



City of Colfax

Special Event Application

Applicant and Sponsoring Organization Information

Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Sponsoring Organization		
Is the Sponsoring Organization a "Tax Exempt, 501c3 non-profit" organization? <i>If YES, please attach proof or organization's non-profit status.</i>		Yes / No
Contact Person "on site" day of		Cell #:

Event Information

Event Title		
Event Date		
Event Location		
Event Hours	Start:	End:
Set up	Date:	Time:
Break Down	Date:	Time:
Clean up finalized	Date:	Time:
Person responsible for clean up		Phone#:
Estimated Event Attendance		

Overall Event Description

Briefly explain event and activities:

Parade/Street Closure Information ~ Map Must Be Included

Names of Streets to be closed:		
	Between	and
	Between	and
	Between	and
	Between	and
Parade/Walk/Run Route (map must be included with application): Please list streets here.		
Time of Street Closure	Start:	End:
List any parking restrictions requested:		
Staging area:	Disbanding area:	
Number of anticipated entries		

Event MAP must include all items below that apply to your event

The list below includes the most common information required and may be helpful when completing an Event map.

Route (for parades, fun runs, bicycle races, etc.). Designate staging area as well as beginning and end of route. **Use arrows to indicate direction of route** → → ← ↵

Electrical Power connection(s)	Water access connection(s)
Street Closures	Street Barricades and/or Cones
Trash Containers	Recology Dumpsters
Entertainment and/or stage locations	Sound amplification and speaker location(s)
Alcoholic beverage area (ABC License)	Non-alcoholic beverage area(s)
Food concession area(s)	First aid facilities
Vendor display or sale area(s).	Merchandise sales area(s)
Portable toilets, number and location	Permanent restrooms available
Event participant parking area(s), mark entrances, exits and traffic circulation	Event spectator parking area(s), mark entrances, exits and traffic circulation
ADA Access and parking	Event Coordinator command post
Temporary structures, list and describe	Other

Event Details

Will items or services be sold at the event? If yes, please describe:

Is this a fundraiser event? If yes, please describe:

Is the event free to the public?

Admission Cost:

Will there be any fenced areas? If yes, please describe:

Will there be a tent, canopy or other temporary structure at your event? If yes, please describe:

What is your cleanup plan during and after the event?

Entertainment Information

Will your event have a DJ or live music? If yes, please give the name of band/bands or name of DJ.

Please describe any dance or live entertainment that will be a part of your event:

Will your event have amplified sound? If yes, please describe.

Will your event have any animals? If yes, please describe what type and location.

Food and Beverage Information

Does your event involve the sale or consumption of alcoholic beverages?

Describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older:

Circle type of alcohol being sold/served

Beer/Wine

Liquor

Alcoholic beverages will be sold/served

Time (from):

Time (to):

Where will alcoholic beverages be sold/served?

Location:

Will Vendors be cooking, heating, or handling food? If yes, please describe:

Applicant is responsible to ensure food Vendor(s) comply with SB1383 regarding repurposing of edible food not consumed at the event.

Applicant is responsible to ensure food Vendor(s) comply with Placer County Health Department requirements. (530) 745-2300 or online at, www.placer.ca.gov/departments/environmental-health/permits-forms-fees

How will you regulate, monitor and control the type, number and quality of vendors/concessionaires permitted to operate during your event?

Security and Volunteer Information

Please describe your procedures for both crowd control and internal security:

Have you hired a Security company to handle security for this event? Yes / No

Company Name:

Phone Number:

Number of Guards:

Guard Schedule: (attach a separate page if necessary)

How will you ensure your event is secure and the crowd is under control?

Do you plan on utilizing volunteers? If yes, in what capacity?

Health and Safety Information

Will portable toilets be brought in for your event? If yes, please describe where they will be located.

Portable restroom supplier:

Phone Number:

If your event occurs at night, explain how you will light the activity and parking areas:

If your event includes vehicles and/or animals, describe what you will do to ensure safety for the public and participants.

Will you have an Event Coordinator Command Post? If yes, where will it be located?

Will you have a First Aid station or medical services available to participants? If yes, where will it be located?

ADA Accessibility

Please describe how your event will be accessible to people with disabilities.

