

**APPENDIX A
SAMPLE SPECIAL EVENT PERMIT
REGULATIONS, APPLICATIONS, AND AGREEMENTS**

SAN DIEGO, CA: SPECIAL EVENT REGULATIONS ON MITIGATING PUBLIC IMPACTS



MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your activities. Most neighborhoods and business districts are represented by a number of community groups that are officially recognized by the City of San Diego. These groups include, Community Planning Groups, Town Councils, Business Improvement Districts, and Recreation Councils. If your event venue is in an area that is governed by one or more of these groups, ***you must present your event concept to these organizations for their support or endorsement.*** You must also meet with the residents, businesses, places of worship and schools that may be impacted by the noise and street closures related to your event.

The City of San Diego requires that notices be mailed or hand delivered ***two weeks prior to your event*** to all entities impacted by event activities. Information in this notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed.

The City of San Diego will also require you to provide advisory signs placed a minimum of two weeks prior to your event if the event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

WASHINGTON STATE DOT: STATE HIGHWAY USE DURING STREET USE EVENTS

CHAPTER 7 SPECIAL HIGHWAY USE

7.1 BICYCLING, RUNNING, WALKING, FESTIVAL, AND PARADE EVENTS

RCW 46.61 prescribes the rights and duties for bicycle and pedestrian travel on highways, county roads, and city streets. With regard to bicycle or pedestrian events, traffic control considerations are essential to minimize potential traffic hazards.

Requests to use state highways for bicycle, running, and walking related events require written approval from the district to the event sponsor for events occurring within a district. Headquarters coordinates the required activities for multi-district events, responding to the involved districts and the State Patrol. Approvals may be granted after consideration and documentation of the following guidelines:

- A. Event sponsors should be encouraged to use county roads or city streets if at all possible.
- B. Where use of a highway without access control is necessary, there should be a detour route available. The detour should be satisfactory for through traffic and appropriately signed by the local jurisdiction(s). Request for state highway use within incorporated areas should receive concurrence from the affected city or town.
- C. Sponsor developed traffic control plans must adequately and safely accommodate anticipated traffic conditions. Such plans must be approved by the district traffic engineer. All traffic control devices shall conform to the *Manual on Uniform Traffic Control Devices* (MUTCD).
- D. The organizers, or sponsors, will prepay all extraordinary costs for labor and materials provided by the Department of Transportation.
- E. The party requesting the state highway use shall notify, at least 48 hours (preferably seven days) in advance of the event, all local fire, ambulance, transit, law enforcement departments, and other service oriented activities that could be affected by the event.
- F. The department must be included as an additional insured when highway authorities are not specifically named within event insurance policies.

Department regulations and policies do not allow bicycling, running, or walking related events on limited access highways except when prior approval is granted at locations where no alternate route exists. On an event basis, written approval by the State Operations and Maintenance Engineer is required.

Where a limited access highway has been approved for use, sufficient lane(s) are to be left open in each direction to allow expected volumes of traffic to operate without serious congestion. Appropriate traffic control plans and devices are to be used to enhance safety and to warn event participants and vehicle drivers of each others presence.

Public information efforts should be commensurate with the anticipated traffic impacts. The news media should be encouraged to publicize the event and possible congestion. This can be accomplished by imposing special requirements for public information on the sponsor, by news releases or media contacts by WSDOT personnel, or a combination.

Provide informational copies of correspondence related to such events to the State Traffic Engineer. When these events may affect ferry operations, contact the Marine Transportation Division.

VIRGINIA BEACH, VA: PERMIT APPLICATION

OUTDOOR EVENT AND ENTERTAINMENT APPLICATION



CONVENTION AND VISITOR DEVELOPMENT
 Resort Management/Special Events and Film Office (SEAFO)
 2101 Parks Avenue, Suite 502
 Virginia Beach, VA 23451
 (757) 437-4800

OFFICE USE ONLY	Application Number: _____	Event Supervisor: _____
	Insurance: <input type="checkbox"/> Rec'vd <input type="checkbox"/> City Purchased?	Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

The information requested by the Special Events Application form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen, as provided by the Freedom of Information Act. Completion of the form is voluntary, however, failure to do so will prevent processing of your application.

Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting of the event, and possible loss of privilege to host events in the future.

Please answer all questions, indicate N/A if the question does not apply to your event.

PERMIT PROCESSING:

Event	Application Submittal / Processing Time	Processing Fee <small>Checks made payable to the City Treasurer</small>
Party on Private Property, Block Party, Non-Commercial Carnival	30 days prior to the event	\$50.00
Outdoor Entertainment (Seasonal)	60 days prior to the event	\$100.00
Outdoor Entertainment / 2 or more days	60-90 days prior to the event	\$150.00
Parade / Major Thoroughfare	60-90 days prior to the event	\$100.00
Parade / Residential Streets, One Day Event, Commercial Carnival	30-60 days prior to the event	\$75.00

APPLICANT AND ORGANIZATION INFORMATION

Applicant's Name: _____

Are you 18 years of age or older? Yes No Are you representing yourself? Yes No

Are you representing an organization? Yes No Is it a non-profit organization with 501(c)(3) status? Yes No
 (Attach a copy of the 501(c)(3) certificate or note the identification number) _____

Organization's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Fax Number: _____ On-Site Cellular: _____

Pager: _____ E-mail: _____

ABOUT THE EVENT AND ENTERTAINMENT

Please check all that apply. This event is a...

*Parade / Run / Walk / Bike or Auto Procession Block Party **Carnival Tent Revival

Festival Concert Beach / Ocean Event Sporting Event Private Party

Other: Please explain: _____

The event is... Private (by invitation only) Open to the General Public

The event will be hosted on... Private Property Commercial Residential Public Property

Event Name: _____

Location(s): _____
 (Please attach Site Map)

Event Date:	Setup Time:	Start Time:	End Time:	Breakdown Time:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Rain Date(s) / Times: _____

Please note the range of total anticipated attendees (including spectators and participants):

- 0 - 150
 150 - 500
 500 - 1000
 1000 - 5000
 5000+

Please indicate how many times this event has been hosted before.

- 1st time
 2 - 4 times
 5+ times
 Where? _____

EVENT-AT-A-GLANCE PLEASE INDICATE THE VARIOUS EVENT ACTIVITIES. CHECK ALL THAT APPLY.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Staging |
| <input type="checkbox"/> Banners / Signs | <input type="checkbox"/> Food Vending / Sampling | <input type="checkbox"/> Shuttles / Satellite Parking | <input type="checkbox"/> Public Address System |
| <input type="checkbox"/> Boats | <input type="checkbox"/> Live Music / Band | <input type="checkbox"/> Tents | |
| <input type="checkbox"/> Beach Activity | <input type="checkbox"/> Mechanical Rides / Devices | <input type="checkbox"/> Vendors (non-food / beverage) | |

***Parade / Run / Walk / Bike or Auto Procession**

Assemble area / time: _____

Disassembly (finish) area: _____ Time: _____

Describe parade route (attach a map of the entire route and highlight streets) _____

Number of marching units: _____ Number of non-marching units: _____

Number of floats (specify height, length, etc.): _____

Types of vehicles: _____ Cars _____ Motorcycles _____ Pickup trucks _____ Semi trucks _____ Other

Types of animals: _____ Horses _____ Dogs _____ Other

Will you need special arrangements for dignitaries? Yes No

Will you have a reviewing stand? Yes No Where will it be placed? _____

****Carnival or Petting Zoo:**

How many mechanical rides or other amusement devices such as a moonwalk will be used? _____

What types: _____

Amusement company's name: _____

Address: _____ Phone: _____ Fax: _____

Company's representative: _____ Phone: _____ Fax: _____

FOOD, NON-FOOD, AND OTHER VENDOR INFORMATION**

A vendor is anyone who is serving, selling or sampling food, beverages, or merchandise.

