



CITY OF HEALDSBURG **PARKS & RECREATION DEPARTMENT**

1557 Healdsburg Ave
Healdsburg, CA 95448

Phone: (707) 431-3303
Fax: (707) 431-3172
www.cityofhealdsburg.org

To the Special Event Applicant:

The City of Healdsburg is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your event.

The City of Healdsburg is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Park and Recreation Department's Facilities and Events Office at 707-431-3303.

On behalf of the City of Healdsburg, 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.

The Application Steps:

1. To Begin: Complete the Application Packet and Map (Supplemental Forms if needed).
2. Initial the bottom of every page.
3. Submit the packet to the Parks & Recreation Department with \$86 filing fee.
4. Complete & submit City event requirements.
5. Pay Event Fees
6. Schedule pre-event walk-through with City staff (7-10 days before event)
7. Major events - schedule post-event walk-through with City staff (the first working day after event)

Applicant Initials_____

CITY OF HEALDSBURG

SPECIAL EVENT APPLICATION

Thank you for choosing to plan a special event within the City of Healdsburg. We are proud to be the venue for a wide range of 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 Healdsburg, the City has a Special Events Team. The Team's goal is to assist event organizers in planning safe and successful events.

A Special Event Permit is required for any event utilizing City parks, public streets or sidewalks, City buildings, other City facilities, or events on private property that may impact neighborhood parking or safety. Such activities include, but are not limited to: craft fairs, festivals, ceremonies, and other events. Special Event Permits are processed through the Parks & Recreation Department's Facilities & Events office and may require a meeting with the Special Events Team.

1. TO BEGIN the process, please complete and submit the Special Event Application packet (attached) to the City's Parks & Recreation Department. The information submitted in this packet will help the Special Events Team to determine which permits, conditions, or other requirements apply to your event:

- **A completed application packet must be received at least 90 days before the actual event.** The City review process may take up to 90 days and may include Parks and Recreation Commission and City Council approval. Incomplete applications will be returned to applicant. If any information on this application changes, or a new component is added, you must notify the City and receive approval for the change. 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 potential impact on City services, a meeting with you and all affected departments may be scheduled. **Event applications submitted less than 90 days prior to the event may not be approved.**
- While we have tried to make this 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

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

Special Event Application

Event Name: _____ **Event Date(s):** _____

Event Location: Please select your event location and corresponding maps. **Click on location for supplemental forms/maps.**

<input type="checkbox"/> Plaza Park	<input type="checkbox"/> City Hall Paved or Dirt Lot	<input type="checkbox"/> Badger Park	<input type="checkbox"/> Private Property *
<input type="checkbox"/> Street(s)	<input type="checkbox"/> Purity Lot	<input type="checkbox"/> Barbieri Brothers Park	<input type="checkbox"/> HHS Field
<input type="checkbox"/> West Plaza	<input type="checkbox"/> Community Center Lot	<input type="checkbox"/> Byron Gibbs Park	<input type="checkbox"/> Healdsburg Museum
<input type="checkbox"/> Recreation Park	<input type="checkbox"/> Carson Warner Memorial Skate Park	<input type="checkbox"/> Giorgi Park	<input type="checkbox"/> Other _____

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

Event Set-Up Date: _____ **Set-Up Time:** From: _____ am/pm To: _____ am/pm

Event Start Date: _____ **Event Hours:** From: _____ am/pm To: _____ am/pm

Event End Date: _____ **Clean-up:** From: _____ am/pm To: _____ am/pm

Event Category: (Check all that apply)

<input type="checkbox"/> Sports/Recreation	<input type="checkbox"/> Parade/March	<input type="checkbox"/> Fair/Festival	<input type="checkbox"/> Race/Walk
<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Outdoor Market	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Other: _____

- Are you a **Healdsburg-based** nonprofit organization (within HUSD boundaries): YES NO
Federal Non-profit Tax ID Number: _____
(If yes, please attach a copy of the IRS 501(c)3 tax exemption letter certifying your current status as tax-exempt nonprofit.)
- Has this event been held in Healdsburg before? YES NO
- How many years have you been holding this event? _____
Location(s) of previous events: _____
- Anticipated Number of Employees/Volunteers: Per Day: _____ Total: _____
- Expected Event Attendance: Per Day: _____ Total: _____

