



City of Lincoln Special Event Application

Applicant Information	
Name	
Street Address	
City, State, ZIP Code	
Day Phone	
Mobile Phone	
E-Mail Address	
Sponsoring Organization	
Contact Person "on site" day of and mobile number	

Event Information		
Event Title		
Event Date		
Event Location		
Event Hours	Start:	End:
Set Up	Date:	Time:
Break Down	Date:	Time:
Clean up finalized	Date:	Time:
Person responsible for clean up		Mobile #:
Estimated Event Attendance		

Overall Event Description
Briefly explain event and activities:

Parade/Street Closure Information

If closing streets names of streets to be closed:

	Between	And
	Between	And
	Between	And
	Between	And

Parade/Walk/Run Route (**map/s must be included with application for review**)

Number of Floats _____ Participants in Parade _____
Number of vehicles _____ Animals in Parade _____
For Animals, please describe what type, location and how animal waste will be contained and cleaned up.

Are you requesting a complete or rolling street closure? _____
Explain the requested street closure: _____

Route maps **must be submitted** along with your Special Event application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before your event will be approved.

Time of Street Closure	Start:	End:
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Parking restrictions requested: Yes _____ No _____

*“No Parking” Signs must be purchased, installed & removed by the Event Coordinator.
(see page 6 for blocked parking information) ALL STREETS MUST BE RE-OPENED BY MIDNIGHT (charges will occur)*

Staging Area Location: _____

Disbanding Location: _____

Event Details

Will there be any fenced areas pertaining to alcohol If yes, please describe?

Will there be a tent, canopy or other temporary structure at your event? If yes, please describe:

What is your cleanup plan after the event?

(Hourly cleaning rates will be deducted from deposit if extra cleaning if required.)

Entertainment Information

Will your event have amplified sound, DJ or live music? Please Circle one if applies.

Please describe any live entertainment staging or dance floor that will be a part of your event:

Will you have Inflatables at the event? Yes _____ No _____

You will be required to use a City Approved vendor (please ask for a list of vendors)

(See page 5 Jump House section)

Food/Beverage/Vendor Information

Does your event involve the sale or consumption of alcoholic beverages?

Yes _____ No _____

If yes, **Event applicant must contact the Lincoln Police Department (LPD) at (916) 645-4040** to secure approval from the Chief of Police. If approval is granted, LPD will issue an approval letter. Applicant must take the approval letter to Alcohol Beverage Control (ABC) to secure a one-day liquor permit.

Contact the Sacramento District Office at

(916) 419-1319 www.abc.ca.gov The permit issued by ABC must be displayed during the time alcoholic beverages will be sold and a copy will be required for the city permitting process and approval. (process may take 30-45 days)

Describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older:

Type of alcohol being sold/served

Beer/Wine

Liquor

Alcoholic beverages will be sold/served

Time (from):

Time (to):

Where will alcoholic beverages be sold/served? (location at event)

Will your event have Food Vendors? Yes _____ No _____ If yes,

Please contact The Placer County Health Department for permit requirements and instructions

(530) 475.2300 or visit www.placer.ca.gov

A TFF (Temporary Food Facility) or MFF (Mobile Food Facility) Permit is required by Placer County for food vendors AND the event organizer is REQUIRED to obtain a Community Event Permit if there are more than 1 food vendor per event. A copy of all permits will be required for The City of Lincoln permit approval.

Vendors selling nonfood items may require a Seller’s Permit from the state of California. The event organizer is responsible to make sure vendors are following state, county and city requirements. For more information contact

<http://www.businessportal.ca.gov> or 1-800-400-7115

Security and Volunteer Information

Please describe event procedures for both crowd control and internal security: Security is required when alcohol is being sold. 1 guard per every 250 guests present.

Security Company Name:

Phone Number:

Number of Guards:

If you are not serving alcohol, how will you ensure your event is secure and the crowd is under control? Utilizing volunteers? (All volunteers are required to sign a waiver and release of liability in favor of the city). If yes, how many _____ and in what capacity? _____

Event organizer is responsible for volunteer waivers and submitting them to the City of Lincoln Recreation department no later than 5 days after event. (Waiver on page 10)

Health and Safety Information

The City of Lincoln recommends one (1) chemical toilet for every 200 males and one (1) for every 100 females based upon the maximum number at your event during peak time. Hand washing stations are required as well. The American with Disabilities Act requires that 10% of all portable toilets be ADA accessible. Portable toilets must be removed by 7am the next day following the event. If your event is downtown, portable toilets cannot be placed in the alley behind businesses at Beermann Plaza or on any other private property. Toilets must be placed in valid parking stall for next day pick up or fees will be charged and or deposits held.

You will need portable toilets for events if location does not have adequate facilities to meet requirements. If so, please describe where they will be located and (place on event map)

Portable restroom supplier:

Contact Information:

Beermann Plaza Rental

The Lincoln Area Archives Museum is located in Beermann Plaza and has the ability to rent its restrooms for events. YOU MUST contact the museum at **916.645.3800** as soon as possible for availability and pricing. If not available for your event you must secure portable toilets.

You need a First Aid kit on site for event. Larger first aid station may be required depending on size of event (location on map please)

Name/Contact Information of first aid provider (if using) _____

Will you have an event Command post? Yes _____ No _____

If yes, where will it be located? (location on map please)

Event	Fees
Minor Event	\$150 with application
Major Event	\$300 with application
Any additional costs incurred will be invoiced to applicant and must be paid prior to permit approval.	

- A **Minor Event** - This type of event is defined as a public event which requires completion of a Special Event Application and a Special Event Permit. A SEI meeting will not be required. Other items may be required depending on the type of special event. Fees and deposit of \$250 are due at submittal of application.
- A **Major Event** - This type of event is defined as a public event which may include street closures and/or sales/consumption of alcohol. This type of event requires the completion of a Special Event Application, a Special Event Permit, and a SEI meeting. Other items may be required depending on the type of special event. Fees and deposit of \$500 are due at submittal of application.
- A **Jump House** may be added to your event for an additional \$30 (per inflatable) and may be placed in approved Lincoln locations. All jump house vendors must be on our approved list. To become approved they must complete a site walk-through and supply the City of Lincoln with a certificate of insurance.
- If your event includes use of a rentable outdoor area or City Service then necessary rental fees will be additionally charged. Additional areas include: Plazas, Park Gazebos and City Athletics Fields. (see below)
- Electrical outlets are located at certain locations; if needing power for bounce houses, bands, etc., generators must be used and arranged by event organizer. The City of Lincoln does not service electrical problems or issues for events. Outlet usage is done at own risk.

City Services, Equipment Requests & Additional Rental Areas			
X	Service/Equipment	QTY Requesting	Cost (Internal use only)
	A – Frames		\$
	Cones		\$
	Traffic Control Personnel		\$
	Dumpster(s)		\$
	Trash Cans		\$
	Other (please list)		\$
Total Cost of Services & Equipment			\$

Facility	Unit Cost	Time Requesting	Total Cost
Beermann Plaza	\$30/hr		\$
McBean Park Gazebo (includes adjacent park space)	\$30/hr		\$
Athletic Field/Park Space	\$25/hr		\$
Other (please list)	Master Fee Price (internal use only)		\$
	\$		
Total Cost of Facility Rentals			\$

Event Map

An **Event Map** of your event **must be included with your application** identifying the location of all items listed below that apply to the event in order to accept application. Map **must** be a **google image** type of map. **(No hand drawn maps accepted)** It is important for City staff to have a clear understanding of the event in order to permit.

_____ Route (for parades, fun runs, bicycle races, etc.). Designate staging area as well as beginning and end of route. Use arrows to indicate direction of route.

_____ Entertainment and/or stage locations & Sound amplification – location of amplifier and all speakers

_____ Alcoholic beverage concession area(s) including fencing (if being sold a one-day liquor permit is required and must be displayed)

_____ Non-alcoholic beverage, food concession area(s) & Merchandise sales area(s)

_____ First aid facilities & Event coordinator's command post, Temporary structures or other (list and describe on map)

_____ Portable toilets (indicate number of toilets _____)

_____ Event participant parking area(s), including entrances, exits and traffic circulation including access for disabled.

_____ Trash container (# trash cans _____; # dumpsters _____)

Promotion Information

You must receive Conditional Approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.

- The City of Lincoln provides a community calendar of upcoming special events on our website. Staff will automatically add your event to the calendar **unless declined**.

Are you DECLINING our Calendar Post? Yes _____

Mitigation of Impact on Others

The size and scope of an event can potentially impact those in the surrounding area. Steps are required to be taken in order to mitigate this impact and access to residential neighborhoods, businesses, places of worship, public facilities and to ensure emergency vehicle access.

PARKING

- No Parking Signage – If existing parking spaces will be blocked by your event, you as the organizer will be required to purchase and display “No Parking” signs over every impacted space. Signs are required to be displayed 48 – 72 hours in advance of your event. City staff will verify compliance 24 – 48 hours in advance. Non-compliance will result in your event permit not being approved and forfeiture of all fees and deposits.

