



# City of South Lake Tahoe Special Events Application

Using the *Special Event Guidelines* complete this Application for events proposed to be held in the City of South Lake Tahoe. Applicants must sign the statement on the bottom of the application form and submit an originally signed application to the South Lake Tahoe Community Services Department located at 1180 Rufus Allen Blvd, South Lake Tahoe, California. For more information and assistance, the department may be contacted at (530) 542-6197.

Applicants may complete this application form or provide all of the information in the same manner on separate sheets of paper provided each paragraph is identified numerically in accordance with this application.

**1. EVENT DESCRIPTION:**

- a) Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_
- b) Location of Event: \_\_\_\_\_
- c) Brief Description: \_\_\_\_\_  
\_\_\_\_\_
- d) Beneficiaries of Fundraising: \_\_\_\_\_
- e) Changes for this Year: \_\_\_\_\_

**2. EVENT DETAILS:** (Please provide details on each section)

**a) Event Time(s)**

Date: \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_ Set-up \_\_\_\_\_ End clean up \_\_\_\_\_  
Dates and times if varying start and finish times for each different days:  
Date: \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_ Set-up \_\_\_\_\_ End clean up \_\_\_\_\_  
Date: \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_ Set-up \_\_\_\_\_ End clean up \_\_\_\_\_

- b) **Attendance:** No. of Participants: \_\_\_\_\_ No. of Spectators: \_\_\_\_\_  
For Parades, expected number of vehicles: \_\_\_\_\_

c) **Notification.** How and when will affected businesses/residents be notified?  
\_\_\_\_\_

d) **Traffic.** What are your expected impacts on traffic and plans for managing them?  
\_\_\_\_\_

e) **Alternative Transportation.** Have plans been made to promote alternative transportation? (e.g. bicycling, public transportation) \_\_\_\_\_

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f) **Parking.** What provision have been made for parking participants, vendors, organizers, performers? \_\_\_\_\_

g) **Disabled Access.** What provisions will be made for people with disabilities? (e.g. parking and street access, pathways, washrooms, viewing areas)

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h) **Personnel.** What coordinators and/or volunteers are required? What are their roles and provisions for orientating the? \_\_\_\_\_

i) **Community Noise Impacts / Event Sound.** Are amplified entertainment, music and/or speeches included? \_\_\_\_\_. If so, applicants must provide a description of how the event will meet and stay in compliance with the City's noise regulations. For more information, see *Guidelines* and be prepared to address how event noise will be mitigated for community members. At the discretion of the City's Community Services Department Director and/or the City Manager, an event may be denied for failing to properly mitigate community noise. Additionally, any event promoter failing to comply with the approved sound mitigation plan as identified in the event permit may be fined and/or result in the cancellation of the event prior to or during the event. If event will have music and entertainment, attach an itinerary of the acts performing at the event to this application.

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j) **Sale or Handouts of Food, Beverages and Merchandise.** Will food, beverages and merchandise be sold or handed out? Please provide vendor names, products and locations. \_\_\_\_\_

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k) **Alcohol.** All sales of beer and liquor during an event require a license from California Alcohol Beverage Control Board ([abc.ca.gov](http://abc.ca.gov)) and a Special Alcohol Use Permit from the City of South Lake Tahoe (to be approved by the City's Community Services Department and the South Lake Tahoe Police Department). \_\_\_\_\_

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l) **Signs and Banners.** How will sponsors be acknowledged? Provide proposed sign/banner details. \_\_\_\_\_

m) **Temporary Structures.** If temporary structures are proposed to be utilized during the event, (e.g. tents, stages, portable toilets), include the description, size, dimensions and illustration of the type and the location of each temporary structure on the site plan (See #3).

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n) **First Aid Provision.** What first aid provisions have been identified?  
\_\_\_\_\_

o) **Safety.** What safety risks have been identified and how will they be addressed?  
\_\_\_\_\_

p) **Security.** What risks for crowd management and site security have been identified and how will they be addressed? \_\_\_\_\_  
\_\_\_\_\_

q) **Waste Management / Environmental impacts.** What waste or litter will be generated? What is your management plan for waste reduction, environmental protection and/or recycling? \_\_\_\_\_  
\_\_\_\_\_

### 3. SITE PLAN and/or ROUTE MAP

Attach a site plan that includes the event details as described in this application appropriate for a site map (location of temporary structure, traffic flow, parking, etc.). Clearly illustrate the entire event site, to scale, and attach to this application.

### 4. EVENT ORGANIZER CONTACT INFORMATION:

a) Contact Name: \_\_\_\_\_ (email) \_\_\_\_\_

b) Organization Name: \_\_\_\_\_

c) Organization Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

d) Phone: (Day) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

e) E-mail: \_\_\_\_\_

f) Event Planning Public Liaison Person:

Name: \_\_\_\_\_ 24/7 Phone: \_\_\_\_\_

(g) On-Site Liaison Person (must be available during event):

Name: \_\_\_\_\_ 24/7 Phone: \_\_\_\_\_

### 5. CITY SERVICES:

Describe any of the following support you expect to require and/or request.

a) Police: \_\_\_\_\_

b) Fire: \_\_\_\_\_

c) Use of City Park / Greenspace: \_\_\_\_\_

d) Street Occupancy: (e.g. road closure, metered spaces) \_\_\_\_\_

e) Use of City Equipment:

Safety Vests No. \_\_\_\_\_ Cones (12") No. \_\_\_\_\_ Cones (18") No. \_\_\_\_\_

(Other Festival Equipment may be available from Community Development)

f) Access to Water or Power: \_\_\_\_\_

**APPLICANT AGREEMENT AND SIGNATURE**

The applicant agrees to the conditions they have specified in this application, to the conditions of any required supporting permits and to changes made by the Special Events Office necessary to approve the final special event permit. If the applicant does not agree with the terms specified in the permit, they will notify the Special Events Coordinator within 48 hours after receiving the permit.

Please note that the City of South Lake Tahoe is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the Special Event Application Guidelines and agree to comply with them.

I/we acknowledge that I/we have received a copy of, read and understood the City of South Lake Tahoe’s Special Events Guidelines and agree to be bound by and comply with the terms and conditions.

By signing below, the event producer / applicant agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENTS**

- |                                   |                          |                 |                          |                       |
|-----------------------------------|--------------------------|-----------------|--------------------------|-----------------------|
| 1. Sound Management Plan          | <input type="checkbox"/> | <i>attached</i> | <input type="checkbox"/> | <i>not applicable</i> |
| 2. Schedule of performing artists | <input type="checkbox"/> | <i>attached</i> | <input type="checkbox"/> | <i>not applicable</i> |
| 3. Site Plan / Route Map (see #4) | <input type="checkbox"/> | <i>attached</i> | <input type="checkbox"/> | <i>not applicable</i> |
| 4. Production Schedule            | <input type="checkbox"/> | <i>attached</i> | <input type="checkbox"/> | <i>not applicable</i> |
| 5. Insurance certificates         | <input type="checkbox"/> | <i>attached</i> | <input type="checkbox"/> | <i>not applicable</i> |

**Please return application form to:**

City of South Lake Tahoe  
Community Services Department  
Attention: Special Event Application  
1180 Rufus Allen Blvd.  
South Lake Tahoe, CA 96150  
Phone (530)542-6197 Fax: (530)542-2981