

# SPECIAL EVENT PERMIT APPLICATION



## WELCOME

The City of Suisun City offers a variety of outdoor facilities that are ideal for special events including community-based festivals, parades, seasonal celebrations, philanthropic events, or even large family gatherings.

Large special events often require City issued permits and have other requirements that ensure the safety of participants and minimize impacts to the surrounding neighborhoods. This application has been developed to help facilitate the planning of your special event. This application is also intended to help you understand the City's special event permitting process and the deadlines for submitting required documents.

The submission of a Special Event Permit Application does not constitute approval of your special event. The application must be submitted a minimum of 60 days prior to your event in order for the City to have adequate time to distribute the application to City Departments for their review and/or approval and to allow you to answer any questions posed by the Special Events Committee.

Uses that require equipment set-up in a park, beyond a typical picnic reservation, bounce house use, or uses that meet the following criteria require a Special Event Permit:

Area Type	Criteria
Community Parks	50 or more people participating in an organized gathering that is not a typical activity contained within a reservable area such as a picnic or athletic field use*.
Special Use Parks (i.e. Old Town Plaza, Sheldon Plaza, Courtyard at Harbor Square)	50 or more people depending on the park. <i>Requires staff consultation prior to submitting permit.</i>
<i>*Note: Multiple fields and/or venues for the same event that use passive areas of the site location require a Special Event Permit. Special Event Permits will not be approved for events occurring on the same day as Celebrate Suisun, the Fourth of July festivities, or Christmas on the Waterfront, and other traditional City-wide events.</i>	

Payment of the special event deposit and application fee is due when the application is initially submitted. The City will review your application and either approve, conditionally approve, or deny the application within 21 days of receipt.

Special Event Permit Applications that are conditionally approved will provide the applicant with specific information of any applicable fees for required services and/or any additional conditions of use. Payment of fees for any additional services required by the City must be made before the City will issue a Special Event Permit. The applicant shall ensure the Permit is available on-site throughout the duration of the entire event.

If a Special Event Permit is denied, the applicant will receive a full refund of their deposit. The application fee is **non-refundable**. If a Special Event Permit is not issued, based upon an applicant's failure to comply with required measures within specified deadlines, the applicant forfeits the full application fee, including the deposit.

Organizations that violate any requirements included in their approved Special Event Permit will be subject to the following:

- 1<sup>st</sup> infraction - \$250.00 fine
- 2<sup>nd</sup> infraction - \$500.00 fine and denial of future events
- Unauthorized use of City water - \$250.00 fine per event day

The cost of any damages caused by the event to City property and/or equipment will be charged to the Special Event Permit applicant/organization at a fee equal to the total cost of repair and/or replacement. Damage costs will be deducted from the deposit on file and any damage costs above the deposit amount will be billed to the applicant/organization with a payment due to the City within 14 days of date of invoice.

*Notable requirements:*

The City does not permit or allow the use of stakes or any in-ground securement for securing fences, structures, bounce houses, etc.

In the interest of safety and to prevent confusion related to utility markings on City streets, paths, or paved surfaces, only white chalk may be used when marking routes.

All route markings are to be removed at the end of your special event including the removal of all chalk markings on City streets and property. Failure to remove route markings may result in forfeiture of part or all of the event deposit. If damages exceed the deposit amount, applicant will be billed for outstanding amount with a payment due within 30 days of invoice.

## EVENT PLANNING CHECKLIST

The City of Suisun City is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Recreation, Parks, & Marina Department (RPM) at (707) 421-7200.

Below are the required forms and information that must be submitted to the City to obtain a Special Event Permit. In the Completed column, check all applicable completed items or write N/A for any items that do not apply to your event. Only complete applications can be accepted.