Sponsoring Organization (Applicant)*: _____

**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 insurance, ensuring adherence to permit requirements, and paying all applicable fees.*

Street Address, City : _____

Phone: _____ Fax: _____ E-Mail: _____

Event Contact: _____ Cell Phone: _____ Eve Phone: _____

Fax: _____ E-Mail: _____

On-Site Manager/Emergency Contact during the event: _____ Cell Phone: _____

Signature of Applicant: _____ **Date:** _____

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

Applicant Initials _____

General Information

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

Planning & Building Department (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 Private property (parking lots, vineyards, etc.). YES NO
The event will be open to the General public. YES NO
The event is a commercial event (i.e. Christmas tree, pumpkin, sales). YES NO
The event is "sale" or display of products (i.e. sidewalk or tent sales). YES NO
Signs, banners, decorations, or special lighting will be used. YES NO

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

- Alcohol will be sold and/or served at the event. (**Requires Council approval**) YES NO
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 of 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 (i.e. petting zoo, pony rides, parade, etc.) YES NO

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

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

Public Works & Electrical Department (If "yes", you may be requested to meet with the Special Events Team. This process may include additional permit fees.)

- City equipment will be requested/rented (i.e. barricades, signs etc.). YES NO
Electrical power will be required (i.e. temporary electrical wiring or generators). YES NO
Access to a water source will be required. YES NO
Disposal of water or other liquids will be needed during or after your event. YES NO
Temporary closure of streets and/or public parking areas will be requested. YES NO

Parks & Recreation Department (If "yes", you may be requested to meet with the Special Events Team. 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 (i.e. inflatables, dunk tanks, climbing walls, etc.). YES NO
Portable restrooms and/or hand washing sinks will be provided. YES NO

County and State Agencies (If "yes", then You will need to consult with the appropriate agencies(s) and all required permits must be issued prior to approval.)

- Road closures will be requested in the County & within City limits. YES NO
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

Applicant Initials _____

Event Criteria

Answering the following questions will help the City determine if your event will be defined as a major or a minor event. If the event meets four or more of the major event criteria, it is considered a major event.

Circle the answers that apply.

		City Use Only	
1.	How many hours will the event be using city facilities, including set-up, breakdown, & clean up?		
	Under 6 hours	6 hours & Over	<input type="checkbox"/> Minor <input type="checkbox"/> Major
2.	What percentage of the City facility will be used during the event by booths, vendors, and participants?		
	Under 50%	Over 50%	<input type="checkbox"/> Minor <input type="checkbox"/> Major
3.	Will anyone be preparing and serving food during the event?		
	No	Yes	<input type="checkbox"/> Minor <input type="checkbox"/> Major
4.	Will the event have amplified music or announcements and/or require electricity?		
	No	Yes	<input type="checkbox"/> Minor <input type="checkbox"/> Major
5.	Will the event require use of the City right of way (street closures, sidewalks, parking spaces? How many parking spaces will be needed _____?)		
	No	Yes	<input type="checkbox"/> Minor <input type="checkbox"/> Major
6.	What is the anticipated attendance at the event?		
	Under 300	Over 300	<input type="checkbox"/> Minor <input type="checkbox"/> Major
7.	Will there be alcohol at the event?		
	No	Yes	<input type="checkbox"/> Minor <input type="checkbox"/> Major
8.	Will the event require access to a water source and/or disposal of water or liquids?		
	No	Yes	<input type="checkbox"/> Minor <input type="checkbox"/> Major
9.	Will merchandise and/or admission tickets be sold?		
	No	Yes	<input type="checkbox"/> Minor <input type="checkbox"/> Major

Event Description

Describe the event in detail: (Please add additional pages as needed.)

Applicant Initials _____

Site Plan & Route Map

A complete Site Plan/Route Map is required with your application.

Click here for [\(City Maps.\)](#) to use.

