

City of Sutter Creek

Permit Application Fee: Refer to current fee schedule

Minor Event Deposit: \$250.00 (may be refundable)

Major Event Deposit: \$500.00 (may be refundable)

Any additional fees (if required) are due at permit issuance.

SPECIAL EVENT PERMIT APPLICATION

Thank you for your interest in having an event in beautiful Sutter Creek. This application must be submitted no later than (60) days prior to the proposed event with payment of a *non-refundable* application fee and event deposit. Checks are made payable to the CITY OF SUTTER CREEK.

Please ensure that your application is complete.

Conditions are determined by the City of Sutter Creek based on information you provide in this application. Conditions are at the discretion of the City of Sutter Creek and may be required on a case by case basis.

I. PERSON OR ORGANIZATION REQUESTING PERMIT

Name: _____

Address: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____ Email: _____

On-Site Responsible Party ☐ Same as above, or:

Name: _____

Address: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____ Email: _____

Tax Exempt / Non-Profit Entity:

☐ No City of Sutter Creek Business License Number: _____

☐ Yes Tax Exemption Number: _____, please attach a copy of IRS exemption document.

DATE(S) OF EVENT _____ START/END TIME _____

LOCATION OF EVENT _____

NAME OF EVENT _____

Will admission be charged? ☐ No ☐ Yes Amount: _____

Will tickets be sold? ☐ No ☐ Yes In advance or the day of the event? _____

Projected Attendance: _____

II. EVENT DESCRIPTION / SITE PLAN

Attach additional pages if necessary. Check all that apply:

- | | | | |
|---------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Animal shows | <input type="checkbox"/> Bicycle races | <input type="checkbox"/> Block party | <input type="checkbox"/> Carnivals |
| <input type="checkbox"/> Car shows | <input type="checkbox"/> Concerts or theater performances | <input type="checkbox"/> Demonstration/marches | |
| <input type="checkbox"/> Farmers Market | <input type="checkbox"/> Fireworks display | <input type="checkbox"/> Foot race/walk | <input type="checkbox"/> Fundraisers |
| <input type="checkbox"/> Parade/processions | <input type="checkbox"/> Pumpkin patches | <input type="checkbox"/> Parking lot sales or event | |
| <input type="checkbox"/> Street fairs | <input type="checkbox"/> Swap meets | <input type="checkbox"/> Tent sales | <input type="checkbox"/> Wine, beer or food tasting |

Will the event require: (check all that apply; final determination will be made by the City)

- ☐ Street Closure ☐ Traffic Delay ☐ Traffic Detour ☐ Parking ☐ Police
☐ Fire Department ☐ Encroachment Permit ☐ Other _____

- **The City of Sutter Creek may require the use of barricades, Road Closed signs, traffic cones, Stay Off The Street signs and/or Easy Ups.**

Is the event, or any portion thereof, proposed to be held on private property? ☐ No ☐ Yes

Is the event, or any portion thereof, proposed to be held on City property? ☐ No ☐ Yes

III. PARKING AND TRANSPORTATION PLAN

Depending on the location of your proposed event and its size, a parking and transportation plan may be required to mitigate potential impacts to the City's traffic circulation plan. Please note that you must always include disabled accessible parking and access in your event plans. Does the proposed location have adequate on-site parking to meet the needs of your event? ☐ Yes ☐ No

If No, what are your alternative parking plans? _____

- **The City of Sutter Creek may require a parking plan.**

Do you anticipate any traffic circulation problems as a result of your event? ☐ No ☐ Yes

If road closure, traffic delay and/or traffic detours are requested, the answer is Yes.

If Yes, please attach a description of the efforts you are proposing to undertake to minimize impacts to the traffic circulation system surrounding your event venue. Please note that significant impacts to traffic circulation resulting from your event could result in the City of Sutter Creek billing you for mitigating impacts to the affected area.

- **The City of Sutter Creek may require shuttle service at the applicant's expense, especially if projected attendance is over 1,000.**

Does your site plan indicate the need for NO PARKING, ROAD CLOSURE(s) or TRAFFIC DELAY signs? ☐ No ☐ Yes If Yes, how many are required for your event? _____

NO PARKING SIGNS # _____ @ .65/EA = \$ _____ Due at issuance of permit
ROAD CLOSED SIGNS # _____ @ .65/EA = \$ _____ Due at issuance of permit
TRAFFIC DELAY SIGNS # _____ @ .65/EA = \$ _____ Due at issuance of permit
(DO NOT use staples or nails. Use BLUE TAPE or ZIP-TIES ONLY – Post 72 hours in advance)

IV. FOOD SERVICE / ALCOHOL

Will food be served? ☐ No ☐ Yes If Yes, what type? _____

☐ Caterer ☐ Potluck ☐ Meal ☐ Booths

Will food be sold? ☐ No ☐ Yes

Will open flame devices be used? ☐ No ☐ Yes

If Yes, what type? ☐ solid fuel (wood) ☐ combustible/liquid fuel

- **Proof of a permit issued by the Amador County Health Department is required if food is sold.**

Will alcoholic beverages be served at this event? ☐ No ☐ Yes If Yes, check all that apply:

Private Event ☐ Yes ☐ No

Open to the Public ☐ No ☐ Yes

Alcoholic Beverages will be sold ☐ No ☐ Yes

- **Proof of a license issued by the State Department of Alcoholic Beverage Control (ABC) is required UNLESS this is a private event, not open to the public and money is not exchanged.**

Have you already obtained a license to sell and serve alcohol from the State Department of Alcohol and Beverage Control? ☐ Yes ☐ No If Yes, check all that apply:

☐ Free/Host Alcohol ☐ Alcohol Sales ☐ Host and Sale Alcohol

☐ Beer ☐ Beer and Wine ☐ Beer, Wine and Distilled Spirit

- **Liquor liability insurance is required if alcoholic beverages are sold. Liquor liability insurance is required if alcoholic beverages are not sold, but served, and the duration of the event is up to or more than 5.5 hours.**

V. AMPLIFIED SOUND

Will the proposed Special Event use amplified sound? ☐ No ☐ Yes If Yes, what type?