Requirement/Form	Required to Complete/Acknowledge	Completed
Applicant & Event Information	All Applicants	
Applicant Certification & Agreement	All Applicants	
Insurance Certification	All Applicants	
ADA Awareness & Compliance	All Applicants	
Alcoholic Management Plan	Events serving or selling alcoholic beverages. Potential need for Open Container Contact Alcoholic Beverage Control at <a href="http://www.abc.ca.gov">www.abc.ca.gov</a>	
Entertainment Related Activities	Events including musicians, performers, and/or amplified sound.	
Fencing	For questions about fencing or to make arrangements for an inspection, please contact <i>Suisun Public Works Department (707) 421-7340</i>	
Food & Product Concessions	Events involving the preparation and/or sale of food and beverage items. Potential need for Solano County Health Permit. (707) 784-8600	
Marketing/Advertising	All Applicants	
Parking Plan	May require Encroachment Permit	
Portable Restrooms	Events requiring a Site Plan and Route Map and/or all events expected to exceed 100 people in attendance.	
Safety & Security Plan	All Applicants – Provide detailed map	
Site Plan & Route Map	Events that will request street closures or will include use of streets, sidewalks, public parking lots, or vehicles in parks.	
Street Closure Approval	Events that will cause closure or block any street, delay or alter traffic movement (including pedestrian) on any street, highway, sidewalk, public parking lot or structure on an alley. These closures require a plan to be approved by the Suisun City Police Department and must be approved a minimum of 30 days prior to the event. Contact Suisun PD (707) 421-7373	
Stages/Platforms/Tents/Canopies/ Temporary Structures	Requirements will vary on event location and temporary structure size.	
Vehicles in Park	Events requiring special equipment OR that will require driving a vehicle into the park. <i>Contact RPM Department (707) 421-7200</i>	
Waste Management	All Applicants	

## APPLICANT & EVENT INFORMATION

**Event Name:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_  
**Event Location:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_ (include days of week and dates)  
**Event Time:** \_\_\_\_\_  
**Set-up time:** \_\_\_\_\_ am/pm  
**Clean-up time:** \_\_\_\_\_ am/pm

### **Applicant Information** (has primary responsibility for the event):

**Applicant's Name:** \_\_\_\_\_ **Title (if applicable):** \_\_\_\_\_  
**Name of Group/Organization (if applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Name of Alternate Event Contact:** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **Event Information**

**Event Type:** (please check all that apply)

- ☐ Fair/Festival      ☐ Parade/Rally      ☐ Race/Walk      ☐ Concert/Entertainment Performance  
☐ Sports/Recreation   ☐ Fundraising      ☐ Wedding/Reunion   ☐ Corporate Event/Training  
☐ Other: (please explain) \_\_\_\_\_

Is this an annual event for you and/or your organization?      ☐ Yes      ☐ No

If yes, how many years has the event been held? \_\_\_\_\_

If yes, where have the previous events been held? \_\_\_\_\_

Does the City of Suisun have a copy of your liability insurance covering the date(s) of your event? ☐ Yes ☐ No

### **Emergency Contact**

In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant information, please list below:

**Name:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

### **Permit Application Fee – For Office Use Only**

- ☐ Approved Partner Organization (\$28)      ☐ Resident (\$111)      ☐ Non-Resident (\$222)  
☐ Approved Non-Profit (\$56) must provide non-profit ID number

### **Event Deposits**

- ☐ \$222 - less than 100 people //   ☐ \$556 - 101 – 250 people //   ☐ \$834 - 251 – 500 people //   ☐ \$1,112 - 501 + people

## APPLICANT CERTIFICATION & AGREEMENT

I, \_\_\_\_\_, on behalf of the group or organization I represent, certify all forms and requirements of the Special Event Permit Application packet have been completed. I attest the information contained herein is accurate, to the best of my knowledge and belief. I further attest I have read all the rules, regulations and guidelines specified herein and which is included in this Special Event Permit Application packet.

I, \_\_\_\_\_, on behalf of the group or organization I represent, am authorized to commit said organization to abide by the rules, regulations and guidelines specified herein, and that I and/or my organization accepts all responsibility for any damage to City property and/or facilities, any payments for municipal services and/or resources as have been outlined or as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I further agree to provide the City with updated contact information as needed should the information change prior to or during the Special Event date.

In consideration of the requested Special Event Permit use, and upon my signature below, I and/or my organization do hereby agree to and represent the following:

1. I, and/or my organization, do hereby agree to, and shall, defend, indemnify, and hold harmless the City of Suisun City, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.
2. I, and/or my organization, take full responsibility for seeing the use of said City facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.
3. On the date(s) of \_\_\_\_\_, commencing at 12:01 a.m. and expiring at 12:00 midnight, I, and/or my organization, will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that insure I, and/or my organization, and the City of Suisun as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Suisun City as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

I, \_\_\_\_\_, on behalf of the group or organization I represent, understand various City Departments will review and/or comment, that department staff is aware of the request for a Special Event Use Permit, and the requirements for their respective departments have been met. If a department has any questions and/or the requirements have not been met pursuant to the Special Event Use Permit process, the processing of the permit application may be delayed. The City of Suisun City reserves the right to suggest and/or require additional conditions or corrective actions concerning, but not limited to, traffic and parking enforcement, litter control, insurance requirements, and facility scheduling to avoid conflicts with other scheduled activities. Only after each department has signed-off will the Special Event permit process be considered complete.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INSURANCE CERTIFICATION REQUIREMENT

As a condition of use, your organization must provide, at your sole expense, proof of insurance coverage including the required Additional Endorsement within 30 days prior to the start of your event/program. Insurance coverage and the Additional Endorsement shall be subject to approval by the City of Suisun City as to form and as to insurance company.

Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California must include:

1. Name the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers** as **additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants of your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be **PRIMARY** insurance with respect to the additional insured named above. Any other insurance available to the **City of Suisun City, its officials, officers, directors, employees, agents and volunteers shall** be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any deductible or self-insured retentions must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

**"The City of Suisun City, its officials, officers, directors, employees, agents, and volunteers are additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees. **This insurance is primary with respect to the additional insured.** Any other insurance available to the City of Suisun City, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

**You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker to assist you, your agent, and the City process the proper documents in a timelier manner.**

If you are not able to obtain this insurance on your own, you may be able to purchase insurance with the assistance of the City of Suisun City RPM Department

Your signature below indicates your receipt and understanding of each of the conditions listed above:

Printed Name of Authorized Representative: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Group/Organization (if applicable): \_\_\_\_\_

## **ACCESSIBILITY / ADA COMPLIANCE**

Event organizers are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act (ADA). All event venues, structures, and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in an accessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider access to the following as you plan your event:

- First Aid
- Information Center
- Parking
- Paths of Travel (to and from and inside event)
- Restrooms (see “Restrooms” for requirements on page 14)
- Hand Washing Stations
- Seating
- Signage
- Drinking Fountains
- Telephones
- Transportation
- Access to vendors (food/beverage/merchandise and information)

If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the Act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance.

For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

## **ALCOHOL MANAGEMENT PLAN**

If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate licenses from the California Department of Alcoholic Beverage Control (ABC) which is pre-approved by the Suisun City Police Department. The following rules apply:

- All alcohol must be sold and consumed within a controlled area per Suisun City Municipal Code 21.06.010 General Rules and Regulations and 21.10.020 Special Event Beverage Control Area Diagram.
- All parks unless specifically designated are alcohol free.
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, be of 21 years of age or older, must stay within the alcohol beverage containment area, and be wearing a wristband provided by the event host.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.



- Shots are not permitted.
- Alcohol cups must be served in marked paper or plastic cups and be distinguishable from soda cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.

Are you requesting permission to serve alcohol at your event?    ☐ Yes ☐ No

Does your event involve the sale of alcoholic beverages?\* ☐ Yes ☐ No

***\*If yes, an additional permit is required.*** You must apply for an Alcohol Beverage Control (ABC) license. To qualify for a Special Daily License, you must be an existing non-profit organization. Commercial enterprises and caterers are subject to different requirements.

Type of alcohol (check all that apply):    ☐ Beer    ☐ Wine    ☐ Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located (please include on site map):

Is the event open to all ages?    ☐ Yes    ☐ No

Explain how ID's will be checked, wristbands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? ☐ Yes ☐ No *If yes, explain:*

#### ENTERTAINMENT RELATED ACTIVITIES / AMPLIFIED SOUND

Amplified sound includes speeches, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, megaphones, similar devices or combination of devices which are powered by electricity or battery and which are intended to increase volume, range, distance or intensity of speech, music or other sound may require. The City of Suisun City requests that all music played during events is family friendly and radio edited versions of songs preferred.

Will your event include amplified sound? ☐ Yes ☐ No

Please note applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to residents within 200 feet of the event. The complete list of addresses notified and a copy of the delivered notice shall be returned to the Recreation, Parks, and Marina Department no later than 14 days prior to the start of the event.

Will sound checks be conducted prior to the start time? ☐ Yes ☐ No *If yes, what time:* \_\_\_\_\_

Describe the sound equipment that will be used at your event:

Are there any musical entertainment features related to your event? ☐ Yes ☐ No

\*If yes, please attach a performance schedule including performers/ bands/ DJ's, types of music and performance schedule.

Does the entertainment include inflatables? ☐ Yes ☐ No *If yes, explain:*

Does the entertainment include carnival rides or live animals? ☐ Yes ☐ No *\*If yes, explain:*

Does the entertainment include vehicles? ☐ Yes ☐ No *\*If yes, explain:*

*Drive on Permit and Fee may be required.*

### FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Suisun City Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- The City does not permit the use of stakes of any type or other in-ground securement for fencing.
- In addition to the main entrance, 2 exits shall be provided when the venue accommodates fewer than 1,000 attendees; 3 exits for 1,000-3,000 attendees; and 4 exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit widths shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18x24 inches, sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please Suisun Fire Department at (707) 425-9133.

