

# City of Grass Valley



## Special Event Permit Application

August 26, 2003

**Grass Valley Police Department**

# APPLICATION FOR SPECIAL EVENT

## APPLICANT INFORMATION

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Type of Organization: Non Profit \_\_\_\_ Public Agency \_\_\_\_ Private/Business \_\_\_\_

Authorized Head of the Organization \_\_\_\_\_

Signature Indicating Approval or Written Approval Attached \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

## EVENT INFORMATION

Date of Application: \_\_\_\_\_

Type of Event            Run            Walk            Street Festival            Bike Tour  
                                 Parade            Social Event            Concert            Other (explain below)

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event (from) \_\_\_\_\_ (to) \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Co-Sponsor(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Applicant must provide insurance at the following minimal limits: \$1,000,000 combined single limit. Should any portion of the event be held on public property, this Certificate of Insurance must name the City as an additional insured throughout the event duration, including setup and breakdown. The Certificate of Insurance, including limits of insurance, must be attached to this application upon completion.

**HOLD HARMLESS**

**The applicant will, at its sole expense, provide the City with evidence of insurance for general liability and Workers' Compensation benefits for accidents or injuries which occur or are sustained in the course of carrying out this contract. The Applicant agrees to indemnify, defend and save City harmless from any and all liability, claims, damages or injuries to any person, including injury to Applicant's employees, and all claims which arise or are connected with the negligent performance of or failure to perform work or other obligations of this contract, or are caused or claim to be caused by the negligent acts of the City, its agents or employees, and all expenses of investigating and defending against same.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Use Only					
Event Evaluation/Conditions/Approval					
Event Classification	Major	Minor	Miscellaneous		
Application Fee \$ _____	Paid	YES / NO	Date Received: _____	Receipt Number: _____	
Permit Fee \$ _____	Paid	YES / NO	Date Received: _____	Receipt Number: _____	
Security/Cleaning Fee \$ _____	Paid	YES / NO	Date Received: _____	Receipt Number: _____	
Insurance Required	YES / NO	Amount \$ _____	Vendor License	YES / NO	
Liquor Liability Required	YES / NO	Date Received: _____			
Facility Reservation Required	YES / NO	Date Received: _____			
ABC Permit Required	YES / NO	Date Received: _____			
Permit Granted	Permit Granted With Conditions (See Attached)			Permit Denied	
Permit Number	<input style="width: 200px; height: 20px;" type="text"/>				
Approved: _____	Authorized Administrator			Date: _____	
Review and Comments:					
Police: _____					
Fire: _____					
Public Works: _____					
Administration: _____					
Other ( ): _____					