



City of South Lake Tahoe SPECIAL EVENT Permit Application

Special events are an important component of the City of South Lake Tahoe. We are proud to put our community and its amenities on display for all to enjoy and visit as we celebrate what we believe is one of the finest cities in the nation to live and conduct business.

On behalf of the City of South Lake Tahoe we appreciate your interest in conducting a special event in our town and thereby adding to our sense of community!

INTRODUCTION:

Any organized activity involving the use of, or having an impact upon, public property, street areas, in a manner that varies from its current land use, requires a permit. It is our goal to assist event organizers in planning a safe and successful event that will create a minimal impact upon our citizens or neighborhoods surrounding the event. We hope you find these instructions helpful and you are encouraged to call the Community Service Department with any questions. You may call 530-542-6136 or email Paula Fleming at pfleming@cityofslt.us.

- **Submit Special Event Permit Application**
 - ✓ The applicant is responsible for submitting a completed special event permit application **no later** than ninety (90) days prior to the event date.

 - ✓ All other application requirements shall be submitted no later than thirty (30) days prior to the event date (ex. insurance, special licensing, etc...).

- **Application Fee (non-refundable)**
 - ✓ The application fee is due and payable at time of application submission.

- **Special Event Limit**
 - ✓ Generally, only one (1) special event will be authorized per day in the City of South Lake Tahoe unless specifically waived by the Chief of Police.

- **Event Staffing Costs**
 - ✓ New event applicants are responsible for the cost of all city staffing including, but not limited to, police and support services actual costs.

- **If Located on HWY 50**
 - If event will be on Hwy 50 you must contact Caltrans for an Encroachment Permit. This must be granted before the Police Department is able to approve the application for your event. The website is: <http://www.dot.ca.gov/hq/traffops/developserv/permits/>

SUMMARY OF EVENT

This section of the application is intended to provide the City an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including but not limited to print, electronic and Internet formats. Please complete the application carefully and completely.

DESCRIPTION

Event Title _____

Description _____

(This area should be promotional in nature)

Admission _____

(How will people be drawn to the event and gain admission?)

EVENT CATEGORY

Athletic/Recreation

Parade/Procession/March

Anticipated Attendance Total _____ Per Day _____

Anticipated Participants Total _____ Per Day _____

DATE/TIME

Set up	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle	Date _____	Time _____	Day of Week _____

HOST ORGANIZATION / CONTACT INFORMATION

HOST: _____

Applicant Name: _____

Address (Street): _____

City _____ State _____ Zip _____

Phone: Day _____ Cell _____

Email: _____

Has HOST contracted with an event management company to facilitate event? YES NO

EVENT MANAGEMENT COMPANY OR PROFESSIONAL ORGANIZER

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Cell _____

Email: _____

MEDIA CONTACT

(If different than public contact)

Name: _____

Phone: _____

ADDITIONAL VENDOR(S) CONTACT

Name: _____

Phone: _____

Name: _____

Phone: _____

Event Web Address and links: _____

EVENT NARRATIVE

(Please provide a detailed narrative description of your event including a time line from set up to dismantle. You may provide this information on a separate form if desired, check if additional sheets included)

SITE PLAN / ROUTE MAP

Please include a detailed map of the event (not hand drawn) to include but not limited to:

- An outline of the entire event including the names of all streets or areas that are part of the venue and surrounding area. If the event involves a moving route of any kind (parade, walk or march) indicate the direction of travel, all street or lane closures and locations where event volunteers will be posted.
- The location of barriers, fences and/or barricades. Indicate removable fencing for emergency vehicle access.
- The provision of 20' wide emergency vehicle access lanes throughout the event venue.
- The location of first aid facilities and ambulance parking areas if applicable.
- Placement of vehicles and/or trailers
- Exit locations for outdoor events that are fenced.
- Other relevant event components

REQUIRED STAFFING REQUIREMENT

When law enforcement staffing is required as a condition of approval for your event, the following notification is made:

Due to unanticipated staffing issues and availability, the police department is unable to guarantee the availability of law enforcement personnel for every special event. At times, it has been necessary to require an event promoter to hire required staffing from the South Lake Tahoe Police Department (SLTPD) in order to authorize an event. The Police Department's Community Service will determine and communicate a **Minimum Staffing Requirement** for your event.

As your event nears, **if** it is determined that the police department is unable to provide the minimum staffing required, the Community Service Department will communicate this to you and facilitate a meeting between you and the SLTPD in order for you to contract for any additional law enforcement staffing required.

