APPLICATION PROCESS

A Caltrans Encroachment Permit is required if the event will take place on E. Lake Ave., Main St., Riverside Dr., Lincoln St., or E. Beach St. Please visit the Caltrans website to obtain Encroachment Permit Application: [http://www.dot.ca.gov/trafficops/ep/apps.html](http://www.dot.ca.gov/trafficops/ep/apps.html). Encroachment Permit application is due to Caltrans 90 days prior to the event.

If an event requires a Caltrans Encroachment Permit, this Special Event Application is due to the Parks and Community Services Department 145 days prior to the event and the encroachment permit must be submitted 30 days prior to the event.

1) Submit a completed Special Event Application 60 days (145 days if Caltrans Encroachment Permit is required) prior to event. Application must include the following prior to being reviewed by the Special Events Committee;
   - Detailed and legible map of route for parades or marches and map layout for festivals
   - A facility rental application if required
   - A co-sponsorship application if required
   - Payment of special event processing fee
   - Payment of facility rental deposit if required

2) Once a complete special event application and required documents are submitted, the Special Event Committee reviews application and event organizer is informed of all city requirements, permits and fees.

3) 30 days prior to the event, the applicant is required to submit the following;
   - Certificate of Insurance and Endorsement and Additional Insured

Revised: 6/21/19
- Contracts for security, portable restrooms or other logistical services required for the event
- Full payment of all city fees
- Signed Special Event Permit
- A copy of event flyer or poster

FAILURE TO MEET THESE REQUIREMENTS MAY RESULT IN CANCELLATION OF YOUR EVENT

**SPECIAL EVENT FEE SCHEDULE**

<table>
<thead>
<tr>
<th>Processing Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Groups</td>
<td>$146.00</td>
</tr>
<tr>
<td>All Other Groups</td>
<td>$290.00</td>
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</table>

<table>
<thead>
<tr>
<th>Use of City Plaza</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Non-Profit: 501( c)(3) Youth Groups or Senior Groups</td>
<td>$17.00/ Hour</td>
</tr>
<tr>
<td>Non-Profit: 501 C3 Adult Groups</td>
<td>$28.00/ Hour</td>
</tr>
<tr>
<td>Special Interest Groups, Private and Political Groups</td>
<td>$53.00/ Hour</td>
</tr>
<tr>
<td>Cleaning Deposit (Refundable)</td>
<td>$324.00</td>
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**Police Department Fees**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Amplified Sound Permit</td>
<td>$208.00</td>
</tr>
<tr>
<td>Entertainment Permit</td>
<td>$156.00</td>
</tr>
<tr>
<td>Parade/March Permit</td>
<td>$177.00</td>
</tr>
<tr>
<td>Police Officer Cost, if Required Per Officers, Per Hour</td>
<td>$110.00</td>
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</table>

**Fire Department Fees**

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</thead>
<tbody>
<tr>
<td>Fire Inspection: Food Booths &amp; Mechanical Rides and Inflatable</td>
<td>$161.00/ Hour</td>
</tr>
</tbody>
</table>

**Additional Fees**

<table>
<thead>
<tr>
<th></th>
<th>To be Determined Upon Approval of Application</th>
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</thead>
</table>
# SPECIAL EVENT PERMIT APPLICATION

## GENERAL EVENT INFORMATION

Name of Event:  
Recurring Event: [ ] Yes [ ] No  
One Time Event: [ ] Yes [ ] No  
Type of Event:  
[ ] Festival  
[ ] Parade/March  
[ ] Walk/Run  
[ ] Other  
Is this a fundraising event?  
[ ] Yes [ ] No  
For whom are funds being raised?  
Location of Event:  
Date of event:  
Hours of Event:  
Estimated attendance:  
Set up Time:  
Maintenance Time:  
Cleanup Time:  
Event Web Site:  
Purpose and description of the event:

## SPONSORING ORGANIZATION

Name of sponsoring organization:  
EIN #:  
Is the sponsoring organization a 501(c)(3) non-profit?  
[ ] Yes [ ] No  
Contact person from sponsoring organization:  
Organizer address:  
City  
State  
Zip Code  
Home Phone  
Cell Phone  
E-mail  
Contact person in charge at the event:  
Address:  
City  
State  
Zip Code  
Home Phone  
Cell Phone  
E-mail  
If the event is a recurring event, state any problems and/or incidents that have occurred in past years, such as electrical, security, etc.:  

Revised: 6/21/19
What can we do to help rectify the problem(s)?

LOGISTICS

Will you be using speakers and/or sound equipment at your event? YES □ NO □
If yes, a Sound Amplification or Entertainment Permit will be required. This application will be routed to all City departments and if a permit is necessary, the appropriate department will issue the permit(s).

Will there be commercial (for-profit) vendors selling at the event? YES □ NO □
If yes, commercial vendors are required to have an active business license issued by the City of Watsonville. The event organizer is responsible for collecting and retaining this information to ensure compliance. You may contact the Finance Department by calling 768-3450 to obtain more information on business licenses.

Will there be amusement rides and/or jump houses at the event? YES □ NO □
If yes for amusement rides, a special use permit must be obtained from Community Development, and a fire inspection must be made by the proper inspector from Community Development or the Fire Department.

Will alcohol be served or sold? YES □ NO □
If yes, check all that apply: Beer □ Wine □ Spirits □

Note: An ABC Permit will be required if approved for alcohol. The Special Events Coordinator will facilitate approval with the Watsonville Police Department.

