

# SPECIAL EVENT PERMIT GUIDELINES

**Purpose and Intent:** The purpose of the Special Event Permit Guidelines is to provide criteria for conducting Special Events on public property owned by the Mendocino City Community Services District (MCCSD).

**Permitted Uses:** Assemblages, public meetings, and other special events including festivals, carnivals, fairs, ceremonies, speeches, exhibits, tent or car shows, circuses, musical events, and other similar temporary outdoor uses.

**Special Event Requirements:** To receive a Special Event Permit, at least sixty (60) days prior to a public hearing the applicant must file an application with the District that meets the following requirements:

1. *Site Plan* must be submitted with the application showing the location of barricades, traffic control devices, portable toilets, seating, food service areas, source of electrical power, temporary signs and banners, temporary fencing, trash facilities, etc.
2. *Security Deposit* is required for all Special Events held on District property. A \$1,000 refundable security deposit shall be paid at the time the Special Event application is submitted. The District reserves the right, if necessary, to retain all, or a portion, of the Special Event Security Deposit and to bill the applicant the cost of District –incurred expenses, if any, in excess of the \$1,000 deposit amount directly related to the Special Event. To receive a refund of the security deposit after the event, the applicant must request a District inspection to verify the public property has been returned to its previous condition. Any refund will be within four (4) weeks of the inspection.
3. *Permit fees:* An applicant shall be charged a non-refundable administrative permit processing fee when a permit application is submitted. Applicant shall be responsible for the costs of cutting the grass on the public property where the Special Event is held and for a post event inspection to verify the public property has been returned to its previous condition.
4. *Insurance coverage* is required by an applicant for a special event on public property. Applicant shall provide appropriate liability insurance coverage in accordance with Attachment “A”.
5. *Public Hearing:* Special events on public property that occur for more than one (1) day are required to obtain MCCSD Board approval at a regular or special meeting of the Board of Directors. The Board may approve, conditionally approve, or deny the Special Event Permit.
6. *County Permits Required:* Thirty (30) days prior to a Special Event, applicant shall provide District with written confirmation from the Mendocino County Planning and Building Services that applicant has obtained all required permits from Mendocino County to make use of the District’s public property for the planned event. The MCCSD Special Event

Permit shall be null and void if applicant fails to provide such written documentation prior to the event.

7. *Food Permit Required:* If food is to be prepared at the Special Event, the applicant must obtain a permit from the Mendocino County Department of Environmental Health.
8. *Alcohol Permit Required:* The serving or selling of alcoholic beverages will only be allowed on public property with special approval from the District Board of Directors along with a "Daily License" from the State Department of Alcohol and Beverage Control ([www.abc.ca.gov](http://www.abc.ca.gov)), and a host liquor liability insurance policy.
9. *Hours of Operation:* The District may limit the hours of operation of the Special Event to be sensitive to the welfare of the surrounding neighbors.
10. *Noise Considerations:* Based on the reasonable judgement of the District Board of Directors or Superintendent, the applicant will be required to undertake appropriate measures to ensure that the level of noise associated with the Special Event will not disturb the neighboring residents' and businesses' right to the quiet enjoyment of their property.
11. *Parking for Special Events:* The District may require that the applicant make arrangements to provide a designated parking area for people attending the Special Event. This may involve providing advance notice to attendees of the Special Event to inform them of the location of the designated parking area and providing directional signs on the day of the event to direct people to the appropriate parking area. Applicant is required to provide traffic control personnel to ensure safe ingress and egress of vehicles from the parking area.
12. *Occupancy/Attendance:* The applicant must carefully estimate the anticipated attendance of the Special Event so that District can determine the appropriate conditions for the permit approval.
13. *Provisions for Trash Receptacles:* The applicant is required to provide appropriate trash receptacles for the Special Event.
14. *Clean Up After Event:* It is the sole responsibility of the applicant to remove all furniture, equipment, vehicles, trash and debris from the designated Special Event area within the timeframe described in the Special Event Permit.
15. *Portable Toilets:* Applicant shall have a sufficient number of Porta-Potties on site during the event to accommodate the needs of its attendees, and shall comply with all requirements of the Mendocino County Department of Environmental Health regarding sanitary facilities on the Property.
16. *Amendments to the Permit:* Once a Special Event Permit has been issued, any proposed modification to the Permit will be subject to approval by the District. Any modifications to the Special Event Permit must be submitted at least thirty (30) days prior to the event.
17. *Fire Marshall Inspection:* Applicant shall provide documentation from the Fire Marshall showing that proposed temporary structures (tents) meet fire code safety standards.
18. *Indemnification Clause* shall be signed by an applicant for a Special Event on public property as follows:

(Permittee)\_\_\_\_\_ shall indemnify, defend, save and hold harmless the MCCSD and its officers, officials, agents, and employees from and against any claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation)(hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out or recovered under the Workers' Compensation Law or arising out of the failure of Permittee to conform to any federal, state, or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that MCCSD shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the MCCSD, be indemnified by Permittee from and against any and all Claims. It is agreed that Permittee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of permission to hold the Special Event, Permittee agrees to waive all rights of subrogation against MCCSD, its officers, officials, agents, and employees for losses arising out of or resulting from the event.

I HAVE READ AND UNDERSTAND THE ABOVE \_\_\_\_\_  
(Signature of Applicant)

DATE \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the foregoing Special Event Permit Guidelines and hereby agree to comply with all terms, conditions, and requirements set forth therein.

\_\_\_\_\_  
(Signature of Applicant)