- ✓ Applicant is required to pay the prevailing wage of the SLTPD and/or the involved City or staff.
- ✓ Applicant is required to meet the minimum staffing requirement.
- ✓ Failure to meet the minimum staffing requirement will result in the cancellation of this event.

Although this occurs infrequently, it is important that the Host understand the **Minimum Staffing Requirement**.

_____ (Print Applicant Name)

_____ (Applicant Signature Required)

ENTERTAINMENT AND RELATED ACTIVITIES

Are there any musical entertainment features related to your event?

If yes, please complete the following information or provide an attachment listing all bands/performers, type of music, sound check, performance schedule and contact name for band manager/member.

Number of stages: _____

Location of stages: _____

Number of performers/Bands: _____

Performer/band name and music type: _____

Will sound checks be conducted prior to the event?

Start time: _____ Finish Time: _____

Will sound amplification be used?

Start time: _____ Finish Time: _____

Will there be massage activities at your event?

Please describe _____

Does your event include any casino games, bingo games or raffles? Please

describe _____

ALCOHOL

Does your event involve the service or sale of alcoholic beverages for consumption during your event? (A separate application is necessary in addition to ABC and County Health permit requirements)

Please indicate the type of beverage:

Beer

Beer and wine

Beer, wine and spirits

Please describe your plan to ensure the safe sale or service of alcohol at your event. _____

INSURANCE REQUIREMENTS

(Attach copy of policy)

Name of Insurance Agency: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone _____

Policy Coverage Amount _____ Policy Number _____

Insurance certificate attached: Yes No **

**If not, explain _____

Insurance must be for a minimum of \$1,000,000.00.

Insurance certificate is required to have the following wording: "City of South Lake Tahoe, its officials, employees, agents and volunteers."

AFFADAVIT OF APPLICATION

I certify that the information contained in the foregoing application is true and correct, to the best of my knowledge and belief, and that I have read, understand and abide by the rules and regulations governing the proposed Special Event. Applicant agrees to comply with all other requirements of the City, County, State and Federal Government and any other applicable entity which might 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 South Lake Tahoe.

Print name of Applicant/Host organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____

CITY OF SOUTH LAKE TAHOE

Waiver and Indemnification Form

In consideration of submitting this application for a special event, which is generally described as a _____, to be held within the City of SLT on _____, I/(we) do so with the understanding that I (we) am fully responsible for the actions which occur at the above-mentioned special event, including spectators (if any), as well as the transportation to and from the special event, and that special event participants shall conduct themselves in an orderly manner during the special event. I (we) agree to abide by any decision of City Officials relative to the ability to safely participate in the special event.

I (we) are aware that the special event may be hazardous to persons and property and assume all risks associated with this special event, including, but not limited to, personal injury and property damage.

As the applicant for this special event permit, I (we) agree, on behalf of myself (ourselves), my (our) heirs and assigns, to release and discharge, indemnify, defend, and hold harmless the City of SLT, its officials, employees, agents and volunteers, from and against any and all claims, loss, liability, and damages (including reasonable attorney's fees) resulting from injury or death, or from damage to property arising out of or in any way connected with this special event, including actions by the City of SLT in providing a special event permit.

BY SIGNING THIS WAIVER AND INDEMNIFICATION, I (WE) ACKNOWLEDGE THAT I (WE) HAVE READ AND UNDERSTOOD THE FOREGOING, AND AGREE THAT I (WE), MY (OUR) HEIRS AND ASSIGNS SHALL BE BOUND BY THESE TERMS.

Applicant Signature: _____ Date: _____

Print Name: _____

As the authorized agent for (Event Name): _____

**This form to be provided to the organizer as a checklist before a permit or approval will be granted.*

Special Events Checklist:

Some special events will require the organizers to obtain additional permits, schedule additional personnel or schedule coordination meetings with various city departments. Any items checked below must be completed before a permit is issued. Failure to meet any of these requirements could result in the denial of the Special Event Permit.

Event Name/Organization: _____

Date of Event: _____ Location of Event: _____

Contact Person: _____ Phone #: _____

Please complete each item listed below

- _____ General Liability Insurance certificate with required endorsements
- _____ Cal Trans Permit (If required) i.e. Encroachment Permit
- _____ State of California Alcoholic Beverage Control Permit if selling alcohol.
- _____ Coordination with South Lake Tahoe Police Department for special traffic considerations or event security/staffing requirements.