*Please note you may be required to provide a **Parking Plan** that includes a diagram illustrating the parking available for local residents, local businesses and their customers, event staff, event attendees and those with disabilities.*

STREET CLOSURES

You will be required to notify all businesses and residents affected by a street closure. A street closure notification sheet requiring signatures from those affected will be given to the event applicant when requesting a street closure. Signatures must be submitted at least 30 days in advance of event date and are required for final permit approval.

All street closures require that at least 20ft of clearance be maintained through the middle of each street for emergency vehicle access.

ADA Accessibility

Special Events must be assessable to persons with disabilities. Please visit www.ada.gov for additional information.

ADA Parking: There is ample accessible public parking available in the City of Lincoln's public parking lot near the event on a first come, first serve basis to vehicles displaying a handicap plate or placard.

Emergencies: Should an emergency arise; staff and volunteers will assist in making calls to get assistance. AMR Ambulance service is aware of the location of our event. There will be a First Aid box located at the event.

Restrooms: We plan to use existing facilities and/or (if porta-potties are brought in, include the following) event organizer, will provide Porta-Potties to be placed at the event, one of which will include ADA compliant features.

Service Animals: Placer County Environmental Health code prohibits animals near the food service areas; however, service animals are allowed. Your event accommodates all participants and visitors, including those with special needs.

If fencing the area, event coordinators must have ramp access for ADA participants. (Please add to map)

Cancellation Policy

To cancel events, notify the City of Lincoln special events coordinator. Written notice of cancellation must be received by mail or email no later than 7 calendar days prior to the event start date. Verbal cancellation will not be accepted.

The Special Event Permit Application fee is Non-refundable. It is possible that fees related to other City services may still be incurred. Cancellation fees will be deducted from invoice.

Indemnification

1. Any organization or individual/applicant reporting false information, or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of the rental fee and/or security deposit. *If damage exceeds the deposit fee, the applicant shall be responsible for all costs and will be billed by the City for any costs incurred.*
2. To the greatest extent allowed by law, the applicant agrees to indemnify, defend and hold harmless the City of Lincoln, it's agents, officers, and employees from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any persons or damage to property or third persons arising out of or any way connected with the special event and applicant's rental and use of the City's facilities, except to the extent caused by negligence of the City.
3. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.
4. The undersigned has read and understands the conditions contained herein and made part of the rental agreement, and agrees to all of the aforementioned rules, regulations, and conditions of use for Lincoln City and its facilities.

ADDITIONAL Information and Requirements

- Reservations for a special event may be made a maximum of 1 year in advance and must be made a minimum of 3 months in advance. (a late fee may apply for those requests less than 90 days from event date)
- Applications may require review by the Special Event and Incidents (SEI) Committee for approval or denial.
- Need for review is based on size, scope and impact of event.

A certificate of insurance must be submitted with the City of Lincoln Recreation Department as a condition of the permit. The Event Coordinator shall procure and maintain a one-million-dollar general liability insurance policy naming the City of Lincoln as an additional minimum insured. (See details on page 10 & 11)

General Liability	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Liquor Liability (only when alcohol is Provided)	\$1,000,000 per occurrence
	\$2,000,000 per occurrence

Policy must be primary and non-contributory

- Policy must contain waiver of subrogation
- A 30-day notice of cancellation (10 day for non-payment) must be provided
- The policies may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible.
- All Self-Insured Retentions must be listed on the certificate.

A certificate of insurance listing the required coverage and naming the City of Lincoln as Certificate Holder.

The Certificate should be addressed to:

City of Lincoln 600 Sixth Street Lincoln CA 95648

POLICE - In some cases, the hiring of officers from the Lincoln Police Department (LPD), a professional security company, or a combination of both may be required by the Recreation Department in order to obtain approval for your event. The LPD determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event. **LPD may not be available for events due to limited staffing.**

FIRE - The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters.

TRASH - Depending on the size and scope of event, trash receptacles and dumpsters may be requested. You must properly dispose of waste and garbage throughout the term of the event and immediately upon conclusion of event.

Event coordinators will need to supply own trash liners (30 gallons) for the receptacles for the event.

WASTEWATER - Please provide a plan for the disposal of all wastewater and other liquids to keep them from entering the City's storm drains. Dumping wastewater down city drains is prohibited.

OTHER

- There are no vehicles allowed on turf areas of City property. Must hand cart items onto turf.
- Use of golf cart type vehicles can be approved for event if requested.
- There is no smoking allowed in the City of Lincoln public areas.

