

CITY OF WOODLAND PARKS & RECREATION DEPARTMENT  
2001 EAST ST.  
WOODLAND, CA 95776  
(530) 661-2000

**SPECIAL EVENTS APPLICATION AND PERMIT**

***QUICK REFERENCE GUIDE TO THE  
ORDINANCE AND APPLICATION PROCESS***

1. For purposes of this ordinance, a **Special Event** is defined as any assembly of persons of fifty (50) people or more; or an event that obstructs the normal flow of pedestrian or vehicular traffic; or is a hazard to the public peace, health, safety or general welfare of the community.
2. All **Special Events** occurring within the City of Woodland shall be prohibited unless a **Special Events Permit** has been obtained.
  - a. Exemptions: A **Permit** is not required for:
    1. Funeral Processions.
    2. Governmental agencies acting within the scope of authorized functions.
    3. Pedestrians exercising First Amendment rights and obeying all laws.
3. **Permit Applications and Category One Notices** must be submitted 30 days prior to the event.
4. The attached **Application for a Permit** shall be accompanied by a non-refundable **Permit Application Fee**. See attached **Fee Information**.
5. The City will review the **Application for a Permit** and either approve, conditionally approve or deny the application for Category Two and Three events within 15 days and for Category One events within 10 days of receiving it. **Grounds for Denial** and **Permit Conditions** are outlined in the Ordinance. If applicant disagrees with decision, they can appeal through a process outlined in the Ordinance.
6. The City will categorize the event as follows:

Category Three Event:	More than 3,000 people
Category Two Event:	500 to 3,000 people
Category One Event:	50 to 499 people
7. Once the application has been approved, the City will issue a **Special Event Permit**. The **Permittee** will provide payment of agreed fees including **Processing Fee, Park Use Fee and Cleanup Deposits**, sign an **Indemnification Agreement**, and obtain **Liability Insurance** as outlined in the Ordinance.
8. The **Permittee** shall have the **Permit** available upon demand.
9. It is unlawful to conduct a **Special Event** without a **Permit** or to exceed the scope of the **Permit**. The City may revoke a permit due to non-compliance.

**CITY OF WOODLAND – PARKS & RECREATION DEPARTMENT**  
**SPECIAL EVENT APPLICATION AND PERMIT**

Organization			
Applicant Name		Phone Number(s)	
Alternate Contact Person		Phone Number(s)	
Organization Name		Email	
Mailing Address, City, Zip Code			

Have you received a Special Event Permit for this event previously?    Yes     No

Event Information			
Event Name			
Location			
Event Start Date		Event End Date	
Event Start Time		Event End Time	
Street Closure Request <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes →	Closure Start Time		Streets to be Closed: _____ _____
	Closure End Time		
Event Type	<input type="checkbox"/> Assembly <input type="checkbox"/> Attraction <input type="checkbox"/> Bazaar <input type="checkbox"/> Carnival <input type="checkbox"/> Circus <input type="checkbox"/> Concert or Performance <input type="checkbox"/> Congregation	<input type="checkbox"/> Cook-Off <input type="checkbox"/> Dance <input type="checkbox"/> Demonstration <input type="checkbox"/> Display <input type="checkbox"/> Entertainment <input type="checkbox"/> Food Faire <input type="checkbox"/> Noncommercial Activity involving freedom of speech.	<input type="checkbox"/> Rodeo <input type="checkbox"/> Sporting Event <input type="checkbox"/> Other Traveling Show <input type="checkbox"/> Other: (describe) <hr/>
Number of Participants/Attendees	<input type="checkbox"/> Category Three Event: expected to attract over 3,000 people. <input type="checkbox"/> Category Two Event: expected to attract 500 to 3,000 people. <input type="checkbox"/> Category One Event: expected to attract 50 to 499 people.		
Will Water Aid Stations be used, if so how many:			
Describe any sound-amplification equipment and times which such equipment will be used, and a sound plan that describes measures to be taken by Applicant to ensure compliance with all applicable City laws, rules and regulations regarding amplified sound and music:     <span style="float: right;">Plan Attached: <input type="checkbox"/> Yes    <input type="checkbox"/> No</span>			
Will food or alcoholic beverages be sold or consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: _____  If Yes, proof of compliance with all applicable local, state and federal laws, rules and regulations, including proof that the applicant has obtained all necessary permits. Also, insurance required (see below)    Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**REQUIRED ATTACHMENTS**

<input type="checkbox"/> Name, address and telephone number of person(s) who will be present and in charge of the event on the day of the event.  <input type="checkbox"/> Proof of liability and property insurance: Not less than \$1 Million for each occurrence combined single limit bodily injury and property damage.  <input type="checkbox"/> Food/Non-Alcoholic Beverages – Endorsement for products liability of not less than \$500,000.  <input type="checkbox"/> Alcoholic Beverages – Endorsement for liquor liability of not less than \$500,000.	<input type="checkbox"/> Written proof of consent by owners of property where event to be held (attach to this form)  <input type="checkbox"/> Location of event, including its boundaries and site plan drawings (attach to this form)  <input type="checkbox"/> Nature and purpose of event, with list of planned activities.  <input type="checkbox"/> Submit parking requirements for Event.  <input type="checkbox"/> Submit plan for cleanup after event, including any contracts to effectuate the cleanup.
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**SPECIAL EVENTS AND BANNER ORDINANCES  
FEES AND WAIVER OF FEES REQUEST**

<b>FEE INFORMATION (REVISED 3/12/05)</b>	
Install and Remove Banners:	\$ 200.00 each
Special Event Park Fees: \$100.00 per hour or all day \$500.00 (parks available 8:00 a.m. – 10:00 p.m.)	
Cleaning Deposit Fee:	\$ 500.00
Processing Fee:	\$100.00

<b>Internal Use Only – Below this Line</b>	
<b>Public Service Fees</b>	
<input type="checkbox"/> Police Dept. Costs	Description and Amount:
<input type="checkbox"/> Fire Dept. Costs	Description and Amount:
<input type="checkbox"/> Public Work Costs	Description and Amount:
<input type="checkbox"/> PRCS Costs	Description and Amount:
<input type="checkbox"/> Other Costs	Description and Amount:
	Total Estimated Cost: _____
	Actual Cost (calculated after event): _____
<b>Cleanup Deposits</b>	
Deposit Amount: (attach separate check)	
<b>Payment</b>	
Amount Paid: _____ Date Received: _____	
<input type="checkbox"/> Credit Card: <input type="checkbox"/> MC <input type="checkbox"/> Visa / Account Number: _____ Expiration Date: _____	
<input type="checkbox"/> Check / Number (attach copy of check)	
<input type="checkbox"/> Cash	

**SPECIAL EVENT PERMIT APPROVAL**

- Approved
- Approved with changes noted
- Denied / Reason:  
\_\_\_\_\_
- Copy Sent to Applicant
- Copy to Other City Depts:  Public Works  Fire Dept.  Police Dept.  Community Development
- Other copies sent to: