



CITY OF DELANO

Special Event Permit Application

Date Received: _____ Received By: _____

Fee Paid (See Estimated Itemized Fee Sheet): _____

Note: Pursuant to Municipal Code 10.24.030 Applications must be submitted for consideration at least twenty (20) calendar days prior but not more than one hundred twenty (120) days before the event. (Exemptions: Block Parties must be submitted at least ten (10) days prior.)

In an effort to expedite processing of this Special Event Permit Application, and to eliminate unnecessary delays to the applicant, Human Resources/ Risk Management Staff **will not** accept any incomplete applications.

In the event errors or omissions are discovered, the application will be deemed incomplete and will be returned to the applicant for revision.

Property Owner (attach sheet if more than one property owner):

Name: _____ Phone: _____

Address: _____
Street, City, State, Zip Code

Applicant (attach sheet if more than one applicant):

Name of Organization: _____

Name: _____ Phone: _____

Address: _____
Street, City, State, Zip Code

Proposed Event:

Event Location (property address): _____

Type of Event: _____

Event Date(s): _____

Event Start and Finish Time(s): _____

Note: Building Permits, Business Licenses and/or Health Permits may be required for some events. The fee(s) for these items are not included in the fee calculation for Special Events.

Insurance Requirements (If using Public Facilities):

The City of Delano requires the following minimum insurance coverage for all Special Events held within the City's jurisdiction:

<u>Type of Coverage</u>	<u>Description</u>	<u>Policy Limits</u>
<i>Commercial General Liability:</i>	Each Occurrence	\$1,000,000
	Medical Payments	5,000
	Personal and Advertising Injury	1,000,000
	General Aggregate	2,000,000
	Products/Completed Operations	
	Aggregate	2,000,000
	Damage to Premises Rented to You	500,000

Liquor liability coverage required for consumption or sales of alcohol

The "City of Delano, its officers, agents, employees, successors and assigns" must be named as an additional insured on all certificates of coverage.

Food Booths:

If you intend to sell any type of food that is not sealed in pre-packaging you will need a permit from Kern County Environmental Health; they may be reached at (661) 862-8700

Proposed Diagram of Event:

Please provide a proposed diagram of the event, including proposed parking, vendor booths, etc. If the event includes a parade or procession you may want to consider the pre-approved route that is included, with this packet.

Public Dance/ Amplified Sound:

Complete this section if a public dance is part of your Special Event or you intend to have amplified sound.

Type of Event:

- ❖ Invitation Only (Private/Free) _____
- ❖ Open to the Public (Paid Admission) _____
- ❖ Private (Paid Admission) _____
- ❖ Open to the Public (Free) _____
- ❖ Other (Specify) _____

Estimated Attendance: _____

Live Music (Band): _____

Amplified Sound (DJ): _____

Alcohol: Yes _____ No _____

If yes, and you intend to sell alcohol you will need to do the following:

- 1) Obtain approval and a letter from the Delano Police Department to sell Alcohol ***(Request must be filed no less than fifteen (15) days nor more than thirty (30) days prior to the time of the proposed use.)***
- 2) Submit the letter to Kern County's Alcoholic Beverage Control office located at:
4800 Stockdale Highway, Suite #213
Bakersfield, CA 93309
Phone: (661) 395-2731 or E-mail: BKF.Direct@abc.ca.gov
- 3) Submit proof of the permit with this application.

Security (must be licensed to operate in the City of Delano):

Security Agency Stamp/ Signature: _____

Number of Security Officers Assigned: _____

I certify that I am the owner or authorized agent and that the Special Event Permit Application filed, in its entirety, is true and correct to the best of my knowledge.

Property Owner's Signature: _____ **Date:** _____

Applicant's/ Authorized Agent's Signature: _____ **Date:** _____