



# SPECIAL EVENTS PERMIT APPLICATION

Return completed form  
and  
\$45 processing fee to:  
*(Make check payable to City of Reedley)*

**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 ninety (90) 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 \$45 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. **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.
6. **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.*
7. *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.*
8. 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.).
9. City sponsored events will retain first priority for use of all facilities.
10. After receipt of the application and the administrative fee, the application will be forwarded to the Special Events Committee (Police Department, Fire Department, and Public Works, Community Services Department, etc).
11. At the discretion of the Special Events Coordinator, a meeting between the event holder and city staff may be scheduled. We will take into consideration your availability, and if possible, schedule the meeting at a convenient time for you. This joint meeting will be used to find out in more detail about your event and how the city and the event holder can work together to minimize staff time and supplies to keep the costs down.
12. 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). Some events may qualify for reduced fees. Please ask Special Events Coordinator for details. **An invoice with the estimate of expenses will be prepared. All fees must be paid within 10 days after the last day of the event.** Within 30 days after the last day of your event, a final invoice will be sent. Any underpayment will be due within 30 days; any overpayment will be refunded within 30 days.
13. If the event has vendors without annual City of Reedley business licenses, a one day Vendor Permit is required from each. It is the responsibility of the event holder to distribute the application (included in this packet) and to collect all applications and fees. These can either be turned into the Community Services or Finance offices.

14. Groups requesting a non-profit classification must provide proof of non-profit status.
15. 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.
16. Please keep a copy of this completed application, along with the receipt of payment with you during the event. This is important in the case there are any issues that come up during your event.

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 or blue ink only. Incomplete applications will be returned.

Day(s) of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description of Event (in detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Additional Set-up Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

Event's Sponsor/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Number and Street / PO Box

City

State

Zip

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email Address: \_\_\_\_\_

Print Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Home/Work

Cell

Address: : \_\_\_\_\_

Number and Street / PO Box

City

State

Zip

Person in charge, day of event (on site): \_\_\_\_\_ Public Info Phone#: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Estimated Participants (Vendors/Performers): \_\_\_\_\_

Admission Charge?  Yes  No Charge: \$ \_\_\_\_\_ Participant Charge?  Yes  No Charge: \$ \_\_\_\_\_

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

Is event a concert?  Yes  No Is event a dance?  Yes  No (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, agree to abide by the policies and procedures as set forth.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt#	Date Paid:	Amount Paid:
Cash/Check#:	Received from/Check from:	

## 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.

Event: \_\_\_\_\_ Date 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			
Solicitation of funds			
Television coverage			
Trade Show			
Use of Community Center			
Use of Amphitheater			
Wedding/Reception			
Other			

**City of Reedley – Special Events Checklist – cont.**

<b>Will you need:</b>	<b>YES</b>	<b>NO</b>	<b>Details / Location</b>
Chairs (how many?)			
Tables (how many?)			
PA System			
Banners hung			
Electric hook-up (amps required?)			
Exclusive parking			
Special street sweeping			
Street barricades (how many?)			
Street cones			
Trash cans or bins (how many?)			
Trash pick-up			
Bleachers (portable)			
Water hook-up (location)			
Street closure (where / times)			
Traffic control			
Other			
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.



## 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.



Clean Up Reedley's Environment

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

Authorized By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

# **VENDOR APPLICATION**

(in lieu of Annual Business License)

Vendors – Return form with \$10.00 fee to event holder

***Make checks payable to: City of Reedley***

Event:		Event Date:		
Business Name:				
Contact Person:				
Mailing Address:		City	St	Zip
Phone	Cell		Fax	

Please list all items that you will be selling:

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**Event Holders:**

Vendors (including performers but not including informational booths) are subject to a \$10 fee in lieu of any business license. If the vendor has a current business license with the City of Reedley the \$10 fee is waived. Send payment of \$10 (per event) payable to the City of Reedley with the signed contract.

***EVENT HOLDER IS RESPONSIBLE FOR COLLECTING FEES AND COMPLETED APPLICATIONS AND RETURNING THEM TO THE COMMUNITY SERVICES DEPARTMENT PRIOR TO THE EVENT***

Application Deadline – One (1) week before the event

City of Reedley  
Community Services Dept.  
100 N. East Ave.  
Reedley, CA 93654

Phone (559) 637-4203  
Fax (559) 637-7253  
denise.phariss@reedley.ca.gov

# SPECIAL EVENT FEES

Park Fee <i>effective 7/1/17</i>	Band Shell Pavilion Picnic Areas Entire Park Bounce House	\$ 75.00 \$ 75.00 \$ 75.00 \$225.00 \$ 26.00
Park Deposit <i>effective 6/1/04</i>	1-100 people 101-200 people	\$ 50.00 \$100.00
Sports Park Fees <i>effective 7/1/17</i>	Each Field per day Lights per hour per field Snack Bar per hour Pavilion (4 hours) Entire Field, Pavillion & Snack bar for 8 hours	\$26.00 \$26.00 \$21.00 \$75.00 \$335.00
Sports Park Deposit <i>effective 5/1/12</i>	Per field per day Snack Bar per day	\$100.00 \$225.00
Special Event Fees <i>effective 7/1/17</i>	200-500 people 501-800 801-1,000 1,001 - 1,300 1,301-1,500	\$233.00 \$352.00 \$428.00 \$540.00 \$618.00
Clean up Fee <i>effective 7/1/17</i>		\$31.00/hour
Disposal Fees <i>effective 5/1/12</i>	Bin delivery/removal  Bin Dump 1-5 Brown Carts 6+ Brown Carts Recycle Carts (10 available)	\$70.00 - 1 <sup>st</sup> bin \$35.00 - 2+ bins \$35.00 \$13.25 \$ 6.50 No Charge
Police Services	Explorers All other officers	No charge-but welcome donations to their program in lieu of fee Each officer's hourly or overtime wage
Barricades (includes delivery & setup) <i>effective 7/1/17</i>	Deposit Each	\$100.00 \$ 2.50
Portable Bleachers- 2 available (Includes delivery & setup) <i>effective 7/1/17</i>	Per set	\$ 103.00
Opera House		Ask for quote
Fire Services <i>effective 7/1/08</i>	Inspection Fee	\$175.00