

Garbage, Recycling, Litter & Polystyrene Foam

All events must follow the guidelines set forward by the Public Works & Utilities Department. These guidelines are provided under separate cover.



CITY PLAZA



City of Watsonville Civic Center Plaza

Check List

- **Completed Application**— (make sure all questions are answered in full)
- **Cleaning Deposit**—(\$311.00—Reimbursed if rented space is left clean.) **Special Event Processing Fee** (\$140.00 Non-profit or \$278.00 all other groups)
- **Certificate of Insurance**— (Make sure all language is correct—cancellation portion—a sample is provided for your convenience)
- **Endorsement**—(Additional insured—designated person or organization—make sure it is correct—a sample is provided for your convenience)
- **March/Parade or large event/festival**—(If a march/parade, provide map of route. If festival, provide a site map with booth locations.)

IMPORTANT

Will you be using any of the following streets?

- E. Lake Avenue
- Riverside Drive
- Main Street
- E. Beach Street
- Lincoln Street

If so, you **MUST** obtain an Encroachment Permit from CALTRANS. The application **MUST** be submitted to CALTRANS at least 90 days prior to your scheduled event.

Website: www.dot.ca.gov/trafficops/ep/apps.html

City of Watsonville

Parks & Community Services
231 Union Street
Watsonville, CA 95076

Phone: 831-768-3240
Fax: 831-763-4078
Web: www.watsonvillerec.com



City of Watsonville

Special Events Information



Parks and Community Services
231 Union Street
Watsonville, CA 95076
831-768-3240

When do you need a Special Event Permit?

1. Using City property such as streets, parks, buildings, etc.. For an event that is open to the public, and or..
2. Event will have entertainment: singing, dancing, DJ, Choir, etc...and or..
3. Sound amplification such as a microphone, stereo, and or,
4. Event is a parade, march or procession, and or...
5. Event requires street closures or will impact traffic

Steps to obtaining a Special Event Permit

1. Obtain a blank Special Event Application from the Parks & Community Services Department located at 231 Union Street.
2. Complete the application
3. Completed application turned in to the Parks & Community Services Department at least 60 days prior to your scheduled event. Application will not be processed until all required documents and payment are submitted.
4. Certificate of Insurance and Endorsement must be submitted 30 days prior to the event date..
5. Cleaning Deposit must be paid when submitting the completed Special Event Application.
6. Special Event Processing Fee must be paid when submitting completed Special Event Application.
7. If your event is a parade, march or procession, a map indicating your route must be submitted with your Special Event Application.
8. If event will have vendor booths, a layout of booth locations must be submitted with your application.

What permits will I need, and what are the fees?

Special Events Processing Fee	
Non-Profits	\$140.00
All Others	\$278.00

Rental of City Plaza	
Non-Profit 501c3 Youth or Sr. Groups	\$17/hr.
Non-Profit 501c3 Adult Groups	\$27/hr.
Special interest group, private group, individual, political	\$51/hr

Cleaning Deposit—City Plaza	\$311.00
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Sound Amplification Permit	\$200.00
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Entertainment Permit	\$150.00
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Parade/March/Procession Permit	\$170.00
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Police Officers	\$105.00
After your application is reviewed by the Special Events Committee, the Representative from the Police Department will determine whether or not your event will need police officers and if so, how many.	Per hour Minimum

Fire—Inspection Fees	\$367.00
If your event will have food booths, Fire Dpt. requires booth inspections.	Per hour.

Main Street Closure	To Be Determined
All events closing Main Street .	

Garbage/Recycling	
95-gallon cans	To Be Determined
Container Truck	

Insurance—Event will not be allowed to happen if Insurance is not submitted.

All fees are subject to the annual increase per the Consumer Price Index (CPI). Increase effective July 1st of each year. Other fees not listed may be incurred.

Department Contacts

Parks & Community Services	768-3240
Police	768-3386
Garbage/Recycling	768-3133
Community Development	768-3074
Fire	768-3213

Other Important Information

Polystyrene Ban

The use of Polystyrene products for serving food at your event is prohibited.

Proper Disposal of Grey Water (*water from food preparation*)

Grey water generated by vendors during your event **MUST NOT** be dumped into the street drain. A grey water container **MUST** be provided so vendors can properly dispose of the grey water.

Proper Disposal of Grease & Oil

Grease and oil generated by vendors during your event **MUST NOT** be dumped into the street drain or the garbage. A tallow bin **MUST** be provided so vendors can properly dispose of the grease and oil.

Garbage/Recycling/Litter Control

Please encourage your vendors to recycle and volunteers to help recycle whenever possible. The more you recycle, the lower your fees for garbage.

For questions regarding Polystyrene Ban, Grey Water, Grease and Oil, Garbage/Recycling, call Public Works & Utilities at 768-3133.

Parade/March/Processions

If using the following streets, you will need to obtain an Encroachment Permit from **CALTRANS**: E. Lake Avenue, Riverside Drive, Main Street, E. Beach Street, or Lincoln. Your application **MUST** be submitted to CALTRANS at least **90** days prior to your scheduled event.