



CITY OF VACAVILLE SPECIAL EVENT AND TEMPORARY USE PERMIT APPLICATION

Welcome!

We are happy that you have chosen to plan a special event within the City of Vacaville. From community-based festivals to parades and seasonal celebrations, the City of Vacaville is proud to be the venue for a wide range of exciting special events each year.

Special Event Permit Process

Special events often involve a number of permits and other requirements to ensure the safety of the event and to minimize impacts on the surrounding community. To help facilitate the planning of special events within Vacaville, the City has formed a Special Events Team. The Team's goal is to assist event organizers in planning safe and successful events.

The process begins when you submit a completed Special Event Application Packet (attached) to the City's Community Services Department. This packet requests the basic information about your event that is used by the Special Events Team to determine which permits, conditions, or other requirements apply to your event:

A Special Event Permit is required for any event open to the general public and located on City parks, public streets, City buildings, or other facilities. Such activities include, but are not limited to, craft fairs; festivals, ceremonies, and other events. Special Event Permits are processed through the Community Services Department and may require a meeting with the Special Events Team. This provision is not intended to regulate activities by a lessee of City property, where the activity is specifically authorized by use rental contract.

A Temporary Use Permit is required for any short-term commercial or entertainment activity on private property, whether open to the public or not. Such activities include, but are not limited to, concerts and performances; exhibits; fundraising events; temporary vehicle sales; trade shows; tent sales; and other temporary uses set forth in Land Use and Development Code Section 14.09.084.100. Temporary Use Permits are processed through the Community Development department and may require a meeting with the Project Review Committee. An application fee may also be required.

A completed application packet must be received no later than 90 days before the actual event. Please keep in mind that acceptance of your application is the first step, and **should not be construed as approval or confirmation of your special event request.** Depending on the size and type of event and its impact on City services, a meeting with you and all affected departments may be scheduled.

While we have tried to make this process a "one-stop shop", please be aware that in some cases you may have to contact other agencies (county, state, or federal) for other relevant permits. See our "Planning Your Event" Guide for additional information.

Thank You!

On behalf of the City of Vacaville, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event.



**CITY OF VACAVILLE
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EVENT SUMMARY AND SPONSOR INFORMATION

Event Summary

Event Name: _____

Event Location(s): _____

*If your event is being held on private property (e.g. a shopping center parking lot, privately owned lot, etc.), please attach letter from owner giving you permission to use the property.)

Event Set-Up Date/Time: _____ Event Start Date: _____

Hours of Operation: From: _____ am/pm To: _____ am/pm

Event End Date: _____ Event Dismantle Date/Time: _____

Has this event been held in Vacaville before? No Yes

Description of Event (attach additional pages, advertising information, flyers, if needed):

Anticipated Number of Employees/Volunteers: Total _____ Per Day _____

Anticipated Attendance: Total _____ Per Day _____

Sponsoring Organization (Applicant)

Sponsoring Organization*: _____ * Events may be co-sponsored by more than one organization, but there must be only one organization that serves as the primary sponsor and applicant. The primary sponsor/applicant is responsible for obtaining necessary permits and insurances, ensuring adherence to permit requirements, and payment of all applicable fees.

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Is your organization a tax-exempt nonprofit? Yes No (If yes, please attach a copy of the IRS 501(c) tax exemption letter certifying your current status as tax-exempt nonprofit).

The applicant for the Special Events permit must be the authorized representative of the organization/business conducting the special event. The applicant must be available to work with the City's Special Event Team throughout the permitting process.

Name of Event Chairperson (or Professional Organizer*, if applicable): * A professional event organizer or other representative may apply for the special events permit on behalf of the sponsoring organization/business, provided that a letter of authorization from the sponsor is attached to the application. _____

Phone: _____ Fax: _____ E-Mail: _____

Name of On-Site Contact during the event: _____

Phone Number for On-Site Contact during the event: _____

Signature of Applicant: _____ Date: _____



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INFORMATION ABOUT YOUR EVENT

Please mark "yes" or "no" for each statement.

For additional information, please refer to the City's "Guide to Planning Your Event".

General Information (If "yes", you may be requested to meet with the Special Events Team. This process may include additional permit fees.)

- The event will be held on City property (includes parks, streets, etc.). YES NO
- The event will be open to the general public. YES NO
- A City of Vacaville Facility Use Agreement has been completed. YES NO

Community Development (If "yes", you may be requested to meet with the Project Review Committee. This process may include additional permit fees.)

- The event will be held on Private property (includes parking lots, stadiums, etc.). YES NO
- The event will be open to the general public. YES NO
- The event is a commercial event (e.g. Christmas tree, pumpkin or RV sale). YES NO
- The event is a "sale" or display of products (e.g. sidewalk or tent sale). YES NO
- Signs, banners, decorations, or special lighting will be used. YES NO

Police Department (If "yes", the Police department will be consulted prior to approval. This process may include additional permit fees.)

- Sound amplification will be used. YES NO
- Temporary closure of streets and/or public parking areas will be requested. YES NO
- A circus, carnival, or amusement rides are part of the event. YES NO
- A parade, march, bike ride, or walk/run is part in the event. YES NO
- Vehicles will be parked on unpaved areas. YES NO
- The event will include private security. YES NO
- Animals will be part of the event (e.g. petting zoo, pony rides, part of parade, etc.). YES NO
- Alcohol will be sold and/or served at the event. YES NO

Fire Department (If "yes", the Fire Department will be consulted prior to approval. This process may include additional permit fees.)

- Pyrotechnics will be used. YES NO
- Tents, canopies, or EZ-Ups will be used. YES NO
- Temporary stage(s), grandstands, bleachers, or other temporary structures will be used. YES NO
- Propane gas (e.g. BBQs) will be used for cooking/heating. YES NO
- Open flames (e.g. candles, fire pits) will be used. YES NO
- Compressed gas cylinders will be used (helium, etc.). YES NO
- Fenced or controlled access areas will be used. YES NO

Public Works (ADA) (If "yes", the Public Works Department will be consulted prior to approval. This process may include additional permit fees.)

- You will request/rent equipment from the City (barricades, stage, etc.). YES NO
- Electrical power will be required (temporary electrical wiring or generators). YES NO
- Portable restrooms and/or handwashing sinks will be provided. YES NO

Finance and Risk Management (If "yes", City Admin will be consulted prior to approval. This process may include additional permit fees.)

- Merchandise or services will be sold at the event. YES NO
- The event will include vendors (# _____). YES NO
- Activity booths will be set up (e.g., bounce houses, dunk tanks, rock-climbing walls, etc.). YES NO

County and State Agencies

(If "yes" YOU will need to consult with the appropriate agency(s) and all required permits must be issued prior to approval.)

- Food will be cooked or prepared at the event (including BBQs). YES NO
- Food or beverages will be served or sold to the general public. YES NO

Signature of Applicant: _____ Date: _____



CITY OF VACAVILLE SPECIAL EVENT AND TEMPORARY USE PERMIT APPLICATION SITE PLAN*

A scaled and complete site plan may be submitted with your application. On your site plan, please indicate:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas with the event site.
3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/Information booths, first aid stations, etc.

*Only for events that are open to the public