☐ D.J. ☐ Live Entertainment ☐ P.A. System ☐ Other _____

Identify all vehicles that will use sound amplifying equipment (description and license plate number):

VI. ENTERTAINMENT AND RELATED ACTIVITIES

Does the proposed Special Event include live entertainment (bands, choirs, dance)? ☐ Yes ☐ No

If Yes, please complete this section:

Name(s) Performers/Bands/DJ	Type of Entertainment/ Proposed Stage
(example) <i>Carlos Santana</i>	(example) <i>Latin Jazz / Main Stage</i>

Does the proposed Special Event include the use of signs, banners, decorations or special lighting?

☐ No ☐ Yes If Yes, describe: _____

- **Fireworks, rockets, lasers or other pyrotechnics are not allowed.**

VII. TRASH RECEPTACLES AND RECYCLING PLAN

Describe your sanitation and recycling plan:

- **The City of Sutter Creek may require additional trash receptacles, especially if expected attendance is 400 or more or lasts longer than 4 hours.**

VIII. RESTROOM AND SANITATION FACILITIES

- **The City of Sutter Creek may require additional portable facilities at the applicant's expense, especially if expected attendance is 400 or more or lasts longer than 4 hours.**

IX. VENDOR INFORMATION

For each vendor, please include the following information (*attach additional pages, if necessary*):

Name	Service	Address	Phone Number	Business License / Health Dept. Permit #

X. PROPERTY OWNER'S CONSENT

No permit shall be issued unless the owner of the property upon which the proposed Special Event will be held, or that person's representative or agent, has first given their express written consent by signing below.

Printed Name _____ Address _____

Signature _____ Date _____

No permit shall be issued until this application is approved and is signed by an authorized representative of the City of Sutter Creek. A meeting may be required prior to approval. This event shall be conducted in strict accordance with all applicable local, state, and federal laws and regulations including but not limited to, the noise restrictions imposed under the Sutter Creek City Code upon amplified sound.

The applicant is required to comply with all City, County, State and Federal Disability Access requirements applicable to this event. The applicant will ensure ADA accessibility to parking, restrooms and a path of travel to the event for the duration of the event.

No alcohol may be served/sold at this event without approval from the Sutter Creek Police Department.

The City of Sutter Creek may require Police staff presence at the applicant's expense.

XI. CERTIFICATION OF APPLICANT

I declare that I am 18 years of age or older and the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the rules and regulations governing Special Events under the Sutter Creek City Code and I understand this application is made subject to the rules and regulations established by the City Council and/or the City Manager or their designee. I also understand that misrepresentation of facts will cause this permit to be null and void. I also understand that if an emergency Police or Fire response is generated to this event, I may be charged for Police or Fire services required.

I further declare that I am authorized to enter into this application for and on behalf of myself and the organization described above.

Signature _____ Date _____

XII. HOLD HARMLESS AGREEMENT AND RELEASE OF LIABILITY

Name of Special Event

Date(s) of Special Event

Name of Sponsoring Individual(s) or Organization

Mailing Address, City, State, Zip

email address

Telephone Number

_____ agree to indemnify, defend, and hold harmless the City of Sutter Creek, its elected officials, officers, managers, employees, agents, volunteers, and representatives from and against any and all losses, liability, claims, actions, causes of action, demands, lawsuits, judgment expense and cost(s) arising out of or in any way connected or related to the above-referenced Special Event, regardless of where the injury, death, damage, or other cause of liability may occur, unless such injury, death, damage or other cause of liability is caused by the sole negligence or willful misconduct of the City.

The Sponsoring Individual(s) or Organization agree to provide satisfactory evidence of, and shall thereafter maintain during the Special Event, such insurance policies and coverages in the types, limits, forms, and ratings required by the City Attorney or their designee. The City of Sutter Creek and its elected officials, officers, employees, agents, volunteers, and representatives shall be named as additional insured by endorsement in the Special Event's insurance policies. (\$1,000,000.00 to \$2,000,000.00 liability depending on the risk level of the event, naming the City of Sutter Creek as an additional insured). **Please attach.**

I intend my signature below to be a complete and unconditional release of all liability, and for such release to be as broad and inclusive as permitted by the laws of the State of California.

AUTHORIZED REPRESENTATIVE

(To be completed by individuals representing an organization or group)

I, _____, represent and warrant that I have the authority, right, and power to enter into this Hold Harmless Agreement and that I have obtained any and all consents, powers, and authorities, necessary to permit me to enter into this Hold Harmless Agreement on behalf of _____ and to bind this individual/organization.

This authorization shall remain in full force and effect throughout the duration of the Special Event.

Permittee:

Printed Name

Signature

Date