Initials and Signatures

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Special Event Permit may result in cancellation or early termination of the special event.

_____ Event sponsor agrees to abide by all of the terms and conditions contained in this application and any permit(s) issued in connection with the special event. Including ADA requirements.

_____ Event sponsor agrees to abide by the City of Lincoln Insurance Requirements

_____ Event sponsor agrees to pay the cost of all fees and City provided services, staff and equipment.

_____ Event sponsor agrees to pay to the City of Lincoln all costs the City may incur as a result of any failure to fully comply with all of these conditions.

_____ Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/ or amplified sound.

_____ Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this Special Event Application is true and correct to the best of applicant’s knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

_____ Issuance of a Special Event Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits (such as ABC or TFF)

_____ Applicant’s signature below signifies that applicant has read and understands ALL the rules and regulations.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

Group One Chairman of the Board, President or Vice President

Group Two CEO, Secretary or Treasurer

If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.

BY: _____ Date: _____

Print Name: _____ Its: _____ and

BY: _____ Date: _____

Print Name: _____ Its: _____

Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed):

Signature:

Date:

Submit application to City of Lincoln Recreation Department - Special Events 2010 First Street Lincoln, CA 95648

City of Lincoln
City of Lincoln 600 Sixth Street Lincoln CA 95648

Volunteer's Release of Claims, Waiver and Hold Harmless Agreement

Committee/Event: _____

Name of Volunteer: _____

Name of Parent/Legal Guardian (if volunteer is under 18): _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Email: _____

Emergency Contact Name and Phone Number: _____

ALL VOLUNTEERS MUST COMPLETE AND SIGN THIS RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT.

On behalf of myself, my children, spouse, heirs, family, successors and assigns, I voluntarily assume any and all risks arising out of or connected with my participation as a volunteer in the above-referenced event. I forever release, waive and hold harmless the City of Lincoln, its elected officials, employees, agents, and insureds (the "City") from any and all claims, injuries, losses, costs, damages, attorney's fees and causes of actions that may result from my participation in the event. I understand there may be large and unpredictable crowds, animals, fireworks and situations may occur that may result in injury to me, including physical and emotional injuries, exposure to communicable disease and illness up to and including permanent disability or death.

I knowingly waive the provisions of California Civil Code § 1542 which reads:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release which if known by him or her must have materially affected his or her settlement with the debtor.

I understand the significance of my waiver of Section 1542. I acknowledge that if I or my property is injured, damaged, or becomes ill or worse, neither I, my legal representatives, children, spouse, heirs, assigns nor estate will be able to make claims against the City for those damages and injuries.

I agree and understand this agreement is intended to be as broad and inclusive as permitted by the laws of the State of California, and if any portion of this agreement is invalid, it is agreed the remainder of this agreement shall continue in full force and effect.

I have carefully read this agreement, fully understand its contents, and agree to each statement set forth herein. I am aware that this is a release of liability and a contract to hold harmless the City from all liability, losses and damages I may suffer.

Dated: _____

Signature

If under the age of 18:

Dated: _____

Signature of Parent/Legal Guardian

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
SAMPLE FORM	

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section 8 – Who is An Insured is amended to include, as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- Your acts or omissions; or
- The acts or omissions of those acting on your behalf.

In the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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Page 1 of 1



CERTIFICATE OF LIABILITY INSURANCE

DATE: 10/10/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R.V. Nuocio & Associates, Inc. 10148 Riverside Drive Toluca Lake, CA 91602 (800) 364-2433	CONTACT NAME PHONE FAC. NO. EXT. FAX ADDRESS INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 00000
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN EXCEEDED OR PAID UNDER.

LINE	TYPE OF INSURANCE	ACORD FORM	W/O	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLASH-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Incl			5185482647 Certificate #: 5480	10/11/2014	10/12/2014	BODILY INJURY \$ 1,000,000 PROPERTY DAMAGE \$ Incl MED. EXP. (Any one person) \$ None PERSONAL & ADV. INJURY \$ Incl GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Incl COVERED SINGLE LIMIT \$ U.S. AGGREGATE \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ DED. / RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETARY PARTS/REPAIRS/RECOILS/PROPELLERS EXCLUDED Mandatory in MS If any, describe under DESCRIPTION OF OPERATIONS below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Use ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured: Sunshine Hotel, its officers, directors, and agents.

CERTIFICATE HOLDER Sunshine Hotel 11549 4th Ave San Diego, CA 92131	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Robert V. Nuocio
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ACORD 25 (2010/05)

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