FOOD: Please check all that apply

- Food will be...
 Served
 Sold
 Catered
 Prepared in Church Kitchen
 Prepared Outdoors
 Delivered from another location
 Prepared in School Cafeteria

Food Date(s): _____ Times: _____

Time food vendor setup ready for inspections: _____

**Please fill out attached vendor information sheet (one for each vendor).

NON-FOOD:

A separate Vendor Information Sheet (attached) shall be completed for each vendor participating in the event.

ALCOHOL:

Alcohol information must be completed regardless of whether the event is public or private. Please answer all questions that apply:

Type: Draft Beer
 Canned Beer
 Wine
 Liquor
 Will be: Sold
 Served

Date(s): _____ Times: _____

_____	_____
_____	_____
_____	_____

STRUCTURES, TENTS, BLEACHERS AND STAGES

TENTS: Please give an overview of your tent plan. List type (by Code), number, and size(s) of tents to be erected.

Tent Codes: **C** - Cooking underneath **GA** - General assembly (requires floor plan showing exits) **S** - Sales of food, products, etc.

Tent Code	Number of Tents	Sizes
_____	_____	_____
_____	_____	_____

BLEACHERS: If your event will have bleachers, please provide the type of bleacher, size, and supplier.

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

STAGES:

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

SECURITY: Security is required when -

- alcohol is being served / sold,
- materials / equipment is left overnight,
- live entertainment is provided.

Please describe your security plan: _____

Describe type of equipment left overnight: _____

Uniformed presence provided by: Off-duty Police Officers Private Security Volunteers Hired Staff
 Sheriff's Deputies

When: _____ How many? _____

RESTROOMS AND WASTE DISPOSAL

Please note number of trash receptacles you will require. 5 - 10 10 - 20 _____

Have you contracted with a portable restroom company? Yes No

If "yes," please provide the company name and an after hours / emergency phone number.

Delivery date of portable restrooms: _____ Pick-up date: _____

Please list the number and locations of portable restrooms:

Number	Location
_____	_____
_____	_____
_____	_____

BANNERS AND SIGNS

Please provide us with an overview of your banner and sign plan. List number, location, and type of banners.

Location of banner codes: **ES** - Within event site **LP** - On street light poles **BWR** - Boardwalk railing

Type of banner codes: **DI** - Directional / Informational **SP** - Sponsorship **OT** - Other

Number of Banners / Signs	Location Code	Type Code	Comment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PARKING AND TRANSPORTATION

How will people get to / from event?

- Personal Vehicles
- Shuttle / Satellite Parking
- Other: Please explain: _____

Where will the event attendees / participants park?

- On-Street / Public Parking
- Reserved / VIP Parking
- Satellite Parking Location: _____
- Other: Please explain: _____
- School Grounds
- Church Grounds

Do you require special parking? (VIP, RVs, trailers, support vehicles) Yes No
 Number of Spaces Location Purpose

**Due to limited parking in the resort area all parking requests may not be granted. Applicant shall contact SEAFO two (2) weeks prior to the event to request parking passes for support vehicles in designated areas in / near the event site.

MEDICAL Describe in detail your medical plan:

AMERICANS WITH DISABILITIES ACT

Some events must comply with ADA requirements. Please indicate which of the following you will have at your event. Please check all that apply.

- Ramps / walkways on the beach Sign-language translator Hearing-impaired listening devices
 Designated wheelchair viewing areas Handicapped-accessible restrooms Handicapped-accessible shuttles

OTHER PERMITS

In addition to an Outdoor Event and Entertainment permit, other City, State, and private agencies may require a permit relative to your event. Please indicate if you have applied for a permit or will be applying for a permit from each agency. Please use the following codes: **HA** - Have Applied **WA** - Will Apply **DNA** - Does Not Apply to This Event

- Code Department / Agency
 _____ ASCAP / BMI (playing of music)
 _____ Health Department (food concessions, food sampling, etc.)
 _____ Fire Department (fireworks, pyrotechnics, special effects)
 _____ Commissioner of the Revenue (business license, sporting tax, admission tax, prepared F&B, etc.)
 _____ State Department of Taxation (sales tax)
 _____ U.S. Coast Guard (federally regulated waters)
 _____ ABC Board (alcoholic beverages)
 _____ Planning / Permits and Inspections (tents, bleachers, amusement devices, etc.)

EVENT BOUNDARIES (Resort Events Only)

Please define the boundaries of your event:

North: _____ South: _____
 East: _____ West: _____

TELECOMMUNICATIONS (Resort Events Only)

Please indicate if your event has the following needs. Please note number and location on your site map.

- T1 lines. Number and location: _____
 Regular phone lines. Number and location: _____
 Other: _____ Number and location: _____

ON-SITE COMMUNICATIONS (During Event)

Cellular Phone #1 Day of Event: _____ Will you use radio communications? Yes No
 Cellular Phone #2 Day of Event: _____ Radio provided to SEAFO staff? Yes No

HOLD HARMLESS CLAUSE:

Permittee (applicant / organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

 Applicant's Name (Printed Neatly)

 Applicant's Signature

 Date

EVANSTON, IL: SPECIAL EVENT HOLD HARMLESS AGREEMENT

Hold Harmless/Indemnification Agreement

_____ has requested permission to _____ in the City of Evanston. For consideration of such permission, _____ hereby fully releases and discharges the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which any be alleged to have arisen out of, or in connection with the event.

_____ further agrees to indemnify and hold harmless and defend the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.

In addition, _____ shall furnish two copies of certificates of insurance with the City of Evanston named as an additional insured in the amount of \$1,000,000 unless a greater amount is warranted.

Company

Name

Title

Signature

Applicant's Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I, _____, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

(Signature of Applicant)

(Date)

HOT SPRINGS, AR: STREET USE EVENT CHECKLIST

SPECIAL REQUIREMENTS FOR USE OF WHITTINGTON AVENUE *CHECKLIST*

The following checklist applies to any special event permit issued for the use of Whittington Avenue from its intersection with Ozark and Water Streets west to Woodfin Street. A complete description of these requirements is attached to Ordinance Nos. 4458 and 4556. Event Sponsor must comply with the requirements as stated in Ordinance Nos. 4458 and 4556 and their attachments. In this regard, the Sponsor must:

- Provide written notification to area residents as illustrated in Exhibit 1 to Ordinance No. 4458 not less than 3 nor more than 10 days prior to the event.
- Provide "escort passes" for residents on the boulevard section of Whittington and to the residents of Quartz Street prior to event.
- Arrange with a local ambulance service for the provision of an ambulance to be stationed in the Whittington area during the event.
- Contact the City's Engineering Office (Municipal Building, 133 Convention Blvd., 321-6860) and arrange for pickup of required signs. (A refundable deposit of \$20.00 per sign must be paid at the time the Sponsor picks up the signs.)
- Install temporary signs at: (1) Park Ave. & Gulpha Gorge Rd., (2) Blacksnake Road at Bull Bayou, (3) Prospect at West Mountain Drive, and (4) east and west ends of the Whittington boulevard section.
- Install detour signs as indicated by Exhibit 3 to Ordinance No. 4458.
- Install barricades at the intersection of Whittington and Woodfin as indicated by Exhibit 3 of Ordinance No. 4458.
- Provide radio equipped marshals at all intersections along Whittington (12 minimum).
- Arrange to reopen Whittington between events, if applicable.
- Ensure that one lane of traffic on Whittington Avenue remains open at all times in the designated event area (from Ozark and Water Streets west to Woodfin).
- Any special event expected to last for a duration of two hours or more shall require the sponsor to place on each end of Whittington Park one male and one female port-a-potty.
- Remove and return all city owned signs to the City's Engineering Office (Municipal Building, 133 Convention Blvd.) within two days after the event.
- Event sponsors are responsible for providing all necessary barricades and traffic cones. (Available from rental and/or construction companies.)