Will you have food booths? YES □ NO □ Will cooking be done on site? YES □ NO □
If yes, please indicate the approximate number of vendors expected:

If a two-day event, Health Permits will be required. Applications available at Santa Cruz Co. Environmental Health Services: 831-454-2022

Is the event open to the public? YES □ NO □
Will fees be charged to the public? YES □ NO □
If yes, please describe method of collection. Include vendors, entrance fees, parking fees, etc…

Will donations be accepted in conjunction with this event? YES □ NO □
If parade, how many entries? ______
Route of march/parade, including staging and terminating process (attach map). Also include approximate number of people participating in the march/parade.

Does your event require street closures? YES □ NO □
If yes, please fill in the following information or submit a route map along with this application.

<table>
<thead>
<tr>
<th>STREET</th>
<th>FROM</th>
<th>TO</th>
<th>DATES</th>
<th>TIMES</th>
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Revised: 6/21/19
If using City Plaza, will you need electricity?  YES ☐ NO ☐ if yes, YOU MUST meet with Parks Division staff. Please call 831-750-8783 to set up an appointment.

NOTE: Portable restroom in the City Plaza may be made available for your event but event organizer must arrange to have it serviced prior to the event. It is the responsibility of the applicant to arrange for portable restrooms to be delivered and picked up at the conclusion of the event.

Describe sanitation and litter control measures (City requirement: 1 portable toilet per 150 persons and 1 handicapped accessible toilet at each portable toilet location).

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Number of portable restrooms to be ordered: ______ Name of company providing sanitation services: ____________________________

Explain how event organizers will provide parking arrangements and parking control for event.

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Explain in detail the plan for proposed security measures:

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Explain first aid services being proposed by event organizer:

____________________________________________________________________________________________________________________

Explain how the event will be made accessible to individuals with disabilities:

____________________________________________________________________________________________________________________

Revised: 6/21/19
OTHER REQUIREMENTS

SINGLE-USE PLASTIC BAGS: On April 24, 2012 the Watsonville City Council passed a new ordinance restricting the use of plastic bags within the City. This includes any special event held in the City limits of Watsonville.

BUSINESS LICENSE: The City Municipal code requires all business to have an active business license (section 3-4.05) and pay the required tax (section 3-4.04). It is unlawful to conduct business without complying with City, State and/or Federal laws and regulations.

POLYSTYRENE BAN: City of adopted Ordinance #1245-09 (Municipal code Chapter 6.6) to require the use of Recyclable, Biodegradable or Compostable Take-Out Food Service Ware at Retail Food Establishments and at any Special Events serving food.

PROPER DISPOSAL OF GREY WATER (water from food preparation): If your event will have food booths, you, as the organizer are required to provide a grey water container and inform your vendors of its location. (Please consult with the City’s Special Event Coordinator if a container will be necessary for your event). Grey Water MUST NOT be dumped into the street drain.

PROPER DISPOSAL OF GREASE & OIL (cooking oil/grease): If your event will have food booths, you, as the organizer are responsible to communicate to vendors the requirements to properly dispose of grease/oil produced at your event. Grease and oil MUST NOT be dumped into the street drain or in the garbage. They must bring their own container and take away at the end of the event.

GARBAGE/RECYCLING/LITTER CONTROL: You as the organizer are responsible for litter control during the event. We encourage you to educate your vendors on the importance of recycling. The more recycling that happens at your event, the lower your garbage fees will be.

INSURANCE PURPOSES
A Certificate of Insurance naming the city as an additional insured in the general aggregate amount of $1,000,000 is required for events, as deemed necessary by the City of Watsonville. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event, an original copy of the certificate of insurance and an endorsement will be due at least 30 days prior to event date (see attached sample.) The City of Watsonville reserves the right to request additional insurance for the event as deemed necessary by city staff and/or City Council. The organization/agency that is sponsoring the event is responsible for completing the Special Events Application. The insurance must also be provided by the sponsoring organization/agency.

HOLD HARMLESS/INDEMNIFICATION
It is understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way by the special event; the applicant further agrees that in consideration of being permitted to hold said special event the applicant and their guests/attendees will hold harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by said special event.

I have read and hereby acknowledge the requirements of the City of Watsonville’s Special Events Application. I understand that if all requirements are not met, a Special Events Permit may be denied.

Date Application Submitted: ______________________ Application Submitted by: ______________________
(Please print)
Signature: ______________________ Date: ______________________
(Representative from the sponsoring event must complete & sign the application)

Thank You for Enchancing the Vitality of Watsonville

Revised: 6/21/19
**ACORD**

**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDED INSURED, the policy(s) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

**INSURER**

**INSURER A:**

**INSURER B:**

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**COVERAGES**

<table>
<thead>
<tr>
<th>LIST</th>
<th>TYPE OF INSURANCE</th>
<th>ADDITIONAL INSURER/ OWNER</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<tr>
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<td>EACH OCCURRENCE</td>
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<td>FIC INDIVIDUAL (Per person)</td>
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<td>PROPERTY DAMAGE (Per accident)</td>
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<tr>
<td>B</td>
<td>UMBRELLA LIABILITY</td>
<td>EXCESS LIABILITY</td>
<td>OCCUR</td>
<td>EACH OCCURRENCE</td>
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<td>CLAIMS MADE</td>
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<td>AGGREGATE</td>
<td>$</td>
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<td></td>
<td>DEP Retention</td>
<td>$</td>
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</tbody>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if any space is required)

Description and date of event.

Name and address of City property used for the event.

The City of Watsonville, it’s appointed and elected officials and its employees are included as additional insured where required by written contract.

**CERTIFICATE HOLDER**

City of Watsonville
275 Main Street, Ste 400
Watsonville, CA 95076

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

© 1988-2010 ACORD CORPORATION. All rights reserved.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Watsonville
275 Main Street, Ste. 400
Watsonville, CA 95076

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.