

SPECIAL EVENTS PERMIT APPLICATION

Return completed form
and
\$35 processing fee to:

Community Services Department
100 N. East Avenue, Reedley, CA 93654
Telephone (559) 637-4203 — FAX (559) 637-7253

APPLICATION PROCEDURES

1. Applications for Permits are available from and must be filed with the City of Reedley, Community Services Department, 100 North East Avenue, not less than sixty (60) days or more than 364 days prior to the proposed activity date. Applications are accepted on a first come, first served basis. Dates will not be held without receiving an application.
2. A \$35 non-refundable processing fee will be required to cover administrative costs and must accompany any and all applications.
3. A cleaning deposit may be required.
4. The applicant will be required to provide comprehensive general liability insurance. Coverage may be purchased through the Community Services Department.
5. The Special Events Committee will require the applicant to compensate the City for any incidental costs (i.e., supplies, utilities, coordination, monitoring, increased police and fire protection or other staff costs).
6. **NO** activity will be permitted which is in violation of local, state, or federal statutes. Applicants must adhere to all City, Police, and Fire Department Codes.
7. ***NO** Parade Permit will be issued authorizing a parade which is for the sole purpose of advertising any product, goods, wares, merchandise or event, or is designed to be held purely for private profit.*
8. *The conduct of any parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route, will not require the diversion of so great a number of police services as to prevent normal police protection to the city, will not interfere with the movement of firefighting or ambulance equipment, and the conduct of such a parade is not reasonably likely to cause injury to persons or property, provoke disorderly conduct or create a disturbance.*
9. Applicants must provide a drawing/detailed map to include area to be used, entry and exits (if closed), set up structures and parade routes to include assembly points at the beginning and end. (i.e., bleachers, barricades, fences, display concessions, etc.).
10. City sponsored events will retain first priority for use of all facilities.
11. After receipt of the application and the administrative fee, the application will be forwarded to the Special Events Committee (Police Department, Fire Department, and Community Services Department). The Committee, in return, will submit conditions or restrictions and a recommendation for either approval or denial to the Chief of Police, who will then issue or deny the permit. This process is usually completed within three weeks.
12. Groups requesting a non-profit classification must provide proof of non-profit status.
13. Once the Special Events Supervisor/Processor has received all of the comments and recommendations from the Committee, a letter will be sent to the applicant listing all fees, conditions, and requirements that must be met.
14. If you have any questions, please call the Community Services Department, 637-4203, between 8:00 a.m. and 5:00 p.m., Monday through Friday.

**NO PERMIT IS VALID UNTIL ALL PROVISIONS ARE MET
WITHIN THE APPROPRIATE TIME FRAME**

**CITY OF REEDLEY
SPECIAL EVENTS PERMIT APPLICATION**

Please read procedures (copy attached) before filling out application. Type or use black ink only. Incomplete applications will be returned!

Day(s) of event: _____ . Date(s) of event: _____

Name of event: _____

Location: _____

Starting Time: _____ Ending Time: _____ Additional Set-up time: _____ Cleanup Time: _____

Description of event (in detail): _____

Event's sponsor/organization: _____

Address: _____
Number and street / P. O. Box number City State Zip Code

Telephone: (_____) _____ FAX: (_____) _____

Print applicant's name: _____ Telephone: (_____) _____ (_____) _____
Day phone Night phone

Address: _____
Number and street / P. O. Box number City State Zip Code

Person in charge, day of event (on site): (Print name) _____

Public information telephone number: (_____) _____

Estimated attendance: _____ Estimated participants: _____

Admission charge? Yes No Charge: \$ _____ Participant charge? Yes No Charge \$ _____

Will alcohol be served on the premises? (Alcoholic Beverage Control Permit must be obtained as required by state law)
 Yes No Sold Free

Is event a concert? Yes No Is event a dance? Yes No (A dance permit and/or security will be required according to Reedley City Code.)

Applicant, for himself/herself and the above organization and all members thereof, agrees to abide by the policies and procedures as set forth.