Will your event include the installation of fencing? ☐ Yes ☐ No *\*If yes, indicate on the site map and explain:*

### FOOD & PRODUCT CONCESSIONS (VENDORS)

A "vendor" is defined as an organization or business that sells or advertises products/or services to event attendees. Generally, there are three (3) categories of vendors: 1) food/ beverage, 2) merchandise, and 3) information. A City of Suisun City Business License is required for vendors who wish to sell, expose for sale, or offer

for sale any food/beverage or merchandise in the City of Suisun City. You should require each vendor to provide you, the event organizer, with a copy of their City of Suisun City Business License and general liability insurance.

Does your event include food vendors? ☐ Yes ☐ No How many? \_\_\_\_\_

\*A Solano County Health Permit may be required from the Solano County Health Department. A copy of the Health Department approval must be submitted to the Special Events Coordinator at least 14 days prior to your event. Please contact the Solano County Health Department at (707) 784-8600 for more information.

What method(s) will be used? (check all that apply) ☐ Gas ☐ Electric ☐ Charcoal ☐ Other

\*A ground covering must be used in all cooking areas when ground covering is required by Health Department. Ground covering must be approved by Solano County Health.

What is your plan for disposing of grease, charcoal and/ or waste water?

Does your event include merchandise vendors? ☐ Yes\* ☐ No How many? \_\_\_\_\_

\*Contact the State Board of Equalization at (916) 445-2918 to determine the requirements necessary as the Event sponsor. Vendors who plan on selling products and/or services may be required to have a valid California seller's permit, and as the event sponsor, you may be required to maintain a record of each vendor's permit number. More detailed information on Special Event seller's permit requirements may be found online at the State of California Board of Equalization's web site: [www.boe.ca.gov](http://www.boe.ca.gov) Sample forms, including Seller's Permit Applications, may be downloaded.

Does your event include information vendors? ☐ Yes ☐ No How many? \_\_\_\_\_

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.) ☐ Yes ☐ No *\*If yes, explain:*

***A complete listing of all vendors may be required prior to the event date. The listing must include the vendor(s) business name, address, city, state, zip code, telephone number, business license number California seller's permit number.***

### MARKETING / ADVERTISING / PROMOTION

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date, location, or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled you may not hold the City of Suisun City responsible or liable for any costs incurred from your marketing, advertising or promotions.

Describe how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

Do you plan to advertise and promote your event beyond Solano County? ☐ Yes ☐ No *\*If yes, explain:*

Do you plan to include radio or television promotions? ☐ Yes ☐ No *\*If yes, explain:*

Do you expect a live broadcast or feed from the event? ☐ Yes ☐ No *\*If yes, explain:*

Do you expect media coverage? ☐ Yes ☐ No *\*If yes, explain*

#### **SIGNAGE**

No signage may be attached to trees, existing signage, buildings, light poles, fencing or facilities in any manner. All ground level signs prior to and during an event must meet ADA requirements for access.

The three marketing signs located at

- Pennsylvania Ave. and Highway 12
- Highway 12 behind the Post Office
- Corner of Sunset Ave. and Railroad Ave.

Are for exclusive use by the City of Suisun City for their annual events and the Suisun City Historic Waterfront Business Improvement District events.

Do you plan on using signs, banners, and/or searchlights as a source of advertisement? (See Municipal Code Section 18.44 for specific information on searchlights) ☐Yes ☐No *\*If yes, explain:*

**Note: Temporary off-site signs such as banners, A-frames, or other signage within the public right-of-way are not permitted.**

**PARKING PLAN**

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests. For example, if your event expects to draw a large number of bicycle riders, the City of Suisun City recommends event organizers reserve space for bicycle parking.

**PORTABLE RESTROOMS**

To ensure there are adequate restroom facilities for your event participants/attendees, 2 portable toilets are required for every 200 people attending your event. This requirement may be modified at the sole discretion of the RPM Department in alignment with Solano County Health guidelines. Please contact the RPM Department at (707) 421-7200 to help determine the number of additional restrooms needed and the placement of the restrooms.

Number of expected participants/attendees: \_\_\_\_\_

Note: If only 2 portable toilets are required, 1 must be fully ADA accessible. Otherwise, a minimum of 10% of the total number of portable restrooms provided must be fully ADA accessible.

Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Portable Toilet Company Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

## SAFETY & SECURITY

You may be required to hire City of Suisun City Police Department officers, a professional security company, or a combination of both in order to obtain your Special Event Permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

Do you anticipate having the need for event security to assist you with crowd control and/or traffic control?