MONTGOMERY COUNTY, MD: SPECIAL EVENT TRAFFIC CONTROL REGULATIONS

PUBLIC RIGHT-OF-WAY PERMIT

SPECIAL REQUIREMENTS:

(check all applicable boxes)

- (1) Signs notifying the public **must** be posted a minimum of one week prior to the event on the right side of all effected roadways where they intersect with major roadways. (see illustration "A" for sign details).

When applicable, "ROAD CLOSED" signs **must** be posted the day of the closure at the last **major** intersection where motorists can detour to avoid the closure (see illustration "D") and at the actual point of the closure (see illustration "C").

Lettering and symbols on the above described signs **must** be legible for passing motorists to easily see and comprehend.

- (2) Temporary parking restriction signs **must** be posted 72 hours in advance and remain posted for the duration of the event at locations where parked vehicles would conflict with the event.

See illustration "B" for the required sign message and dimensions. Lettering and symbols **must** be legible enough to be easily seen and comprehended.

- (3) Traffic drums or cones (see illustration "E" and "F") **must** be used at all points of closure — starting areas, the crossing of intersections, locations where the route changes directions, and all driveways (except single family homes).

- (4) For the closure of a lane or a portion of a lane along a segment of roadway, the permittee **must** provide 28" high traffic cones or traffic drums placed no further than 40' apart to separate and define the portion of the roadway to be used for vehicle travel from that reserved for the event.

- (5) Traffic drums or cones **must** be in place just prior to the times allocated for the event (as specified herein) and removed as soon as the last participant clears each section of the event route (no later than the ending time as stated on the permit).

- (6) For races or moving events, a "LEAD and "CHASE" vehicles **must** be used in front and behind to insure the safety of all participants during the event.

- (7) Residents and/or businesses of all properties fronting the subject road sections and/or those whose access is directly impacted by the event **must** be notified in writing by the permittee a minimum of 72 hours prior to the event.

- (8) Vehicle access to and from properties abutting and/or directly affected by the event **must** be permitted at all times: **EMERGENCY VEHICLES SHALL BE PERMITTED THROUGH PASSAGE AT ALL TIMES.**

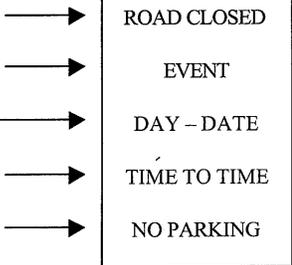
- (9) Permittee **must** secure police assistance at locations that require complete closure of the roadway and at all signalized and/or major intersections where the participants may be crossing without regard to existing traffic control devices.
- (10) Competent adult monitors **must** be stationed at all other intersecting roadways and/or driveways (except those of signal family homes) not controlled by police.
- (11) Competent adult monitors **must** have copies of "Detour Maps" to inform passing motorist of alternate routes around the event.
- (12) If applicable, permittee **must** secure the necessary permits from Maryland State Highway Administration and/or other agencies or municipalities for the temporary use of their right-of-way.
- (13) The "Double Yellow Center Line" rule **shall** be enforced at all times during the race. This rule also applies to any practice runs the participants partake in prior to the race.

"The Double Yellow Center Line Rule prohibits any participant from crossing the center line of any roadway during practice or the actual race with the exception of the start of the race and the sprint to the finish line at the end of the race".
- (14) A "Rolling Road Block" type of closure **shall** be used during the event. At no time will any county roadways be closed to motorists during the event, except during the start of the race and the finish of the race.
- (15) "Practice Runs" are allowed only on the roadways as stated in the permit and **must** be held on the day of the event and only during the times as stated in the permit.