Applicant's signature: _____ Date: _____

City of Reedley—Special Events Checklist

Please check YES or NO for each question. Any unanswered question will cause this application to be returned to you, the applicant, as incomplete.

Event: _____ Date(s) of Event: _____

Will your event include:	Yes	No	Details / Location
Alcohol			
Amplified music			
Barbecue			
Beverage vendors			
Bicycle race			
Boating			
Car show			
Carnival games			
Concert (type of music)			
Dancing			
Dunk tank			
Fencing (location diagram)			
Fireworks			
First aid area			
Food vendors			
Foot race			
Inflatables			
Information area			
Jet Skis			
Live animals			
Live performers			
Movie			
Parade (route?)			
Prize raffle or drawing			
Retail sales booths (how many?)			
Scaffolding			
Security (how many?)			
Sky divers			

City of Reedley Special Events Checklist (cont.)

What will event include:	Yes	No	Details / Location
Solicitation of funds			
Television coverage			
Trade show			
Use of Community Center			
Use of amphitheater			
Wedding/Reception			
Other (specify)			

The City may provide the following services.

The applicant is responsible for payment of City expenses.

Will you need:	Yes	No	Details / Location
Chairs (how many?)			
P.A. system			
Tables (how many?)			
Banners hung			
Electric hook-up (amps required?)			
Exclusive parking			
Special street sweeping			
Street barricades (how many?)			
Street cones			
Trash cans (how many?)			
Trash pick-up			
Water hook-up (location)			
Street closure (where / times)			
Traffic control			
Other			

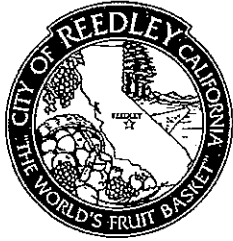
City of Reedley Special Events Checklist (cont.)

Additional requests and/or comments: _____

Applicant must provide a drawing or a detailed map, to include 1) the area to be used, 2) entry and exit locations, and 3) set-up of any structures, i.e., bleachers, barricades, fences, displays, etc., that your event might need.

SPECIAL EVENT FEES

Park Fee <i>effective 7/1/08</i>	Band Shell Pavilion Picnic Areas Entire Park	\$ 70.00 \$ 70.00 \$ 70.00 \$210.00
Park Deposit <i>effective 6/1/04</i>	1-100 people 101-200 people	\$ 50.00 \$100.00
Special Event Fees <i>effective 7/1/08</i>	200-500 people 501-800 801-1,000 1,001 - 1,300 1,301-1,500	\$218.00 \$330.00 \$402.00 \$506.00 \$580.00
Clean up Fee <i>effective 7/1/08</i>		\$25.00/hour
Disposal Fees <i>effective 9/1/04</i>	Bin delivery/removal Bin Dump Each Can Can dump	\$69.90 \$29.20 \$19.30 \$13.85
Police Services	Explorers All other officers	No charge Each officer's hourly or overtime wage
Barricades (includes delivery & setup) <i>effective 6/1/04</i>	Deposit Each	\$100.00 \$ 2.00
Portable Bleachers- 2 available (Includes delivery & setup) <i>effective 7/1/08</i>	Per set	\$ 100.00
Opera House		Ask for quote



City of Reedley

Fire Department
Fire Prevention
1060 "D" Street
Reedley, CA 93654
(559) 637-4230
FAX 637-4287

REEDLEY FIRE DEPARTMENT

CARNIVAL EVENT SAFETY REQUIREMENTS

(As governed by the California Fire Code)

- All tents, canopies and membrane structures shall have a permanently affixed label certifying the structure is made of flame retardant materials.
- All booths used for cooking must have a twenty foot clearance (20'-0") from any building and/or the next booth.
- All food vendors who have open or exposed flame and/or combustible liquids and materials will be inspected by the Fire Department for safety equipment.
- Generators and other internal combustion power sources shall be separated from structures by a minimum of twenty (20) feet and shall be isolated from the public.
- A minimum twelve (12) foot wide unobstructed fire break/fire lane must be maintained throughout the event area.



