vehicles, together with the clear delineating by means of buffers on the ground.
- The location, nature and type of medical and first aid facilities accompanied by agreements or contracts showing the specific doctors, first aid attendants, and ambulances that will be available at the time and place of performance.
- Provisions for fire protection and fire safety measures.
- Provision for adequate lighting including location of all light standards and electrical switches.
- Provisions for public liability and property damages insurance, as determined by the City Administrator.
- Provisions for a clean-up of the premises and adjoining property of litter and garbage resulting from the festival.
- Plans and specifications of any temporary or permanent structures, including but not limited to bandstands or staging. Such structures shall be inspected by the Building Official.
- A detailed explanation of applicant's plan for policing the activity with particular emphasis on the control and or prevention of alcoholic beverage and drug consumption (Beer and Wine only permitted with a Community Amphitheater Event as defined in Section 5.40.090).

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\* Upon the City Administrator or City Council's authorization to approve the application some additional requirements (but not limited to) may be required:

- Adequate police protection provided and employed at the expense of the licensee
  - Security against loss of City, which may include posting of an indemnity bond and/or performance bond, cash equivalent, or standby letter of credit, as determined by the City Administrator;
  - Security against loss to owners of adjoining property, as determined by the City Administrator;
  - Security for Clean-up, as determined by the City Administrator;
  - Amount of Bonds as required and in the amount as determined by the City Administrator
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**EXEMPT:** Any person or persons engaging in constitutionally protected speech, including, but not limited to, the distribution of printed materials, signs, campaign materials, and the like, shall be exempt from the application and licensing provisions of the special event ordinance.

**APPEAL PROCEDURE:** Any applicant or person claiming to be directly and adversely affected by any action of the City Administrator may, within fifteen (15) days from the date of submission of the notice of the action, file a written appeal along with the appropriate fee with the City Clerk and one copy with the City Administrator, for transmittal to the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the City Administrator, and after at least one Public Hearing, render a decision sustaining, amending, or overruling the action of the City Administrator, provided, however, that the Council shall not waive any mandatory requirement of this part.

# Application – Special Event Permit

**City of Ripon**  
259 North Wilma Ave.,  
Ripon, CA 95366  
FAX 209-599-2685  
Phone 209-599-2108

<b>For Official Use Only</b>	
SE# _____	Fee _____
<b>Category 1 ( ) 2 ( ) 3 ( )</b>	

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**APPLICANT:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Mailing Address: (if different from above) \_\_\_\_\_

Legal Nature of Applicant (i.e., individual, partnership, corporation, etc) \_\_\_\_\_

If other than an individual, list on a separate sheet all persons financially interested in the special event. Give the names, addresses and telephone numbers. If a partnership, list all partners. If a corporation, the application shall be signed by the president and secretary and shall contain the names and addresses of all corporation officers and a certified copy of the Articles of Incorporation shall be attached to the application.

Name of Business or Corporation (if applicable): \_\_\_\_\_

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**Type of Event (give detailed description of kind, character, purpose, or type):** \_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time (hours): \_\_\_\_\_ Attendance: \_\_\_\_\_

**EVENT SITE INFORMATION:**

Address Location(s): \_\_\_\_\_

	I hereby certify, under penalty of perjury, that the information provided herein is true and correct.
_____	_____
Signature of Applicant	Date

