



CITY OF DELANO

Public Parade, Assembly, March or Rodeo 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.

In an effort to expedite processing of this Public Parade, Assembly, March or Rodeo 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): Profit: _____ Non-Profit: _____

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.

Proposed Diagram of Event:

Please provide a proposed diagram of the parade, assembly, march or rodeo; you may want to consider the pre-approved route that is included, with this packet.

Amplified Sound:

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

Estimated Attendance: _____

Live Music (Band): _____

Amplified Sound (DJ): _____

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:** _____

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.