



CITY OF PLEASANT HILL

PHONE (925) 671-5209	www.ci.pleasant-hill.ca.us	100 Gregory Lane Pleasant Hill, CA 94523
FAX (925) 682-9327		

SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS (Pleasant Hill Municipal Code Chapter 6.20)

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below and should be drawn to a normally accepted scale size. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Required <i>(if not marked with an "X" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee/Deposit</u> - check payable to the City of Pleasant Hill.	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<u>Written statement</u> - describing the special event in detail and what the reasons are for the project including the city's potential benefits and costs.	1
X	<u>Special event checklist</u> – completed and signed.	1
X	<p><u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain information listed below unless the City determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read.</p> <p><u>Site plan shall include the following information:</u></p> <p><i>Legal boundaries</i> - boundary lines, right-of-ways (streets), trails, paths, and the like.</p> <p><i>Streets and lots</i> –adjacent and nearby street and lots, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, and number of parking spaces for the event.</p> <p><i>Buildings</i> - all existing buildings. Include their building footprint and location.</p> <p><i>Structures</i> – Existing or proposed temporary structures including tents, booths, amusement rides, garbage facilities, bathrooms facilities, etc. Include their footprint, location and use.</p>	7-11"x17" sets

X	<u>Temporary signage</u> – Details (including number, size and content) of any proposed temporary signage associated with the special event.	1
O	<u>Cost recovery agreement</u> – Agreement for payment to the City for special event processing and activities required by City staff as part of the special event. Signatures to be notarized.	1
X	<u>Hold harmless</u> – Hold harmless declaration signed and submitted.	1
X	<u>Insurance</u> – Insurance declaration signed and submitted and proof of insurance provided in compliance with City insurance requirements.	1
X	<u>ADA guidelines and written statement</u> – Indicate clearly what plans, actions or procedures you have taken to ensure that the event is accessible to persons with disabilities.	1
O	<u>Waste management plan form</u> – completed and signed.	1
X	<u>Fire Department Clearance</u> - Proof of Contra Costa Fire District clearance for the special event.	1
X	<u>Additional submittal requirements</u> – See the following pages for additional submittal requirements based on the special event type.	1

Block Parties Additional Submittal Requirements		
Required <i>(if not marked with an "X" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Street identification:</u> A map that identifies the street(s) to be closed, including the extent of street closure. Note: Only streets classified by the City as a residential or neighborhood street (not a collector or arterial street) may be used for a block party or similar type of event.	1
X	<u>Neighborhood petition:</u> A petition in favor of the event signed by at least half of the residents and businesses on both sides of the street to be closed.	1
X	<u>Notification of street closure:</u> A notice for affected neighbors and businesses of the event and shall include the time, date and areas closed.	1

Parades, Races, Runs, Walks Additional Submittal Requirements		
Required <i>(if not marked with an "X" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Map of Route:</u> A map showing the route of the proposed event, including identification of all streets along the route. A parade, race, run or walk shall not occur on City classified arterial streets between the hours of 7:00am to 9:00am and 4:00pm to 6:00pm, Monday through Friday (not including City identified holidays).	

Farmers Markets Additional Submittal Requirements		
Required <i>(if not marked with an "X" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
O	<u>City Council authorization</u> – Copy of executed contract with the City Council authorizing the operation of a farmers market <u>if it will be operated on public property.</u>	1

Downtown Area Special Event Permit Additional Submittal Requirements		
Required <i>(if not marked with an "X" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
O	<u>Master special event permit</u> – A complete list of all events to be reviewed/approved as part of a master special event permit request. The permit request shall also include a site plan showing the location and setup of each individual event, hours and dates of each event, and a summary of activities for each event.	1



APPLICATION FOR A SPECIAL EVENT PERMIT

CITY OF PLEASANT HILL

(Pleasant Hill Municipal Code Chapter 6.20)

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The City of Pleasant Hill allows special events throughout the City. Special events include parades, commercial filming, block parties, entertainment events, etc. that occur on or partly on public property or within the Downtown Area of the City of Pleasant Hill. Certain events are exempt from a permit including a City sponsored event on City property and events entirely on school or park district property (see the Planning Division for additional information).

