



SPECIAL EVENTS APPLICATION & PERMIT PACKET

PLEASE TAKE TIME TO REVIEW THE SPECIAL EVENTS PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

A Special Events Permit Application can now be completed online by visiting the City of Bakersfield's website at www.bakersfieldcity.us and clicking on the "Special Events Permit Application" link under the "Departments/Treasury" tab.

A Special Events Permit Application can also be printed online or obtained at:

**City of Bakersfield – Treasury Division
1600 Truxtun Avenue
Bakersfield, CA 93301**

For more information contact the City Liaison at (661) 326-3757 or email specialevents@bakersfieldcity.us. On behalf of the City of Bakersfield we thank you for contributing to the vitality of our community and offer you best wishes for a successful event!

PLEASE ALLOW A MINIMUM OF THIRTY (30) DAYS FOR THE PROCESSING OF THE SPECIAL EVENTS PERMIT APPLICATION.

ADVERTISING OF THE EVENT PRIOR TO APPROVAL OF ALL REQUIRED PERMITS IS STRONGLY DISCOURAGED.

INSTRUCTIONS

Completed Special Events Permit Applications must be received no later than thirty (30) days prior to the event start date and may be submitted as early as one year prior to the event start date. In general, and as referenced in Bakersfield Municipal Code 10.69.010, a Special Event is any commercial or business promotion or athletic event upon any public street, public sidewalk, public alley or other public place which does not comply with normal and usual traffic regulation or controls.

It is our goal to assist event organizers in planning safe and successful events that create minimal impact on the communities and residents surrounding the events.

RECREATION & PARKS

If you plan to hold your event at a City park or facility please contact Recreation & Parks to schedule your event, at (661) 326-3866 (FUNN). Rules, regulations and restrictions unique to each park/facility may apply.

PARADES

If you are holding a parade, you may obtain an application from the Bakersfield Police Department. Bakersfield Municipal Code (B.M.C.) 10.76.020 states, "It is unlawful for any person to conduct a parade in or upon any public street, public sidewalk, public alley or other public place in violation of this chapter, or without having first procured and maintained a valid permit from the traffic authority." (Ord. 3866 § 1, 1998) Please call 661-326-3960 at the Bakersfield Police Department to obtain a parade application and more information.

PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Event Organizer submits a completed Special Events Permit Application and Non-Refundable Permit Fee. During the initial application screening process you will be allowed time to provide all pending documents (e.g. Liability Insurance Certificate, secondary permits, etc.). Prior to any Special Events Permit being approved and issued, the City must receive all required documents referenced in this packet. Upon receipt of your completed Permit Application, a representative from the City will contact you. Thereafter, this person will serve as your City Liaison and will be your primary point of contact for the processing of your permit. You may be contacted individually by City Departments if they have specific questions or concerns about your event. Please be aware that in some cases you may need to contact federal, state, or county agencies in addition to the City of Bakersfield.

In some cases throughout the Permit Application Process you will be notified if your event requires any additional information, permits, licenses or certificates. Delays in providing the requested items often delay the ability to approve a Special Events Permit in a timely manner and may result in denial of the application.

Keep in mind that acceptance of your Special Events Permit Application should in no way be construed as final approval from the City of Bakersfield.

NON-REFUNDABLE PERMIT FEE

The Fee is established by resolution of the City Council and may not be waived.

CANCELLATION POLICY

Should the Event Organizer, for any reason, need to cancel their event they must first notify the City Liaison. Written notice of cancellation must be received by our office no later than thirty (30) days prior to the event start date. Cancellations must be in written form; verbal cancellations will not be accepted.

MODIFICATIONS/CHANGES TO EVENT

Any special event permit application that has been received or approved by the City should include all information that accurately depicts the proposed event at the time the application is submitted. Should circumstances arise that modify the event as depicted in the original application, the event organizer should immediately contact the City Liaison and request a modification to the application. A modification request may require additional review by City Departments and could result in additional requirements and costs. Approved permits for special events that have been subsequently modified without the review and consent of the City are subject to revocation.

REVOCAION OF PERMIT

Any permit issued pursuant to B.M.C. 10.69 shall be immediately revoked by the City Manager or his designee whenever he finds:

- That misrepresentations were made on the application; or
- That any of the terms or conditions of said permit have been violated, or that the business has been operated in violation of local, state or federal law;
- That the safety of persons or property requires such revocation;
- That the special event is interfering with the peace and quiet of the neighborhood. (Ord. 3807 § 1, 1997)

Please review the Special Event Permit Application Packet in its entirety. If you have additional questions please contact (661) 326-3757 or email specialevents@bakersfieldcity.us.

