

# City of Walnut Creek

## Special Event Permit Application

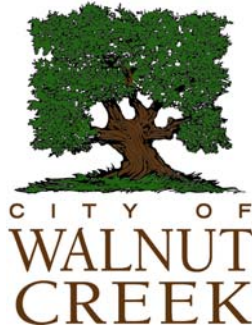
Permit #:

Event Name / Dates:



**THE CITY OF WALNUT CREEK MUST RECEIVE THIS  
COMPLETED APPLICATION 45-DAYS PRIOR TO THE START OF  
YOUR EVENT**





To the Special Event Applicant:

The City of Walnut Creek is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your event.

The City of Walnut Creek is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Special Events Coordinator at (925) 943-5800, ext. 333.

Thank you for your interest in our community, and we wish you the best with your special event.

# Checklist

The following have been pages submitted to the City of Walnut Creek:  
(Please check all completed)

- General Information (page 3)
- Site Plan & Route Map (page 4)
- (ADA) Awareness (page 5)
- Security Information (page 6)
- Marketing / Advertising (page 6)
- Entertainment and Related Activities (page 7)
- Alcohol (page 8)
- Food Concession or Preparation (page 8)
- Restrooms (page 9)
- Waste Management (page 9)
- Insurance (page 10)
- Hold Harmless Agreement (page 11)

I, on behalf of the organization I represent, certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulation and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_  
Please Print

Name of Applicant: \_\_\_\_\_  
Please Print

Title: \_\_\_\_\_  
Please Print

Organization Name: \_\_\_\_\_  
Please Print

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# General Information

Event Name: \_\_\_\_\_

Group or Association sponsoring event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event person(s) Contact Name: \_\_\_\_\_

Event Contact Person Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of expected participants / attendees: \_\_\_\_\_

Event Date / Time(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

## Event Category

*(Check all that apply)*

Sports/Recreation

Parade/March

Fair/Festival

Race/Walk

Concert/Performance

Outdoor Market

Nonprofit Organization

Other: \_\_\_\_\_

Is this an annual event?  Yes  No

How many years have you been holding this event? \_\_\_\_\_

Location(s) of previous events: \_\_\_\_\_

**REQUIRED:** Emergency Contact In case of an emergency during the event, a person must be available to be contacted during the hours of the event. Please identify:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell / Pager: \_\_\_\_\_

Will streets or traffic lanes need to be closed for the event?  Yes  No

If yes, the applicant shall notify the following:

- Contra Costa County Fire Department (CCCFD) (925) 930-5500
- American Medical Response (AMR) (888) 650-5486
- Contra Costa County Transit Authority (CCCTA) (925) 676-1976

# Site Plan & Route Map

Your event site plan/route map should be submitted and include but not be limited to:

- ❑ An overview of the event venue, including the names of all streets, moving route of any kind, indicate the direction of travel, and all street or lane closures.
  - ❑ The provisions for a minimum of twenty-feet (20') emergency access lanes throughout the event venue.
  - ❑ The location of all first aid facilities.
  - ❑ The location of all searchlights.
  - ❑ The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
  - ❑ Location of generator(s) and/ or source of electricity.
  - ❑ Identification of all handicapped accessible areas that meet standards.
  - ❑ Traffic Control Plan (TCP)
    - For each sign include the Manual of Uniform Traffic Control Device (MUTCD) sign number, sign size, sign description and its location on the TCP.
    - Show size, height and location of all channelizing devices, warning lights, flag trees, portable barriers, etc. on the TCP. All devices must meet standards specified by MUTCD.
    - Example: Cones no smaller than 700 mm (28 in.) and no farther apart than 12.2 m (40 ft.), include the length of channeling tapers.
  - ❑ Traffic Signal Operation and Equipment
    - Include location of all traffic signals.
    - If special signal timing is required in the TCP, specify ALL changes and their effects.
    - Consult the Transportation Engineering Division for any signal questions at (925) 256-3529.
  - ❑ Pedestrian Safety
    - Be sure pedestrians have a safe route to walk and/or are protected throughout the entire traffic control area before submittal of the TCP for review.
    - Show all pedestrian entry, paths and exits on the TCP.
    - Clearly state the MUTCD sign number, size, description, height and location of all signs and other traffic control devices, including fences and barricades, within the pedestrian's safe route to walk, on the TCP.
  - ❑ Parking Restrictions
    - The applicant must post City of Walnut Creek no parking signs 24 hours prior to the event.
    - Contact person for sign information: Special Event Coordinator (925) 943-5899 x 333.
  - ❑ Other event components not listed above.
- This checklist is not a substitute to the traffic control plan requirements outlined in the *Manual of Uniform Traffic Control Devices (MUTCD)*. Please refer to this manual, as needed in the development of TCP's, <http://mutcd.fhwa.dot.gov>.
- The City's Traffic Engineer requires approval of all TCP's before any TCP can be implemented.
- Should City staff at the event, find potential hazards towards traffic and/or pedestrian safety, they can require the applicant to modify the TCP.