APPROVED: _____ **DATE:** _____
 TRAFFIC CONTROL AND LIGHTING ENGINEERING

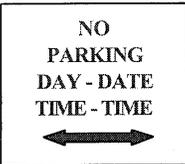
A

OMIT THIS LINE IF NOT APPLICABLE
PARADE, RACE, BLOCK PARTY, ETC.
DAY OF WEEK - MONTH
(i.e. MON - MAY 5)
STARTING TIME AND ENDING TIME
(i.e. 5am to 5pm)
OMIT THIS LINE IF NOT APPLICABLE



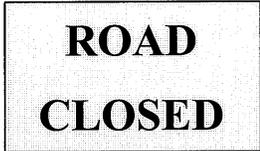
MINIMUM 30" X 30"
3" BLACK BLOCK LETTERS
ON WHITE BACKGROUND

B



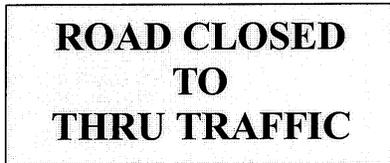
2 1/2" INCH
RED BLOCK LETTERS
1 1/2" INCH
RED BLOCK LETTERS

C



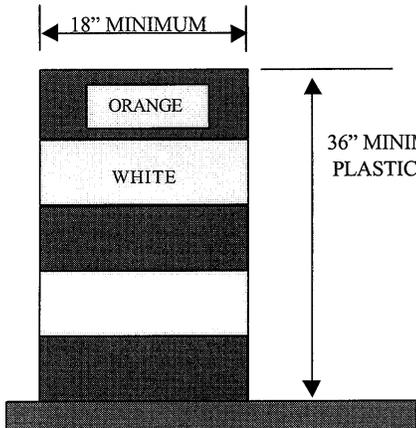
MINIMUM 48" X 30"
BLACK BLOCK LETTERS
ON WHITE BACKGROUND

D

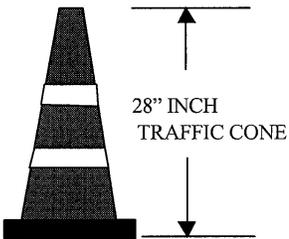


MINIMUM 60" X 30"
BLACK BLOCK LETTERS
ON WHITE BACKGROUND

E



F



MARCO ISLAND, FL: SPECIAL EVENT DIRECTIONAL SIGN REGULATIONS

DIRECTIONAL SIGNS IN ROW:

Directional signs located within the right-of-way must be a minimum of 18" x 24" and a maximum of 24" x 32". It is recommended that the signs be blue with white lettering. The signs shall be professional in appearance and shall include the special event permit number (can be placed on back of sign). Signs may not be erected prior to 7 days before the scheduled event and must be removed with 24 hours of the completion of the event. Signs may not be located within medians, attached to traffic control signs or other authorized highway signs. Signs shall be located a minimum distance of 30 feet from street intersection and a minimum distance of 6 feet from the edge of pavement or 3 feet from the back of a curb. The bottom of all signs shall be a minimum of 12 inches above existing ground and the top of the sign shall not exceed a distance of 5 feet above the existing ground.

WALWORTH COUNTY, WI: COUNTY CODE SECTION 10-28 RECOVERY OF EXPENSES INCURRED FOR PROVIDING EXTRAORDINARY GOVERNMENTAL SERVICES

Extraordinary services means reasonable and necessary services provided by the County above and beyond its normal capabilities and requirements of providing for public health and safety that cause a measurable burden upon the County. Such services shall include extra police protection, traffic control or refuse collections and the administration of this Ordinance.

Sec. 10-28. Recovery of expenses incurred for providing extraordinary governmental services.

- (a) As a condition of any license granted hereunder, the licensee shall be responsible for reimbursing the County for the cost of providing extraordinary governmental services required as a result of the licensed event as provided in this section.
- (b) There shall be a charge for each ticket sold, as shall be determined, from time to time, by the Executive Committee, which charge shall be collected by the licensee and forwarded to the County within 30 days after each event. The licensee shall provide the County with complete ticket manifests for each event, and grant to the county the right to audit attendance figures for each event within one (1) year following the date of the event.