City of Bakersfield

Special Event Application

Application Number: _____

General Event Information			
Event Name:			
Event Dates:		Event Daily Operating Hours:	
Event Set up Date:		Event Setup Time:	
Event Move out Date:		Event Move out Time:	
Event Location:			
Event Website:			

Event Contact Information (Please provide a street address for each contact)

Event Organizer							
Name:				Organization:			
Street Address:							
City:			State:		Zip Code:		
Office Phone:		Cell Phone:		Fax:			
Email:							

Event Co-Organizer or Professional Event Planner							
Name:				Organization:			
Street Address:							
City:			State:		Zip Code:		
Office Phone:		Cell Phone:		Fax:			
Email:							

Event Representation for Public Information/Media contact			
Name:			
Primary Phone:		Secondary Phone:	
Email:		Event Website	

Prior Special Events Permits

Has the Organization had any prior permits issued by the City?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, were any prior permits revoked? (if so please describe why in the box below)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Event Organizer Tax Status

<input type="checkbox"/>	For Profit Organizer	<input type="checkbox"/>	Non-Profit Organizer with EIR Number, (Please attach IRS forms)		
Non-Profit Name:					
Street Address:					
City:		State:		Zip Code:	
Website:					

Event Description

Please use the space provided below to provide a detailed description of the purpose and activities included in your event. You may attach additional pages to this document if needed.

General Description of Event, Programs, or Activities (Check All Boxes That Apply)

<input type="checkbox"/>	Athletic/ Recreational	<input type="checkbox"/>	Festival/ Celebration	<input type="checkbox"/>	Fireworks, Pyrotechnics, Black Powder
<input type="checkbox"/>	Art Exhibit/ Display	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Farmer/ Craft market
<input type="checkbox"/>	Concert/ Performance	<input type="checkbox"/>	Information/ Exhibits	<input type="checkbox"/>	Outdoor Market
<input type="checkbox"/>	Alcohol Service and/or Sampling	<input type="checkbox"/>	Theatre Performance	<input type="checkbox"/>	Aquatics
<input type="checkbox"/>	Carnival/Circus	<input type="checkbox"/>	Fun Run/ Walk/Ride	<input type="checkbox"/>	Tent > 20' x 20'

Event Attendance Information

Total Attendance per Day:		Total Participants @ Event:		Total Staff/Volunteers @ Event:	
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Event Admissions Information

Will fees for admission, entry, vendor or visitor participation be required?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If no, please check the box that best describes your plan:	<input type="checkbox"/>	Free & Open to the Public	<input type="checkbox"/>	Private Event, Invitation Only
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Event Route Information

Is this event a Run, Walk, Bike Tour, etc.?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If your event is a walk, fun run, bike ride, or other activity with a specific route or competition area, you must provide a map of your route and describe the route. The plan should include information on where you will start and finish the event, staging areas, competition areas, loading zones, step off location, disbanding areas, etc. You must attach your **Traffic Plan** to this document. Make sure when developing your Traffic Control Plan that you follow the most recent Manual on Uniform and Traffic Control Devices.

Event Site Plan Information

The Event Organizer shall provide a detailed drawing of the site plan. The site plan shows the placement of temporary structures and equipment on public property and/or rights of way. The following information is required on your site plan. All Event Site Plans must be submitted using 8 ½" x 11" or 8 ½" x 14" white paper. If using Computer Assisted Generation (CAG) for the Event Site Plan, please ensure the use of Arial Fonts no smaller than size 10.

Please show:

- The perimeter of the entire venue, include the names of all adjacent streets or areas that are part of the venue; show all street closures and or/ lane closures associated with the site plan;
- The location of the fences, barricades and barriers,
- The access and egress points for the venue,
- The access and egress points for the tents and structures within the venue,
- The 20 foot wide fire lane (emergency access) throughout the venue,
- The locations of all stages, platforms, bleachers, grandstands, canopies, tents, portable toilets, trash containers, or any other temporary structure,
- The dimensions or size of the equipment and structures within the site plan,
- The cooking areas to be used for the vent, show the locations of food trucks or carts,
- The location of all alcohol points of sale (beer gardens or free flow plan, points of sale, etc.),
- The location of First Aid and Emergency Service Coordination Staff,
- The location of power sources of generators, show the distribution of power within the venue, generators must be cordoned off within the venue
- The locations of carnival rides, games, live animals, inflatables, or similar equipment
- The location of any/all fuel stations, show the location of propane tanks, natural gas lines, black powder storage, and pyrotechnics locations,
- The locations of parking for public, vendors, and VIP's, show where trailers or large trucks will be stored,

Please attach your **Event Site Plan** to this document

Event Parking Information

Total Guest Parking Demand:

Total Vendor/VIP Parking Demand:

Guest Parking Locations:

Vendor/Staff/VIP Parking Locations:

Event Traffic Management Information

It may be necessary for the Event Organizer to obtain a Professional Traffic Plan. Please keep in mind that streets must be closed from intersection to intersection.