Promotion Information

How will you advertise for your event? Please include the types of advertisements, a copy of the advertisements, and locations.

Mitigation of Impact on Others

Describe how you will notify affected businesses and residents of your event.

Describe how you and your organization will mitigate the impact of your special event on neighboring businesses, churches, residents, motorists, and others.

City Services and Equipment Request

Please indicate below what City services and/or equipment you are requesting for your event.
Note: *The ability to fulfill your request may depend on funding, staffing, and timing of your event. Sheriff Deputies and No Parking Signs will **not** be provided for your event. **No Parking Signs must be purchased by the Event Coordinator.***

Electricity	Location:	
Street Barricades	Amount:	
Cones	Amount:	
Dumpster(s)	Amount:	Location:
Trash Cans	Amount:	Location:

Rules and Regulations

Reservations for a special event may be made a maximum of 6 months in advance and must be made a minimum of 30 Days in advance.

An Event Map of your event must be included with your application.

For runs, walks and parades, the event map must include the route requested including staging, beginning and ending locations.

If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street detours and/or closures is required before your event will be approved.

If your event includes **cooking, serving, or handling food**, Applicant is responsible to ensure food Vendor(s) comply with Placer County Health Department requirements. (530) 745-2300 or online at, www.placer.ca.gov/departments/environmental-health/permits-forms-fees

If vendors will be selling **alcohol**, event applicant is responsible for obtaining all required permits, security and permission. Event applicant must complete an **ABC License application**, secure approval from the Colfax Sub-station Commander and the City Manager. Once approval is obtained, applicant must take the approved application to ABC to secure a one-day liquor permit. Contact the Sacramento District Office at (916) 227-2002. The permit issued by ABC must be displayed during the time alcoholic beverages will be sold.

A Certificate of Insurance must be filed with the City of Colfax no later than 30 days prior to your event. Your Event Coordinator shall procure and maintain a one million dollar general liability insurance policy naming the City of Colfax as an additional insured. If alcoholic beverages are served, then host liquor liability coverage in the amount of one million for bodily injury and property damage will also be required naming the City of Colfax as an additional insured.

Special Event coordinators are **required to pay a damage/cleaning deposit** when coordinating a special event in the City of Colfax. **The damage/cleaning deposit fee is \$100.00.** The deposit is refunded as long as no damage is done to city property and city property is cleaned properly. In the event damage is caused during an event or city staff is required to clean excessively after your event, the damage/cleaning deposit or a portion of the deposit may be forfeited.

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Colfax recommends one (1) chemical toilet for every 200 males and one (1) for every 100 females. The figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis.

You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.

Only readily removable barricades may be used for street closures and a 15-foot lane of clearance is required for emergency vehicle access at all times.

In some cases, the hiring of officers from the Placer County Sheriff's Department, a professional security company, or a combination of both **may be required** by the City of Colfax in order to obtain approval for your event. The Placer County Sheriff's Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

The Colfax Fire Department must approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters.

INDEMNIFICATION:

1. Any organization or individual/applicant reporting false information or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of **the rental fee and/or the security deposit.** *If damage exceeds the deposit fee, the applicant shall be responsible for all costs and will be billed by the City for any costs incurred.*
2. The applicant agrees to indemnify, defend and hold harmless the City of Colfax, its agents, officers, and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person or persons or damage to property or third persons arising out of or any way connected with the applicant's rental and use of the City's facilities.

- 3. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.
- 4. The undersigned has read and understands the conditions contained herein and made part of the rental agreement, and agrees to all of the aforementioned rules, regulations, and conditions of use for the City of Colfax.

Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed)		
Signature:		Date:

Office Use Only

Amount Due: \$100.00	Payee:	
Credit Card:	Cash:	Check #:
Money Order:	Cashier Check:	

PLEASE ATTACH A COPY OF THE PAYMENT (check, money order, cash receipt, credit Card receipt)

Submit your completed application to:

City of Colfax
Special Events

Walk in:
33 S Main Street, Colfax, CA 95713

Mail to:
PO Box 702, Colfax, CA 95713
Phone: (530)346-2313
Fax: (530)346-6214