CITY OF REEDLEY
REEDLEY POLICE DEPARTMENT
Application for Dance or Alcohol Permit

INSTRUCTIONS

1. Fill out Part 1 of the "Dance and Alcohol Permit" application and Sign it

- a) If alcoholic beverages are to be sold, or the event is open to the public, you must obtain a daily on-sale general license from the Alcoholic Beverage Control.
- b) **No** daily on-sale general license from the Alcoholic Beverage Control is necessary if there is no sale of alcoholic beverages and the event is not open to the public.
- c) You will be required to submit proof of age if you are requesting an Alcohol Permit. If the person serving or selling the alcoholic beverage is different than the sponsoring person, proof of age is also required of the person selling or serving the alcoholic beverages. You must also submit verification of address for liability purposes.
- d) If a City facility is utilized, alcoholic beverages will not be permitted in/on the premises unless approved in advance on the "Dance and Alcohol Permit" application. The permit will be revoked if the sponsor allows alcoholic beverages to be brought into the event in violation of the conditions of the "Dance and Alcohol Permit" application.
- e) Complete the application and sign in the space provided. **You must obtain security before submitting the application.**

2. Have a Security Agency provide you with a signed security contract (must use approved Security Company — see reverse side)

The Police Department will have the final say as to how many security guards will be required based on the information furnished in this application. This will generally be a minimum of four (4) guards if alcoholic beverages are being consumed. However, the number may be altered if deemed necessary by the Police Department. In no case will less than (2) guards be utilized for any function.

Security requirements can be recommended by the Reedley Police Department prior to contacting a Security Agency. If you do not have enough security to meet the requirement set by the Police Department, you will be advised that the application cannot be approved unless additional security is obtained. **A signed contract from the Security Company indicating that it has been paid in full must accompany all "Dance and Alcohol Permit" applications.**

3. Getting the Alcohol Permit Approved

If your event is being held at the Reedley Opera House, return the completed permit application to them; If your event is at the Reedley Community Center or a Reedley City Park return the completed permit application to the Community Services Department. Staff will then submit the permit application to the Reedley Police Department for final approval. Permits will not be approved unless they are received by the Special Events Coordinator at least **14 days** prior to the event. You must pay the application fee at the time you return the application to Community Services. The fee must be in the form of cash or a check, payable to the City of Reedley.

After you receive your ABC License, you MUST submit a copy to both the Police Department and Community Services Department prior to the event.

CITY OF REEDLEY
REEDLEY POLICE DEPARTMENT
Application for Dance or Alcohol Permit

***** APPLICATION FEES *****

\$30.00 fee for Private Invitation Only Dance

*****\$75.00 per day fee for Public Dances *****

\$30.00 for "Alcohol Only" permit (Event not including a dance)
No application will be accepted LESS than 10 days prior to dance

City
 Private

NAME OF APPLICANT: _____ PHONE: _____

SPONSORING GROUP / ORGANIZATION: _____

ADDRESS OF APPLICANT OR ORGANIZATION: _____

LOCATION OF EVENT: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ HOURS OF EVENT: _____ EST. ATTENDANCE: _____

- WILL ADMISSION BE CHARGED? YES NO
- WILL THE EVENT INCLUDE A DANCE? YES NO
- WILL THE EVENT BE OPEN TO THE PUBLIC? YES NO
- WILL ALCOHOLIC BEVERAGES BE CONSUMED ON THE PREMISES? YES NO
- WILL ALCOHOLIC BEVERAGES BE SOLD ON THE PREMISES? YES NO
- WILL THE LOCATION OF SALE AND LOCATION OF SERVICE BE THE SAME? YES NO
- WILL THERE BE A RESPONSIBLE ADULT CHECKING IDENTIFICATION? YES NO
- WILL YOU OR HAVE YOU OBTAINED THE NECESSARY LICENSING FOR SERVICE OF ALCOHOLIC BEVERAGES AS REQUIRED BY THE DEPARTMENT OF ALCOHOLIC CONTROL? YES NO