Please mark the City Map with a **red pen** to identify the location of event items (mark all that apply):

- Perimeter of the entire event venue, including the names of adjacent streets .
- Route of the event (such as a parade), including the direction and time of travel.
- Use of streets, parking spaces or public sidewalks (i.e., street closures, blocking off parking spaces, tables on sidewalk, electric cords crossing sidewalk, etc.).
 - **Street closures require the completion of the Street Closure & Parking Area Supplemental Information Sheet.** (see page 8)
 - Please submit a letter with your application, addressed to the City Council, requesting permission to close streets.
- Temporary structures (i.e., stages, bleachers, other seating areas, tables, canopies, tents, portable toilets, vendor or activity booths, cooking/food service areas, alcohol service areas, trash and recycling containers, etc.).
- Power source (i.e., generator, electrical plug, etc.).
- First aid facility.
- Information booth.
- Entertainment (i.e., bands, performers, etc.).
- Vehicles & trailers.
- Entrances/Exits for outdoor fenced events or within tents or temporary structures.
- If event is open to the public, Americans with Disabilities Act (ADA) accessibility requirements (i.e., accessible parking, passenger loading/unloading areas, restrooms, seating, path of travel, etc.). (Refer to Americans with Disabilities Act handout.)
- Parking Plan
 - All parking spaces to be closed (and posted “No Parking”) must be listed on the event map.
 - The applicant must post No Parking signs 24 hours prior to the event. Please pick up these signs from the Healdsburg Police Department. Some events require Police Department posting.
 - Contact the Police Department Event staff for sign information: 707-431-3377
 - Many of the City parks and facilities have limited parking spaces available. Describe alternative parking options. You must complete the **Street Closure & Parking Area Supplemental Information.** (page 8)

Should City staff at the event find potential hazards toward traffic and/or pedestrian safety in the proposed plan, they may require the applicant to modify the plan.

Applicant Initials _____

Street Closure & Parking Area Supplemental Information

Street Closure: No vehicle traffic is permitted in the event perimeter. No access by vehicle to houses or businesses.

Are you requesting to close a street(s)? YES NO

1. If 'YES', please mark the street closures on the map and attach a letter requesting street closures.

List the proposed street closures:

Name of Street: _____ Date of closure: _____

From: _____ To: _____

Name of street Name of street

Time: From: _____ To: _____

Name of Street: _____ Date of closure: _____

From: _____ To: _____

Name of street Name of street

Time: From: _____ To: _____

Rolling Road Closure: Traffic and pedestrians co-exist as listed on the proposed event map. There will be disruptions to residents and business access.

Are you requesting a rolling road closure(s)? YES NO

If 'YES', please mark the rolling road closures on the map & attach a letter requesting road closures.

List the proposed rolling road closures:

Name of Street: _____ Date of closure: _____

From: _____ To: _____

Name of street Name of street

Time: From: _____ To: _____

Name of Street: _____ Date of closure: _____

From: _____ To: _____

Name of street Name of street

Time: From: _____ To: _____

Parking Spaces: Are you requesting to reserve parking spaces/areas for your event? YES NO

If 'YES', please mark the spaces on the map.

Name of Street/location of parking spaces: _____

Date: _____ # of spaces to be reserved: _____ Time: From: _____ To: _____

Name of Street/location of parking spaces: _____

Date: _____ # of spaces to be reserved: _____ Time: From: _____ To: _____

Will your event necessitate additional/off-site parking? YES NO

If yes, please describe: _____

Will you be using shuttles to transport participants to/from the event? YES NO

If yes, please describe: # of shuttles/buses _____ Name/Number of Company _____

Shuttle/bus parking locations: _____ Shuttle/bus times: _____

Drop off/Pick up zones: _____

Applicant Initials _____

Security Information

All events with alcohol require security. Security may be required for any event based on the Healdsburg Police Department's event review. A City Officer's rate is \$130/hour/officer; Private security guard rates vary per company. Click here for links to the City's approved security providers: [V&G Event Services](#), [Weinstein Security, Inc.](#) and [Titan Security](#).

Proposed security plan (Subject to Police Department's review and approval)

What form of security will you be using: (Please check all that apply):

- City of Healdsburg Police Department
of officers: _____ Time/ From: _____ To: _____
- Licensed/bonded professional security company;
of guards: _____ Time/ From: _____ To: _____
- Other: _____

If using a licensed security company, please complete the following:

Name of Company: _____ Address: _____
City: _____ State: _____ Zip: _____
Business Telephone: _____ Fax: _____ Cell: _____
Private Patrol Operators' License Number:
License to carry firearms: YES NO

**A copy of the Security contract must be provided to the City 45 days in advance of your event date.

Marketing / Advertising

NOTE: You may not advertise the event until a City application has been submitted and event date confirmed.