I. GENERAL DATA

- A. Applicant Name _____
- B. Assessor's Parcel Number(s) _____
- C. Address of Property/Event Location _____
- D. Description of Special Event (attach separate information if necessary) _____

- E. Dates of Special Event _____

II. AUTHORIZATION

In signing this application, I, as the applicant (or property owner if applicable), represent to have full legal capacity to, and hereby do authorize the filing of the application (and on behalf of my organization). If the permit is approved and I accept, I agree to be bound by the conditions of approval. I further certify that the information and exhibits submitted are true and correct.

- A. Applicant:

Name: _____	Daytime Phone: _____
Address: _____	Date: _____
Signature: _____	
- B. Property Owner (if applicable):

Name: _____	Daytime Phone: _____
Address: _____	Date: _____
Signature: _____	

To be completed by City Staff

Application Title:	Application Number:	Application Received by:
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SPECIAL EVENT PERMIT CHECKLIST

(Pleasant Hill Municipal Code Chapter 6.20)

The following is a checklist that is required to be filled out by the applicant to provide additional detail on the proposed special event(s). The applicant is also required to sign and date the checklist, located at the end of the document.

Special Event Title: _____

Special Event Location: _____

Special Event Date(s) and Hours: _____

Organization Name (if applicable): _____

Group or Association sponsoring event: _____

Special Event Contact Person (during and prior to event and if different from applicant): _____

Special Event Contact Person Phone and Email: _____

Special Event Type (check all that apply)

- Parade/Run/Walk
- Carnival
- Free Speech Event
- Downtown Special Event
- Block Party
- Farmers Market
- Motion picture, radio and television productions
- Other (please describe) _____

Please complete the following:

Will the special event:	Yes	No	N/A	Additional Information
a) occur partially or entirely on public property?				
b) occur entirely on private property?				If yes, special event permit not required.
c) require streets to be closed?				Identify streets.
d) be open to the general public?				

Will the special event:.	Yes	No	N/A	Additional Information
e) require a fee to attend?				If a fee is required, please contact the City Finance Department for Business License Applicability.
f) request law enforcement?				
g) utilize private security?				
h) likely attract the media?				
i) serve or sell alcohol?				If served or sold, please check with the California Department of Alcohol and Beverage Control (ABC) – (916) 419-2582.
j) serve or sell food?				If food is served, County Health Department approval is required - (925) 692-2500.
k) include an amplified sound system?				Event shall comply with City Noise Ordinance (see PHMC Section 9.15).
l) require the use of water or electricity?				
m) utilize generators?				Event shall comply with City Noise Ordinance.
n) incorporate search lights?				
o) incorporate tents or other temporary/portable structures?				Depending on the size of the tent/structure, a Fire Department permit may be required – (925) 757-1303.
p) incorporate signage?				Signage proposed on public facilities (buildings, light poles, etc.) requires submittal of details (size, location, signage language).
q) incorporate portable restroom facilities?				
r) provide trash facilities?				Special events are also required to comply with applicable waste management and recycling requirements (see included waste management and recycling requirements).
s) incorporate a stage?				Event shall comply with City Noise Ordinance (see PHMC Section 9.15).
t) include live animals?				
u) provide required accommodations under the Americans with Disabilities Act				Event shall comply with applicable ADA requirements (see included ADA requirements).



APPLICATION FOR A SPECIAL EVENT PERMIT FEE WAIVER

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The City of Pleasant Hill allows for a fee waiver for special event permits under certain circumstances. Please review Pleasant Hill Municipal Code Section 6.20.110.B. If you believe that you qualify for a fee waiver please complete the application below.