You must attach a copy of your **Traffic Management Plan** to this document. Make sure when developing your Traffic Control Plan that you follow the most recent Manual on Uniform and Traffic Control Devices.

Event Site Services Information (Custodial Services, Comfort Stations, Waste & Recycling Management, Street Sweeping, etc...)

The Event Organizer must maintain a safe, clean and accessible environment for the event attendees. Describe your plan to provide custodial services, comfort stations, refuse collections and removal, recycling services, etc...

Event First Aid, Medical Services and Emergency Management Plans

The organizer is responsible for the safety and wellbeing of guests at their event. Please describe the plan to provide First Aid, Medical Services and Emergency Management should they be needed. Include staffing levels and staff assignments. Please use the space below to describe how you will provide these services. You may attach an additional document if necessary.

Crowd Management and Venue Security (Venue Access, Event Staff, Security Staff, etc...)

Please provide a detailed plan for venue and security management with the application.

Alcohol Control and Management Plans

<input type="checkbox"/>	No, no alcoholic beverages will be sold, sampled or consumed at this event
<input type="checkbox"/>	Yes, alcoholic beverages will be sold, sampled or consumed at this event

Reminder, your Special Event may be subject to alcoholic beverage permitting. Please contact the local office of the California Department of Alcoholic Beverage Control at **(661) 395-2731**.

Concessions Management Plans

The organizer has the ability to provide food, services and merchandise to attendees at their event. The event organizer is responsible to ensure the vendors obtain the appropriate equipment, personnel and permits required to complete this assignment.

Food Concessions

Will the event organizer provide food and beverage concessions as part of the program?

<input type="checkbox"/>	Yes, only to the participants in this event
<input type="checkbox"/>	Yes, to the general public. (You must obtain a Community Event Permit from Kern County Environmental Health and provide a list of the approved vendors.)
<input type="checkbox"/>	No food or beverages will be sold or provided at this event

Animal Plans

Will the event organizer require live animals to be included in this programmed activity?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes, please describe _____.

Insurance Requirements and Waiver of Liability for Event Participants

See the attached **City of Bakersfield Insurance Requirements**.

If this Event requires participants to complete a waiver of liability form, a copy of that form must be submitted to the City of Bakersfield and include the City of Bakersfield, its elected and appointed officials, officers, agents, volunteers, and employees released from all liability in the waiver of liability form. This form must be approved by Risk Management and the City Attorney's Office.

Statement of Affidavit

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under City of Bakersfield Municipal Code, and I understand that this application is made subject to the rules and regulations established by the City Council, and/or City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Bakersfield.

<input type="checkbox"/>	I understand that I must comply with the event application requirements provided by the City of Bakersfield
Event Organizer Signature:	
Event Co-Organizer Signature:	

Required Documents

- Traffic Plan
- Event Site Plan
- Waiver of Liability Form for Event Participants
- Insurance Documents
- Indemnification Agreement
- Special Event Application Agreement

TRAFFIC PLAN

It may be necessary for the Event Organizer to obtain a Professional Traffic Plan. Please keep in mind that streets must be closed from intersection to intersection; streets cannot be closed mid-block.

Please list the streets, from intersection to intersection, which will be closed for your event. Space is provided for up to three (3) entries. If you need more space please attach an additional sheet of paper with the requested information. Your Site Plan/Map must show all streets and closures.

1. Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: ___ Street Closure ___ Sidewalk Closure

2. Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: ___ Street Closure ___ Sidewalk Closure

3. Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: ___ Street Closure ___ Sidewalk Closure

INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

Event Name to be held on, _____
Event Date(s)

By _____ of _____
Event Organizer/Primary Applicant Host Organization

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Bakersfield, and the City of Bakersfield's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverage in the type, limits, forms and ratings required by the City's Risk Manager or City Attorney or their designee.

Print Name

Title

Signature

Date

APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement.

_____ I agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Bakersfield Municipal Code 10.69, known as the "Special Events", or any conditions or restrictions imposed upon the permit by the Bakersfield Police Department is cause for revocation of the Special Event Permit. Applicant further agrees that the Special Event Permit may be revoked at any time by the City Manager or his designee.

_____ I agree, upon request, to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional insured endorsement naming the City of Bakersfield, its officers, employees and agents' as additional insured. This document must be submitted no later than ten (10) days prior to the event start date.

