

*CITY OF VACAVILLE*  
*SPECIAL EVENTS APPLICATION*

**A Guide To  
PLANNING YOUR EVENT**

**Accessibility for People with Disabilities**

- Special events that are held on City property (City facilities, parks, streets, or other public areas) and are open to the public must be accessible to individuals with disabilities and must meet current accessibility standards. The City's Americans with Disabilities Act (ADA) Coordinator (707-449-5409, TTY 707-469-6578) is available to assist you in determining ways to make your event accessible. The goal is to ensure that potential barriers are addressed in the planning phase, so that all participants can enjoy the event.
- Barriers to access can occur in several areas, including parking, paths of travel, restrooms, and seating. When an event is held using temporary structures and/or outdoor sites, it becomes particularly important to plan ahead. For this reason, locations of accessible parking, passenger loading/unloading areas, seating, paths of travel, and restrooms are required to be included on the site map submitted with your application. For more information, please refer to the attached "Special Event ADA Awareness" sheet.

**Alcohol**

- If you plan to serve or sell alcoholic beverages at your event, contact Police Field Services at (707) 449-5213. An ABC license must be obtained if alcohol is sold during the event, if a donation is requested or if admission is by donation, or if admission is charged. If the Police Department approves your request to sell, a letter will be forwarded from the Police Department to the State Department of Alcoholic Beverage Control (ABC) in Oakland at (510) 622-4970. You are then responsible for completing the application process with ABC. Please note that consuming alcoholic beverages on public streets, sidewalks, and parking lots is prohibited.
- For more information see Section 9.60 of the Vacaville Municipal Code. The municipal code is available online at [www.cityofvacaville.com](http://www.cityofvacaville.com) in the City Government section.
- Liquor liability coverage must be included on your certificate of insurance.
- The City encourages event planners to look into TIPS classes offered by ABC and the designated driver program (DDP) through CHP.

## **Amplified Sound**

- As an event organizer, you must ensure that all event-related activities comply with laws applicable to noise abatement. Use of amplified sound requires first filing a registration statement with the Police Department. Please contact the Police Department at 707-449-5200 for more information.
- Requirements include limiting use of sound amplifying equipment to certain hours of the day. Please be aware a police officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior.

## **Circuses, Carnivals, Amusement Rides, and Parades**

- If your event is or includes a parade and/or carnival, you may be subject to additional requirements per the Vacaville Municipal Code Chapter 9.17.

## **Event Security/Safety**

- As an event organizer, you are required to provide a safe and secure environment for your event. City staff will determine security requirements based on the size and nature of your event and other information provided in your event application. Requirements may include occupancy limits, re-entry restrictions or other access control plans, and use of private security guards and/or police officers to provide security. Costs incurred for security requirements are the responsibility of the applicant. Non-compliance with security requirements may result in the event being shut down.
- Fire code permits are required for certain special activities to ensure public safety through compliance with the California Fire Code. These include carnivals, fairs and other special events, parade floats, tents, canopies, or temporary membrane structures, open burning, and fireworks displays. Permit applications should be made to the Fire Department's Prevention Bureau, along with the determined service fee. Prior to a permit being issued, services such as plan review or inspections will be performed. Permit guidelines are provided on the back of each permit in accordance with current fire and life safety codes. When approved, the permit will be signed by the inspector and given to the applicant, and must be kept on site for the duration of the special event. Contact the Fire Department's Prevention Bureau at (707) 449-5453 for more information.
- Emergency medical plans may be required for larger events.

## **Event Signage**

- Temporary event signage is permitted if signs do not exceed six feet square in area and are posted for less than 30 days.
- Event signage that exceeds six square feet in area and/or will be posted for more than 30 days requires approval by the Community Development

Department (707-449-5140). Please provide a photo or description of the sign(s), a list of posting locations, and installation and removal dates. If your event signs are proposed to be located on public property, staff will forward your request to the Director of Public Works or designee for approval.

- All event signage must be removed within one week following conclusion of the event.
- At the event, temporary signage is required to mark accessible features for persons with disabilities.

## **Facility Use Agreements**

- If you plan on holding your event at a City facility or City park, a rental agreement is required. These include: Andrews Park, Creekwalk, Town Square, Ulatis Community Center, Wedding Garden, Three Oaks Community Center, Vacaville Performing Arts Theater, McBride Senior Center, and Pena-Adobe/Lagoon Valley Park. For more information contact (707) 449-6126.
- A twenty five percent (25%) discount on facility/park rental fees is available to non-profit organizations. A copy of the organization's IRS tax exemption letter is required. No discount is available on charges other than the rental fees (e.g. attendant, security, insurance, etc.)
- You are responsible for returning the event area to its prior condition immediately upon conclusion of the event. Should you fail to perform adequate cleanup or damage occurs to City property due to your event, you will be billed at full cost recovery rates for the cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit for future events.

