

CITY OF WOODLAND COMMUNITY SERVICES 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.

**SPECIAL EVENTS AND BANNER ORDINANCES
FEES AND WAIVER OF FEES REQUEST**

FEE INFORMATION (REVISED 3/12/20)	
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

Internal Use Only – Below this Line	
Public Service Fees	
<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): _____
Cleanup Deposits	
Deposit Amount: (attach separate check)	
Payment	
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	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Approved with changes noted	
<input type="checkbox"/> Denied / Reason: _____	
<input type="checkbox"/> Copy Sent to Applicant	
<input type="checkbox"/> Copy to Other City Depts: <input type="checkbox"/> Public Works <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept. <input type="checkbox"/> Community Development	
<input type="checkbox"/> Other copies sent to:	