_____ I agree to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound. The applicant shall notify all business owners located adjacent to any right-of-way which will be closed for the event. Proof of written notice shall be submitted to the city manager or his designee. (B.M.C. 10.69.030 C.) If the event will affect access to more than one business, the applicant must notify the Greater Bakersfield Chambers of Commerce. Notification also includes the posting of Temporary "No Parking" Signs on streets involved in closures for the event.

_____ I agree to supply warning signs and/or barricades and to situate them in such a position that the road closure may be maintained in a safe and orderly manner.

By signing below, I indicate as the Event Organizer or Host Organization an understanding and agreement to the above statements.

Print Name

Title

Signature

Date

CITY OF BAKERSFIELD

INSURANCE REQUIREMENTS

To the Special Event Applicant:

For the duration of your permit, you must maintain the following insurance from a company admitted to write insurance in the State of California and rated A-:VII by A.M. Best Company (or equivalent). The insurance must be primary and non-contributory, contain at least a 30 day written notice of policy cancellation or if there are any material changes in the policy language or terms. Some events may require higher limits of coverage based on the discretion of the Risk Manager.

1. Commercial general liability in an amount not less than One Million Dollars (\$1,000,000) per occurrence. If food is sold, products liability coverage in an amount not less than One Million Dollars (\$1,000,000) must be included. If alcoholic beverages are sold or served, liquor liability coverage in an amount not less than One Million Dollars (\$1,000,000) must be included. If participants, film extras, and/or spectators are involved, the certificate of insurance must specify that the commercial general liability covers participants, film extras, and/or spectators as applicable. An additional insured endorsement is required and must include coverage for the City, its mayor, council, officers, employees, volunteers, and agents under your commercial general liability policy.
2. Workers' compensation as required by the California Labor Code, if the permit holder uses its own employees in conducting the planned event or activity. Waiver of subrogation endorsement is required in favor of the City. If you are not required under the State of California Labor Code to maintain workers' compensation insurance, you must complete the Workers' Compensation Exemption Declaration following this section.
3. Automobile Liability in an amount not less than One Million Dollars (\$1,000,000) combined single limit covering owned, non-owned and hired autos, if automobiles are used in the move-in, setup, break-down, or operation of the event/activity. If you are using only non-owned or hired autos, a non-owned auto endorsement to your general liability policy is acceptable.

You must provide the insurance to this office at least ten (10) working days prior to your event/activity:

- Certificate of Insurance issued by your insurance broker-agent evidencing the insurance coverage applicable to your event/activity, the insurance must be primary and non-contributory with the cancellation provision on the certificate amended to read as follows: "Should any of the above described policies be cancelled before the expiration dates or if there are any material changes in the policy language or terms, the issuing company will mail thirty (30) days prior written notice to the certificate holder. In the case of cancellation for non-payment of premium, the issuing company will mail ten (10) days prior written notice to the certificate holder."
- Any written statements by you and/or your insurance broker-agent explaining the reasons why any of the above coverage is limited or why any of the applicable requirements have not been satisfied.

All certificates and endorsements must be submitted to:

**City of Bakersfield – Treasury Division
1600 Truxtun Avenue Bakersfield, CA 93301**

For your convenience, we have a facsimile machine within this department. The facsimile access telephone number is (661) 852-2041.

If you or your insurance broker-agent have any questions regarding these insurance requirements, please do not hesitate to contact Risk Management at (661) 326-3738.



Workers' Compensation Coverage Exemption Declaration

The undersigned (hereinafter referred to as "I" or "Me") hereby declares that the following is true and correct:

I am an individual or a company that has entered, or will be entering, into a Special Event Permit with the City of Bakersfield.

I am familiar with the terms of said agreement which require Me to maintain workers' compensation coverage as required by California Law.

I am familiar with the workers' compensation laws of California (generally contained in section 3700 of the Labor Code), including those provisions which provide for specific exemptions from the requirement that all employers must carry workers' compensation insurance, and I am exempted under the law from the requirement to maintain workers' compensation insurance coverage.

In addition, during the term of this Special Event Permit issues by the City of Bakersfield under said agreement, (i) I will not employ any person in any manner so as to become subject to the workers' compensation laws of California, or (ii) should I become subject to the worker's compensation provision of Section 3700 of the Labor Code for any reason, I shall forthwith comply with those provisions and send evidence of compliance to the City of Bakersfield.

Date: _____

Name: _____ Name: _____
(Print or type) (Signature)

Company Name (if any): _____

Title: _____ Telephone: _____

Warning: In California, failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000). In addition to the cost of compensation, damages may be assessed as provided for in Section 3706 of the Labor Code, including, but not necessarily limited to, interest and attorney's fees.