# Americans with Disabilities (ADA) Awareness

## DEFINITIONS

- The term accessible shall mean ADA compliant.

## GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

## BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

## PATHS OF TRAVEL

- An alternate path of travel is required when the public right-of-way is obstructed.
- When an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

## PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

## SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

## ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route.

## SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

## PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

# Security Information

Have you made arrangements for security?  Yes  No

If yes, what form of security will you be using?

(Please check all that apply)

- City of Walnut Creek Police Department
- Licensed professional security company
- Other: \_\_\_\_\_

If using a licensed security company, please complete the following:

Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening: \_\_\_\_\_

Fax: \_\_\_\_\_ Pager / Cell: \_\_\_\_\_

Private Patrol Operators License Number: \_\_\_\_\_

License to carry firearms:  Yes  No

# Marketing / Advertising

Will this event be advertised or promoted?  Yes  No

If yes, please explain: \_\_\_\_\_

Will there be media coverage at the event?  Yes  No

If yes, please explain: \_\_\_\_\_

Will signs, banners, or searchlights be utilized as a source of advertisement?  Yes  No

If yes, please explain: \_\_\_\_\_

Note: Generally, temporary off-site signs; such as banners, A-frames, or other signage within the public right of way, are not permitted. (See Municipal Code Section 10-8, or contact the City Planning Department at (925) 943-5834 for specific information on signage)

# Entertainment and Related Activities

*Walnut Creek Municipal Code 4-6.203*

Are there any entertainment features related to your event?  Yes  No

If yes, complete the following or provide an attachment that lists of all bands / performers, type of music, sound check and performance schedule.

Number of stages: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

Performer name(s) and type(s): \_\_\_\_\_

Will sound checks be conducted prior to the event?  Yes  No

If yes, Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Will amplification be used?  Yes  No

If yes, Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Please describe the sound equipment that will be used for the event: \_\_\_\_\_

Will Generators be used?  Yes  No

If yes, what type: \_\_\_\_\_ How Many: \_\_\_\_\_



# Alcohol

Does your event involve the use of alcoholic beverages?  Yes  No

If yes, contact the Walnut Creek Investigation Commander (925) 943-5844

Please, check all that apply:

- Free / host alcohol
- Alcohol sales
- Host and sale alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled alcohol

Will you be hiring a licensed bartender / caterer to serve the alcoholic beverages?  Yes  No

If yes, please provide the following:

Name of Licensed bartender / Caterer: \_\_\_\_\_

Alcoholic Beverage Control License Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Food Concession or Preparation

Will your event include food concessions, booths, and / or preparation areas?  Yes  No

If yes, Contact the following:

- Health Department at (925) 646-5225 a minimum of 30 days prior to the event, and describe how the food will be served and / or prepared:
- Contra Costa County Fire Protection District at (925) 941-3300 a minimum of 30 days prior to the event to obtain a Food Booth Operations Permit.