Will this event be advertised or promoted? YES NO

If yes, please describe. List all advertising (radio, web, print publications, etc.):

Will there be media coverage at the event? YES NO

If yes, please describe:

Will flyers, signs, banners, or searchlights be utilized as a source of advertisement? YES NO

If yes, please describe: (Please list locations of all banners to be hung)

Location: _____	Date to be hung: _____	Removed: _____
Location: _____	Date to be hung: _____	Removed: _____
Location: _____	Date to be hung: _____	Removed: _____

You must complete a [Banner Application Form](#) and receive approval prior to hanging banners. Posting of flyers, signs, etc. on public facilities or equipment i.e. power poles is not permitted. **Note:** Generally, temporary off-site signs, such as banners, A-frames, or other signage within the public right of way, are not permitted. (Contact the City Planning Department at 707-431-3346 for specific information on signage.)

Applicant Initials _____

Alcohol

NOTE: Alcohol at an event requires Parks & Recreation Commission and City Council approval and a license from the State of California Department of Alcoholic Beverage Control. Approval takes a minimum of 60 days.

Does your event involve the use of alcoholic beverages? YES NO

If yes, please check all that apply:

- Free alcohol / host alcohol will be served
- Alcohol sales
- Beer or wine
- Beer and wine
- Beer, wine and mixed drinks

Alcohol will be served from: _____ to _____

If 'YES':

2. You must submit a letter with your application, addressed to the City Council, requesting permission to consume alcohol.
3. Provide an Alcoholic Beverage Control (ABC) License: # _____

NOTE: No alcohol is allowed in City Parks without Council approval. Please check the ABC guidelines regarding the type of license needed for your event. Applicant is responsible for making sure that alcohol is not supplied to minors, and that the [Responsible Hospitality Guidelines](#) are followed. Alcohol use and consumption is limited to the date and hours approved. The Police Department is empowered to stop any alcohol sales or use not in compliance with the Permit.

Merchandise/Selling of Goods or Services

A Sellers Permit may be required to sell goods and/or services within the City of Healdsburg.

Please describe the goods/services to be sold:

Please contact the Finance Department at 707-431-3307 for more information. It is the applicant's responsibility to assure that all participants selling goods and services adhere to local requirements.

Applicant Initials _____

Cancellation Information

In the event of inclement weather, please describe your event cancellation plans. Include your method of notification to vendors and the public in the event that your event is cancelled:

Do you have a phone tree set-up: YES NO
(Major Events are required to have a phone tree.)

Does your event have a Facebook page or website: YES NO

In the event of wet weather, where the park or City property cannot be used as determined by department staff, please contact the City to discuss rescheduling options.

Hold Harmless Clause

The undersigned applicant, who will be in charge of the event, is twenty-one (21) years of age or older. The applicant agrees that she/he will be responsible for the use and care of City property. The applicant further agrees that the character of entertainment and activity at the event will conform with that stated in the application. The applicant agrees to indemnify and hold harmless the City of Healdsburg, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the City of Healdsburg, its officers, officials, employees, and volunteers, and against any and all claims, demands and causes of action that may be brought against the City of Healdsburg, its officers, officials, employees, and volunteers, caused by, arising out of, or in any way connected with the use by the undersigned of the City of Healdsburg facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City.

FEES ARE SUBJECT TO INCREASE WITHOUT NOTICE

I have read and agree to this contract and will conform with the Conditions of Approval attached to this agreement.

Applicant Signature

Date

Applicant Initials _____

Insurance

As a condition of use of City of Healdsburg facilities or City programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of certificate of Insurance and original Policy Endorsement of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:

1. Name the **City of Healdsburg, its officers, officials, caretakers, employees and volunteers** as additional insured by **endorsement** against liability for injury to persons, damages to property and for 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.
2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational event/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your even/program.
3. Be **PRIMARY** insurance with respect to the additional insured named above. Any other insurance available to **The City of Healdsburg, its officers, officials, caretakers, employees and volunteers** be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$2,000,000 per occurrence for bodily injury, personal injury and property damage.**
 - a. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and endorsements affecting the required coverage. The certificate and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The City will not accept the wording listed in the box below in the Description of Operations box on the Certificate.