## **Food and Concessions**

- If products, services, food or beverages will be sold at your event, you will need to provide a complete list of vendors in advance of the event.
- Temporary business licenses (707-449-5129) and/or peddler's permits (707-449-5234) may be required.
- Guidelines for food facilities are provided by the Solano County Environmental Health Division of the Resource Management Department. These guidelines should assist you in developing plans for food handling, preparation, and distribution. You may be required to apply for a County health permit if food is to be sold or given away to the general public during your special event. For more information, contact the County at (707) 784-6765 or visit [www.co.solano.co.us](http://www.co.solano.co.us)
- Please refer to the "Special Events ADA Awareness" sheet for information on accessible food sales/service areas.

## Insurance Requirements

- Insurance requirements for events held on City property depend upon the risk level of the event. The City of Vacaville requires that the sponsoring organization provide a minimum of \$1 million liability insurance for the special event. Additional insurance may be required if determined by the City's Risk Manager, based upon the size and nature of the event.
- If your event is co-sponsored by more than one organization, there must be one organization that serves as the primary sponsor (and permit applicant). While the City of Vacaville may provide support to community special events, it does not serve as the event's primary sponsor unless so designated by the City Manager. The primary sponsor has the responsibility for meeting the insurance requirements along with other requirements of the special event permit.
- Before final approval of your event, the City's Risk Manager must be provided with a copy of the Certificate of Insurance and an Additional Insured Endorsement to the insurance policy naming the City of Vacaville, its officials, officers, agents, employees and volunteers as additional insured. Insurance coverage must be maintained for the duration of the event, including setup and dismantle dates. The Certificate of Insurance must specify a 30-day written notice of cancellation.
- Liability insurance coverage may be purchased independently, added as a rider to a homeowners policy, or purchased from the City through a third party.
- If you plan to sell alcoholic beverages at your event, additional insurance is required. Liquor liability coverage must be included on your certificate of insurance.
- Insurance is also required for any vendors, solicitors, and contractors participating in the event (i.e. businesses, individuals, or organizations providing merchandise, services, or entertainment at your event in exchange for a fee, or on a commercial or for-profit basis).
  - If the sponsoring organization is a non-profit, insurance may be waived for non-commercial service providers, speakers, exhibitors, demonstrators, and entertainers (i.e., those operating on an unpaid or nonprofit fund-raising basis), based on an assessment by the City's Risk Manager. This nonprofit waiver does not apply to vendors of products, food or beverages (unless commercially prepared and prepackaged), or liquor.
- Insurance is not required for event volunteers, provided they have registered (name, address, duties) with the sponsoring organization in advance of the event. This allows volunteers to become a covered party under the sponsoring organization's insurance.

## Sanitation/Recycling

- As an event organizer, you must ensure proper disposal of all waste and garbage throughout the term of your event, and return the event area to a clean condition immediately upon conclusion of the event. Should you fail to perform adequate cleanup or damage occurs to City property due to your event, you will be billed at full cost recovery rates for the cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit for future events.
- Sanitation needs that must be addressed in planning your event include restrooms, wastewater disposal, trash removal, and sanitation related to use of animals in your event.
- A recycling plan and survey is **required** for large events (2,000 or more attendees per day) and encouraged for all events. Recycling containers are provided for special events by Vacaville Sanitary Service at no charge. For more info, contact the City's Recycling Coordinator at (707) 469-6509.

## Traffic Plan, Parking, and Street Closures

- Requests for street or sidewalk closures are made to the Police Department's Traffic Division at (707) 449-5282. Request for street or sidewalk closures in the downtown business area must be submitted to the Police Department through the Downtown Vacaville Business Improvement District (DVBID). Requests for street closures in residential areas must include a block closure petition form (available from the Police Department), and signed by affected residents. Advance notice of street closure or designated "no parking" areas is required by posting signs 24 hours in advance of the event. Contact the Traffic Division for more information.
- The Public Works Department can provide barricades and cones in limited quantities. For major events where rental of barricades/cones is necessary, you may be asked to reimburse the City for its costs.
- All streets must remain accessible to emergency vehicles at all times. Only readily removable barricades may be used to close streets.
- Non-police personnel may direct traffic only with the permission of the Police Department.
- It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. The Special Events Team may request a **traffic plan** and/or a **parking plan** for your event.
  - Your traffic plan will need to address all streets which will be closed or otherwise impacted; the location of traffic routing and control devices (barricades, cones, etc.); directional arrows showing the detour route around your event; and the location of signs directing detoured traffic.

- Your parking and/or shuttle plan will need to include a description of your parking locations; total number of parking spots; number and location of accessible parking; and your plans to notify residents, businesses, or churches impacted by event parking. For information about public transportation options, contact the City's Transit Coordinator at 707-449-5330.
- If a parade is involved, please include in your traffic plan the staging area; judging area; ending area; location of bleachers, grandstands, or other structures; and directional arrows showing the parade route.