I. PERMIT FEE WAIVER SURVEY (PHMC Section 6.20.110.B)

	<u>Yes</u>	<u>No</u>
1. Is the applicant a non-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the request a small neighborhood event of less than 75 people?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the request a free speech event under PHMC Section 6.20.040 and 6.20.080?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the special event co-sponsored by the City of Pleasant Hill?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the special event a fund raising event for the organization (no waiver allowed)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the applicant, or the majority of members of the applicant organization, an indigent natural person*?	<input type="checkbox"/>	<input type="checkbox"/>

**indigent natural person means a person who is receiving benefits pursuant to the Supplemental Security Income (SSI) and State Supplemental Payments (SSP) programs (section 12200 and 12205, inclusive, of the California Welfare and Institutions Code), the California Work Opportunity and Responsibility to Kids Act (CalWORKs) program (Chapter 2, commencing with Section 11200 of Part 3 of Division 9 of California Welfare and Institutions Code), the Food Stamp program (7U.S.C. Sec. 2011 et seq. or Section 17000 of the Welfare and Institutions Code; or a person whose monthly income is 125% or less of the current monthly poverty line annually established by the Secretary of Health and Human Services pursuant to the Omnibus Budget Reconciliation Act of 1981, as amended.*

II. AUTHORIZATION

In signing this application, I, as the applicant, certify that the information on this application form is true and correct.

Applicant:

Name: _____

Daytime Phone: _____

Address: _____

Date: _____



City of Pleasant Hill Special Event Permit Hold Harmless and Insurance Declaration

By my signature below, I agree to and represent that:

1. Hold harmless and indemnification. I agree to defend, indemnify and hold harmless the City (including its officials, officers, employees and volunteers) against claims, actions, losses, damages, injuries and liabilities arising directly or indirectly from the special event activities, except for any such claim arising out of the sole negligence or willful misconduct of the City. (This obligation does not extend to losses caused by other persons hostile to the content of the message at a free speech event.) (PHMC §6.20.130.)
2. Insurance. At least 21 days before the proposed special event, I will provide to the City a certificate of insurance and original endorsements of comprehensive general liability insurance which meet the requirements of this section.
 - a. "...the permittee shall procure and maintain in effect during the term of the permit a policy of insurance from a reliable insurance company (Best's rating of no less than A:VII) authorized to do business in the state, which policy includes the city, its boards, officers, agents, employees, and volunteers as named insureds or additional named insureds and which provides the type and amount of coverage that the city attorney determines to be necessary and adequate under the circumstances, consistent with the city's standard practices." (PHMC §6.20.130B.)
 - b. include liability coverage for claims made by participants in your event.
 - c. be for an amount of at least \$2 million per occurrence for bodily injury, personal injury and property damage, unless the City Attorney requires a higher amount based on the type of event. Any deductible or self-insured retentions must be identified and approved by the City Attorney.
 - d. the certificates and endorsements must be on ISO-approved forms. The original endorsements must specifically state the following:

*"The City of Pleasant Hill, its officials, officers, employees and volunteers are additional insureds against liability for injury to persons, damage to property and the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
This insurance is primary with respect to the additional insureds. Any other insurance available to the City of Pleasant Hill, its officials, officers, employees and volunteers shall be excess and noncontributing."*

Signature of applicant _____ Dated _____

Title _____ Name of organization _____



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ADA GUIDELINES FOR SPECIAL EVENTS

(and other events held on City property)

All special events occurring within the City of Pleasant Hill city limits and held on property owned or managed by the City, including the public right of way, must be accessible to people with disabilities. This is also true for workshops, conferences, hearings, events, or any other activities held on City property. The ADA Compliance Officer provides the following information to assist you in ensuring that your events are accessible. (See *Pleasant Hill Municipal Code, Chapter 6.20 regarding Special Events*).

GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., that are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 48" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.



City of Pleasant Hill Special Events Waste Management Plan



California State law (AB 939) requires that all Cities divert at least 50% of their solid waste from the landfill. In addition, state law also requires that any special event with over 2,000 participants per day must develop a solid waste management and recycling plan prior to the event.

Special events can generate considerable waste, but much of it is recyclable. By introducing a recycling and waste reduction plan into your event, you are meeting community expectations which call for more diversion from the landfill, reducing greenhouse gases and probably making your event more popular in the long term.