The original endorsement must specifically list the following:

“The City of Healdsburg, its officers, officials, caretakers, employees and volunteers” are additional insured against liability for injury to persons, damages to property and for 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 insured named above. Any other insurance available to **The City of Healdsburg, its officers, officials, caretakers, employees and volunteers** shall be excess and noncontributing.”

***You are strongly urged to show this Notice of Conditions (including the precise working of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner. You must provide the City with the endorsement 45 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Healdsburg as to form and as to insurance company.

If you are not able to obtain this insurance, the City, through Hub International may be able to provide you with a quote for this coverage.

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official _____ Dated _____

Title _____ Organization's Name _____

Applicant Initials _____



CITY OF HEALDSBURG

Administrative Services

Department

Risk Management

401 Grove Street

Healdsburg, CA 95448-4723

Phone: (707) 431-3184

Fax: (707) 431-3171

Visit us at www.ci.healdsburg.ca.us

Special Event contract supplemental indemnification form

The Event Sponsor agrees to indemnify and hold harmless the City of Healdsburg, its officers, officials, employees, agents and volunteers from and against any injury, damage, claims, actions or suits arising out of the

List Special Event

including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify City of Healdsburg, its officers, officials, employees, agents and volunteers from and against an injury, damage, claims, actions or suits arising out of or connect with the event listed above.

I agree to the indemnification clause above and certify that I am an authorized representative for the event listed above:

Signature, Event Sponsor

Date

Event Fee Summary

Event Name: _____ **Event Date(s):** _____

OFFICE USE ONLY

4. PAY FEES

Fee Description	Fees	Amount Due	Date Due	Date Paid	Receipt Number	Comments
Non-Refundable App Fee:	\$86	\$86	With application			
Minor Event (0-2 hours) Fee:	\$174					
Minor Event (2-4 hours) Fee:	\$289					
Minor Event (4+ hours) Fee:	\$522					
Minor Event Deposit:	\$400					
Major Event Deposit:	\$1,250					
Major Event Fee:	\$1,568					
Parking Lot Fee	\$86					
Insurance Fee:						
Police Fee:						
Fire Fee:						
Public Works Fee:						
Electric Fee:						
Planning & Building Fee:						
Parks & Recreation Fee:						
Other Fees:						
REFUND AMOUNT:						

90 Day lead-time is required

Application Approved:	Yes	No **	Date:
Insurance Certificate Approved:	Yes	No	Date:
Alcohol Waiver Approved:	Yes	No	Date:
Street Closure Approved:	Yes	No	Date:
Parking Plan Approved:	Yes	No	Not Required:
** Reason for Denial:			

NOTES:

- There is an \$86 non-refundable application fee.
- The event use fee must be paid upon approval of the application. The fee is not refundable.
- The major event damage deposit is \$1,250 and must be paid no later than 15 days before the date of the event. The minor event damage deposit is \$400 and must be paid no later than 15 days before the date of the event. All or part of the damage deposit may be refunded, based upon the condition of City property after the event. Notification of damage will take place within five – ten days after the event, and refunds will be issued within 6-8 weeks.
- There will be at least one vacant weekend between all major events.
- In the event of scheduling conflicts, preference for use of City Property shall be given to Healdsburg-based nonprofit organizations, whose principle service area corresponds to the boundaries of the Healdsburg Unified High School District. If more than one application is received for the same date, the Parks & Recreation Commission will make a determination, with preference given to organizations with fewer applications.

Applicant Initials _____

City Post Event Review

OFFICE USE ONLY

The various City Departments will sign-off that the requirements of their department were met during the event and that any City equipment which was borrowed or rented has been returned. If a department's requirements were not met, the event deposit may be withheld. If the City's requirements were not met, the City may not issue an event permit to your organization in future years. Only after each department has signed-off after the event will the deposit refund be issued.

Name of Organization _____
Event Title _____
Event Date _____
Permit # _____

Department	Refund Approved By	Refund Not Approved	Post Event Comments
City Manager			
Police			City equipment returned: _____
Fire			
Public Works			City equipment returned: _____
Administrative Services			
Planning & Building			
Community Services			City equipment returned: _____

Applicant Initials _____