Will there be food vendor(s) in your event?  Yes  No

If yes, how many: \_\_\_\_\_

Please provide a list of all vendor(s) Business Names, Address, City, State, Zip code

# Restrooms

Are you planning to provide rest rooms at the event?  Yes  No

If yes, please identify the following:

Total number of port -a- toilets: \_\_\_\_\_

Total number of ADA accessible rest rooms: \_\_\_\_\_  
(10% minimum)

Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Portable Toilet Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Waste Management

California State law requires each City to divert 50% of solid waste from landfill. The Central Contra Costa Solid Waste Authority (CCCSWA) manages the City of Walnut Creek's solid waste programs.

The CCCSWA provides information packets about special event recycling. Applicants must contact the CCCSWA (925) 906-1807 at least 2 weeks in advance to register their event, and request the use of special event recycling containers.

Exclusive franchise agreements require applicants to use Pleasant Hill Bayshore Disposal for garbage removal. Please contact them (925) 603-1144 at least 30 days in advance to arrange for service at the event.

Will there be dumpsters?  Yes  No

If yes, please identify the following:

Total number of dumpsters / size: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please explain your plan for clean-up and waste removal during and after the event: \_\_\_\_\_

# Insurance

As a condition of use of City of Walnut Creek facilities or City programs, your organization must provide, at your sole expense, each of the following items as indicated:

- ( ) Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:
1. Name the **City of Walnut Creek, its officials, officers, directors, employees, agents and volunteers** as **additional insureds** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
  2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
  3. Be **PRIMARY** insurance with respect to the additional insureds named above. Any other insurance available to the **City of Walnut Creek, its officials, officers, directors, employees, agents and volunteers shall** be excess and noncontributing.
  4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$2,000,000 per occurrence for bodily injury, personal injury and property damage.**
- Any deductible or self-insured retentions must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements effecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

**"The City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers are additional insureds** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

**This insurance is primary with respect to the additional insureds.** Any other insurance available to the City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

**You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.**

If you are not able to obtain this insurance, the City, through Diversified Risk Insurance Brokers, may be able to provide you with a quote for this coverage.

**You must provide the City with the endorsement 45 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Walnut Creek as to form and as to insurance company.**

- ( ) Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official \_\_\_\_\_ Dated \_\_\_\_\_

Title \_\_\_\_\_

Organization's Name \_\_\_\_\_

# Hold Harmless Agreement

## HOLD HARMLESS AND INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

\_\_\_\_\_, as a condition of use of City of Walnut Creek facilities on the date of \_\_\_\_\_, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of Walnut Creek, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

\_\_\_\_\_ will take full responsibility for seeing that use of City facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.

On the date(s) of \_\_\_\_\_, commencing at 12:01 a.m. and expiring at 12:00 midnight, \_\_\_\_\_ will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that will insure \_\_\_\_\_, and the City of Walnut Creek as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Walnut Creek as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 combined single limit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Title

6/10/02

# City Review & Approval

The various City Departments will sign-off that their department has been made aware of the request for a Special Event Application, and that the responsibilities of their department have been met. If a department has any questions and/or the responsibilities have not been met, it could delay the processing of this application. The departments may suggest or require various steps or conditions concerning but not limited to traffic and parking enforcement, litter control, insurance requirements, and scheduling to avoid conflict with other activities. Only after each department has signed-off will this application process be considered complete.

Name of Applicant: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

<b>City Police Department</b>	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
<b>Street Maintenance Division</b>	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
<b>ARCS Administration</b>	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
<b>Traffic Engineering</b>	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
<b>City Risk Manager</b>	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)
<b>Special Event Coordinator</b>	Approved	Not Approved	Disapproved (Provide reason, Use additional sheet if necessary)

Suggestions or requirements, if any, must be attached to the Permit. The Permit will not be approved without resolution of any requirement noted.