Allied Waste Services is the exclusive hauler for solid waste and recycling for Pleasant Hill and can assist you with your waste management needs. For assistance, please call Allied Waste's Pleasant Hill Recycling Coordinator at **(925) 671-5806**.

Please complete the following form (next page) and submit no later than 21 days prior to the event.

Section 1: General Event Information

Event Name:

Location of Event:

Date(s) of Event:

Event Contact Name/Title:

Email:

Phone:

Section 2: Waste Reduction

Identify measures taken to reduce the amount of waste produced by your event.

Identify measures taken by your organization and vendors to make environmentally preferable purchases. *For example, use of recyclable utensils and paper products with no Styrofoam.*

Section 3: Waste/Recycling at the Event

Which types of recyclable material will be produced by your event? Please check all applicable boxes.

- Cardboard
- Paper
- Plastic
- Aluminum
- Steel food cans
- Glass
- Other _____

How will you ensure recycling containers will not be contaminated by non-recyclable material? Please check all applicable boxes.

- Providing signage on recycling containers
- Ensuring recycling containers are placed next to garbage containers
- Monitoring of waste containers during event to prevent overfilling
- Event staff/volunteers monitor waste containers to guide attendees in proper disposal
- Other _____

Section 4: Containers and Layout

For assistance, please contact Allied Waste Services' Pleasant Hill Recycling Coordinator at (925) 671-5806.

Type	Size	Quantity	Delivery/Removal Date
Clearstream Event Recycler	N/A		
Cart-- Recycle			
Cart-- Garbage			
Roll off Recycle			
Roll off Garbage			

Section 5. Creating Successful Event Recycling

- Identify recycling and 'greening' goals
- Choose a recycling coordinator for the event
- Determine what materials will be collected in the event waste stream, and what out of those can be recycled
- Design recycling stations and map out recycling container locations. Place recycling containers next to ALL refuse containers**
- Organize education and outreach components about recycling in the event program, vendor packets, press releases, signage, etc
- Schedule and train volunteers to assist with recycling efforts
- Contact and schedule recycling/garbage service provider
- After the event, evaluate and publicize recycling results
- Recognize and thank all vendors, staff and attendees who assisted with recycling efforts

Section 6. Communicating with Vendors

Vendors at community events are eager to keep up with current trends and environmental responsibilities. The following examples can be used in vendor agreements, packets, letters and permits to encourage recycling strategies. See sample letter, last page.

- Educate staff at each booth on the recycling layout and procedures.
- Recyclable items include:
 - Cardboard: flatten and stack
 - Cans: collect in recycling container or flatten
 - Mixed paper
 - Plastic bottles
 - Plastic bags: ask that vendors use only recyclable paper bags.
 - Prohibit use of Styrofoam

Sample Letter for Concessionaires or Vendors

Dear *[Concessionaire or Vendor Title]*:

The *[Name of location or event]* is implementing a waste reduction and recycling program. Beginning this year, we want to divert as much material as possible from the landfill. To help conserve natural resources, and protect the environment, we are requiring all booths to participate.

Please review the information about the recycling program procedures below:

[Give details of the recycling program here, including which materials will be recycled, where carts and/or roll off bins will be located and how and when the materials will be collected. Identify your responsibilities and the vendor's responsibilities.]

Eliminating waste materials before the event even starts will save your booth time and money. Waste reduction is an important part of our new program. We ask that you:

- Look for opportunities to reduce packaging materials
- Refrain from using Styrofoam
- Avoid the use of plastic bags; use recyclable paper bags
- Increase the amount of recycled content in products and packaging

We will be making every effort to educate guests about our recycling program. In addition, it is important that your employees be aware of the new program and how it will operate. We ask that you please educate your staff about the recycling policies and procedures.

For more information, or if you have any questions or concerns, please contact the Recycling Coordinator, *[Name]*, at *[Phone and/or email]*. For additional recycling information and tips visit the Allied Waste Services website at www.awsgcc.com. We look forward to working with you to accomplish our waste reduction goals!

Sincerely,

[Your name here]