



SPECIAL EVENT, FACILITY, & PARKS APPLICATION

CONTACT PERSON _____ Telephone _____

Email Address _____

Address _____ City/Zip _____

ALTERNATE CONTACT PERSON: _____ Telephone _____

Email Address _____

Address _____ City/Zip _____

ORGANIZATION SPONSOR NAME: _____

Address _____ City/Zip _____

Is this a non-profit organization Yes No

If YES, provide EIN# _____ If NO, provide Tax ID# _____

GENERAL EVENT INFORMATION:

Event Name: _____ Event Date(s) _____

Total Hours: _____ Begin Time _____ End Time _____ Set-Up Time _____ Clean-Up Time _____

Anticipated Number of Attendees: _____ Website: _____

Event Description:

LOCATION: (Check all that apply)

City Park/Facility On a Public Street/Median Private Property Other

At City Hall/Front Plaza

Requested Room: (Please circle)	Council Chambers	First Floor Lobby	Second Floor Lobby
Third Floor Lobby	Meeting Room A	Meeting Room C	Front Plaza
Other			

EQUIPMENT: Request Chamber set up _____ Mic _____ Speakers _____ Podium _____ Multi-Box _____
of Tables _____ # of Chairs _____ # of Trash Cans _____ Other: _____

Will music or a band be playing? Yes No

Facility Name: _____

Address: _____

Boundaries: _____

EVENT ACTIVITY INFORMATION:

- Yes No Is this a charitable fundraiser? For what cause? _____
 Yes No Is there an attendance fee? Fee per Person? _____
 Yes No Is this event open to the public?
 Yes No Will there be employees working the event?

Yes No Will any equipment be used at event site? If yes, check all that apply:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Tables/Chairs | <input type="checkbox"/> Musical Instruments |
| <input type="checkbox"/> Tents/Canopies | <input type="checkbox"/> Generators | <input type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Sound Amplification Equipment | <input type="checkbox"/> Heaters | <input type="checkbox"/> Parade Floats |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Bounce House | <input type="checkbox"/> Large Vehicles/Equipment |
| <input type="checkbox"/> Food Preparation Equipment | <input type="checkbox"/> Booths | <input type="checkbox"/> Amusement Rides/Devices |

Other _____

Yes No Will the event require closure of a public street? (If yes, please attach traffic control plans and route map.)

Yes No Will there be a camp or camping facility set up in connection with this event?

Yes No Will you be requesting use of any city equipment and/or services? (Example: Tow away/No parking signs, barricades, meter bags, electrical power, traffic control officers, etc.?)

Yes No Does your organization own any vehicles that will be used at any time during this event?

Yes No Will food be served?

Yes No Will there be food vendors on site?

Yes No Will there be non-food vendors on site?

If yes, list all vendors: _____

**Event organizers are responsible for ensuring all vendors are properly licensed.*

Yes No Will alcohol be served? Yes No Will alcohol be sold?

(If yes to either, please obtain and include ABC Application)

Agency obtaining ABC License: _____

Yes No Will you be requesting a dumpster to collect trash and recycling?

Yes No Are there marketing materials (flyers, bulletins, etc.) advertising the event? (If yes, please include with application. Marketing materials are subject to City of Fresno review and approval.)

IF YOU MARKED "YES" TO ANY OF THE ABOVE ACTIVITIES, PLEASE SUBMIT A SITE PLAN WITH YOUR APPLICATION.



All insurance, hold harmless agreement and any additional required documentation must be submitted no later than 60 days before your event. The name listed as "Organization Sponsor" on page 1 of the application must be the name "insured" on your Certificate of Insurance. If approved insurance is not in place 60 days before the event date, the event holder will have to purchase one day special event insurance through the City of Fresno. Any event not complying with this policy will be canceled.

I, the undersigned representative, have read the rules and regulations with reference to this permit and am duly authorized to enjoin the organization(s) or person(s) listed on this application for the responsibilities listed in the Fresno Municipal Code section 14-2400 in its entirety and as applied to the City of Fresno.

I understand that if the property used for the event has not been properly cleaned or restored, the applicant/sponsor shall be billed for the actual cost incurred by the city for cleanup and restoration, and the cleanup deposit, or a portion thereof, shall be applied toward payment of the bill. If the applicant/sponsor disputes the bill, he may appeal to the city Controller within five days after receipt of the bill. Should there be any unexpended balance on deposit after completion of the work, this balance shall be refunded to the applicant/sponsor. Should the amount of the bill exceed the cleanup deposit, the difference shall become due and payable to the city upon the applicant's receipt of the bill.

I understand that any permits granted by the City of Fresno can be revoked by a peace officer or city official, if in the officer's official opinion, finds that I violate my permit or park rules.

Print Name: _____

Title: _____

Signature: _____

Date _____

Internal Office Use Only

Date Received: _____

Date Paid: _____

Event #: _____

Special Event Permit Fee

Hold Harmless Agreement

Application Fee Paid \$25

Insurance Forms

PD Inv Fee Paid \$328

Application Complete