HOURS ALCOHOL WILL BE SERVED (Limited to 4 hours): From: _____ am/pm To: _____ am/pm

WHO WILL BE SELLING OR SERVING THE ALCOHOL _____

NAME OF PERSON IN CHARGE OF EVENT(must be present during entire event) _____

SIGNATURE OF APPLICANT: _____ DATE: _____

TO BE COMPLETED BY POLICE DEPARTMENT OFFICIAL

DANCE PERMIT APPROVED YES NO ALCOHOLIC BEVERAGES PERMITTED? YES NO

SPECIAL CONDITIONS: These conditions as checked below apply to all Events, Public or Private

- No service to minors or obviously intoxicated persons
- Alcohol Permit required from ABC (Alcoholic Beverage Control) prior to event.(For event open to the public or sales of alcohol)
- No Alcoholic Beverages allowed at juvenile or minors birthday parties, such as Sweet Sixteen Parties
- No glass containers allowed for public use. Only exception will be for bride and groom toasting glasses at wedding receptions
- Identification to be checked by responsible adult at point of sale or service of alcoholic beverage
- There will be a 2 (two) drink per person, per visit or purchase maximum
- If drink tickets are sold there will be a limit of 5(five) tickets sold per person per purchase
- Sales and Service of alcoholic beverages must stop one hour prior to end of event
- Security must remain on the premises during the entire event

If you need assistance in learning how to develop and understand acceptable standards of practice when serving alcoholic beverages there are training seminars available to you locally through Kings View Community Services at 1822 Jensen Avenue #102, Sanger, CA 93657 or at (559) 875-6300.

Authorized By: _____
 Douglas N. Johnson, Chief of Police Lt. Joe Garza (Special Events Coordinator) Date

Receipt No. _____ Date: _____ Amount: _____ Receipt No. _____ Date: _____ Receipt No. _____

PRIVATE SECURITY COMPANIES

UPDATE 02/12/2008

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
AAA SECURITY INC Contact: Danieele	632 N. BEN MADDOX WAY P.O. BOX 710 VISALIA CA 93279	(559) 738-5020
B&R PRIVATE SECURITY Contact: Luis Burgos	534 QUALITY AVE PO BOX 988 SANGER CA 93657	(559) 312-5050
CASTRO SECURITY SERVICE Contact: Ray Castro	2965 E. Michigan Fresno CA 93705	(559) 455-8865
FALCON PRIVATE SECURITY	373 NEES AVE W #108 FRESNO CA 93711	(559) 289-4075
GREYSTONE SECURITY SERVICE Contact: Cosme Resendiz	13591 E. ANN ST Parlier CA 93648	(559) 363-2037
LEON SECURITY SERVICE CORP Contact: Juan Trujillo	519 N. Welch Dr Tulare CA 93274	(213) 389-1151 (559) 688-1628
R&D Security Contact: Robert Marin	P.O. BOX 603 SANGER CA 93657	(559) 876-2250
SECURITAS SECURITY SERV USA Contact: Kelly David	4186 W. SWIFT, STE #101 Fresno, CA 93722	(559) 277-7900
TRITON SECURITY Contact: David Poedy	105 E. Sierra #159 Fresno CA 93710	(559) 227-1464
VALLEY PROTECTIVE SERVICES INC. Contact: Richard Rodriguez	4529 N MARTY #104 FRESNO CA 93722 MAIL: PO BOX 4314 FRESNO CA 93744	(559) 222-3474
WEST-PRO ENFORCEMENT SECURITY Contact: Bernard Prather	3417 S. HARDING Fresno CA 93725	(559) 291-9909

Private security officers are required whenever there is a dance and/or alcoholic beverages being served at any function being held at a City owned facility.

A copy of your contract with one of the following companies licensed to do business in the City of Reedley must be turned in with the Application for a Dance Permit. **Security contract must show shame hours of activity time as on Facility Use Application or Special Events Application.**