



CITY OF NOVATO
APPLICATION FOR SPECIAL EVENT PERMIT



FOR OFFICE USE:

Date Application Received: _____ Application #: _____
 Free Speech Route #: _____ Pre-established Route #: _____
 Other Route or Location: _____
 Deadline for Approval (date): _____ (count 10 days from date of receipt of completed application for free speech or pre-established route, 15 days for all other applications).
 Date: _____
 Notice of Approval or Denial Mailed or Professionally Delivered
 Waiver of police fees granted: _____

BEFORE ISSUING PERMIT, CHECK:

1. Proof of payment of police traffic control fees:
2. Proof of payment of cleanup deposit (if required):
3. Proof of insurance coverage or insurance waiver:
4. Written consent of owner of private property for use thereof, if private property in Novato will be used for event:
5. The permit applicant or officer of sponsoring organization has signed the Hold Harmless Agreement:

INSTRUCTIONS FOR THE APPLICANT

1. Who needs a permit. Any person or organization who will conduct/sponsor a parade, athletic event (including bicycle or foot race) or other special event (e.g., carnival, fair, rally, block party, art/craft show) on City streets, sidewalks or alleys.
2. Exemption. You do not need a special event for a parade involving 40 or less pedestrians who obey all traffic signals and control, and cross crosswalks in units of 10 or less, allowing vehicles to pass between each unit.
3. Application fees. You must prepay an application fee to cover the costs of processing your application. the lowest application fees are charged for applications to use one of the "pre-established routes" or "free speech routes" already designed by the Police Department for both moving (e.g., parade or race) and stationary events (e.g., street fair).
4. Route/location of your event. You can select one of the Police Departments "pre-established routes" or propose your own route or location for the event. The pre-established routes have been designed by the

- Police Department to require a minimum of police officers for traffic control. Since the City charges police fees for officers assigned to traffic control, you may want to choose a pre-established route.
5. Police traffic control fees. You will be required to prepay the estimated cost of providing overtime police officers for traffic control at your event after your application is approved.
 6. Fee exemption. If the primary purpose of your event is First Amendment expression (for example, a parade to express support or opposition to a government action/policy) and the organization sponsoring the event cannot afford the costs of police fees, you can request a waiver of police fees. You should fill out the request for waiver form with this application, and must select one of the Police Department's "free speech routes" for your event. Please select a free speech route and write the number of the route on your application below.
 7. Insurance. To protect the City and the person/organization sponsoring the event, comprehensive general liability insurance coverage is required for the event. If your group does not already possess the required insurance, you can purchase insurance at reasonable rates from the City of Novato or purchase insurance from your own insurance agent. The amount/type insurance required will be explained when your application is approved, or ask the Police Department for a copy of Novato Municipal Code Section 15-4.3 governing insurance.
 8. Exemptions. Organizations sponsoring events whose primary purpose is First Amendment expression who cannot afford to purchase insurance can request a waiver of insurance coverage.
 9. Cleanup fees. A refundable cleanup deposit will be required for certain types of events to pay for City maintenance workers if the event site is not properly cleaned after the event.

(TO BE FILLED OUT BY APPLICANT)

Home Phone:

Applicant:	Name	Address	Day Phone
Alternate Person to Contact:	Name	Address	Day Phone
Who will be in charge of event:	Name	Address	Day Phone
Sponsoring Org. (if any):	Organization's Name	Address	Day Phone

Name of Officer of Sponsoring Organization:

Date(s) of Event: Time of Event: From: To:

Type of Event (e.g., parade, carnival):

Describe Planned Activities at Event:

Estimated Number of Persons at Event:

Estimated Number of Vehicles at Event:

Parking Spaces Required for Event:

Route or Location of Event: (Please Read Application Instructions)

Free Speech Route # , alternate free speech route #

Pre-established route # , alternate pre-established route #

Other route/location describing route including directions, or location of event including boundaries (attach any map of route/location)

Will portion of event occur on private property within City of Novato; if so, where?

Have you obtained written approval for use of the private property for event from its owners? Yes No . If yes, attach a copy of the written approval to this application. If no, you must file written approval with the Police Department before a Special Event Permit will be issued. State your name, date of event and application number on written approval.

Will there be any water aid stations for dispensing of beverages in disposable cups? No Yes . If yes, describe:

Will food/beverages/alcohol be served at event? No Yes If yes, describe:

Have you obtained a permit for the sale of food/beverages/alcohol? No Yes If yes, what governmental agency issued permit?

Will any animals be displayed/exhibited at event? No Yes If yes, describe number and kind of animals:

Will any structures (e.g., booths) be erected at event? No Yes If yes, describe:

Will there be any sound amplification equipment at event? No Yes If yes, describe:

Will monitors or security personnel be present at event? No Yes If yes, describe number and duties:

Have you obtained a business license to conduct your event from the City of Novato? No Yes
If yes, date license issued:

ADDITIONAL INFORMATION REQUIRED FOR APPLICATIONS TO CONDUCT A PARADE, BICYCLE RACE, FOOT RACE OR OTHER RACE, AND ANY OTHER EVENT ALONG A MOVING ROUTE

Assembly time Assembly location: Starting time
Disbanding time Disbanding location:
Describe vehicles/floats, (e.g., how many, how powered)

Number and type of marching units:
Intervals of space between units in feet :
Any animals in parade (describe):

I declare, upon penalty of perjury, that the above information is true and correct to my best knowledge.

Signature of Applicant

Date Signed

Insurance Requirements

The applicant/sponsor of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. Such insurance shall name on the policy or by endorsement as additional insureds the City of Novato, its officers, employees, and agents. Insurance coverage must be maintained for the duration of the event.

Coverage shall be a Comprehensive General Liability Insurance Policy.

Minimum limits required at time of application:

1. \$250,000 each person Bodily Injury
 \$500,000 each occurrence Bodily Injury
 \$100,000 each occurrence Property Damage

OR

2. \$600,000 each occurrence combined single limit Bodily Injury and Property Damage.

If food or non-alcoholic beverages are sold or served at the event, the policy must also include an endorsement for products liability in an amount not less than \$500,000. If alcoholic beverages are sold or served at the event, the policy must also include an endorsement for liquor liability in an amount not less than \$500,000. At any time when the insurance coverage required under this section may be purchased by a permit applicant through a City-held insurance policy, such coverage shall be made available to all permit applicants at the rates stated in the policy premium schedule.