☐ Yes ☐ No ***\*If no, explain why you do not feel the need for security?***

If yes, what form of security will you be using? *(check all that apply)*

☐ City of Suisun City Police Officers (only if mandated by Suisun City Police Department)

☐ Licensed professional security company

☐ Other: \_\_\_\_\_

Consult with the Suisun City Police Department at (707) 421-7373 about hiring extra-duty City of Suisun City officers no less than 21 days prior to your event. Subject to Police Department staffing availability.

If using a licensed professional security company, please complete the following:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Private Patrol Operators License Number: \_\_\_\_\_

City of Suisun Business License Number: \_\_\_\_\_

License to carry firearms: ☐ Yes ☐ No

Have you made provisions for on-site medical services? ☐ Yes ☐ No

***If yes, please describe your medical plan:***

## SITE PLAN, ROUTE PLAN, ROUTE MARKINGS

A scaled and complete site plan and/or route map is required to be submitted with your application. On your site plan/route map, please indicate:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas, including disabled parking with the event site.

3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/Information booths, first aid stations, etc.

#### **Route Marking Policies:**

1. No permanent route markings may be used.
2. When using chalk, only white chalk may be used.
3. All route markings must be removed on the day of the event.
4. White chalk markings on any surfaces must be washed/brushed off on the day of the event.
5. Route markings should be placed in a manner not to block the view of traffic.
6. A cleaning fee will be assessed after the event for non-removal of chalk markings the day of event or markings not authorized for use.

### **STREET CLOSURE**

You must contact the Suisun City Police Department **at least 30 days prior to the event**. Applicants will be expected to provide Suisun PD a Traffic Management Plan.

Applicants are responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory/detour signage. Street closure points must be manned at all times. In some cases, Suisun City Police Officers will be required to facilitate the closure at an additional cost to the applicant.

Applicants are responsible for providing written notice to all affected addresses. Written notice shall be made to all residents on the form provided with the permit application (or other form approved by the Suisun Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Suisun Police Department no later than 14 days prior to the start of the event.

Contact the Suisun City Police Department (707) 421-7373 for questions or more information.



### STAGES / PLATFORMS

Mobile stages are not permitted on the grass area of any Suisun City Park.

Will your event include the installation of stages or platforms? ☐ Yes ☐ No *\*If yes, indicate on the site map.*

How many stages? \_\_\_\_\_ What are the dimensions? \_\_\_\_\_

### TENTS / CANOPIES / TEMPORARY STRUCTURES

Tents larger than 200 square feet and canopies that are larger than 400 square feet must be inspected by the Suisun City Fire Department (707) 425-9133. The City does not permit the use of any type of stakes or in-ground securement for tents, canopies, or temporary structures. The following California State Fire Code regulations apply to tents/canopies of this size:

#### **Location:**

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide must be posted on the premises.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

#### **Tent/Canopy Material:**

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manor.
- Fire Extinguishers may be required by the Suisun City Fire Department.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent/canopy/temporary structure.

#### **Seating:**

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

#### **Exits:**

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? ☐ Yes ☐ No *\*If yes, indicate on the site map and explain:*

Number of tents/canopies: \_\_\_\_\_

Tent/canopy size(s): (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

### VEHICLES IN PARKS & PROMENADE

Vehicles are not authorized to drive in any grass/turf area or the Promenade without written approval from the RPM Department.

Are you requesting to drive on the Promenade? ☐ Yes ☐ No How many vehicles? \_\_\_\_\_

Are you requesting to drive on Park (turf)? ☐ Yes ☐ No How many vehicles? \_\_\_\_\_

Will you need to park vehicles in the park during your event? ☐ Yes ☐ No How many vehicles? \_\_\_\_\_

### WASTE MANAGEMENT & RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. All events are encouraged to use sustainable waste practices and recycling.

You, as the event organizer, are responsible for providing a sufficient number of garbage and recycling receptacles at your event. Republic Services can provide you with trash and organic waste dumpsters for your event. Republic Services can also provide recycling carts. Applicants must contact Republic Services at (707) 437-8900 at least 2 weeks in advance to request needed collection devices. All solid waste produced from your event must be removed.

Will you be providing additional dumpsters? ☐ Yes ☐ No *\*If yes, please identify the following:*

Total number of dumpsters: \_\_\_\_\_ Size of dumpsters: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please explain your plan for clean-up, recycling, and waste removal during and after the event:

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### APPROVALS

DEPARTMENT	NAME	SIGNATURE	DATE
FIRE DEPARTMENT			
HUMAN RESOURCES			
POLICE DEPARTMENT			
PUBLIC WORKS			
RPM DEPARTMENT			

Revised 16 July 2025