



City of Mt. Shasta  
305 N Mt. Shasta Blvd.  
Mt. Shasta, CA 96067  
(530) 926-7510  
mtshastaca.gov



## Special Event Application (Major and Minor)

### TO BE COMPLETED BY STAFF

Application Fee Paid: \$130.00 Minor

\$375.00 Major

Checks payable to City of Mt. Shasta

Time & Date Received Stamp

Event Title

Date(s) of Event

### Applicant Information

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

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

Contact for Day of Event: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

This application is required for any special event that is:

- (1) Any organized formation, parade, procession, or assembly consisting of 50 or more persons, and which may include animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls; or
- (2) Any commercial or noncommercial organized assemblage of 50 or more persons at any public area which is to gather for a common purpose under the direction and control of a person or organization; or
- (3) Any other organized activity conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of city public safety services in response thereto

A **MAJOR** event is an event which requires redirecting traffic and the development of a traffic control plan.

A **MINOR** event is an event that does not shut down city streets or redirect traffic.

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## Exemptions

When conducted entirely on private or public property, the following are not considered special events:

- (A) Any organized activity within the scope of a conditional use permit, other land use approval or a private property permit given or required for that use; or
- (B) Spontaneous demonstration, consisting of 50 or less persons, that does not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment); provided, that:
  - (1) No fee or donation is charged or required as a condition of participation in or attendance at such demonstration; and
  - (2) The Chief of Police is notified at least 36 hours in advance of the commencement of the demonstration; or
  - (3) Lawful picketing; or
  - (4) Funeral processions by licensed mortuary; or
  - (5) Activities conducted by a government or school agency acting within the scope of its authority; or
  - (6) Activities with less than 100 people utilizing park district facilities with the approval of the park district and are not open to the general public. Examples of this type of event are retirement parties, birthdays, and weddings.

Please call the City Planner at (530) 926-7517 for specific questions and to determine if your event is exempt or not.

## Required Paperwork Checklist

The following information should be attached to the application:

Completed Application Form

Completed "Required Paperwork" and "Site Plan Checklists"

Proof of possession of the premises (deed, title report, etc.), if hosted on private property

Detailed description of the proposed special event.

Detailed, completed Site Plan of event

Schedule of Pre-, During, and Post-Event activities

Signed coordinating meeting requirement

City of Mt. Shasta business license or a copy of a document showing proof of tax-exempt, nonprofit status

Major events only, a detailed traffic control plan

If applicable, a copy of Siskiyou County Health Department event approval

If applicable, Alcoholic Beverage Control event license

Provide a copy of the letter that your event will send to surrounding property owners. The letter should include information related to anticipated attendance, schedule of event, and any possible sidewalk or road closures.

Certificate of Insurance

A coordinating meeting is required prior to your event. A coordinating meeting consists of the City department heads meeting with the special event applicant to answer questions concerning the event and review the application. Please anticipate an hour for the meeting.

Coordinating meetings may be scheduled through the Planning Department. Please bring this sheet to the pre-application meeting for City Staff signature.

DATE: \_\_\_\_\_

City Staff Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Event Title:**

**Event Details**

Provide a description of your event including a description of activities planned during the event.

Setup(Date/Time)      Event Start (Date/Time)      Event End (Date/Time)      Clean-Up (Date/Time)

Is this a reoccurring event that will keep the same schedule? (Concert series, farmers market, etc.)

YES

NO

If “yes”, please list all dates that the above schedule will follow.

Is the event open to the general public?      YES      NO

What is your anticipate attendance?

What is your anticipated admission fee per person?

Will your event host vendors selling nonfood products?      YES      NO

If “yes”, fill out **Nonfood Product Vendors** section

Will your event hose food vendors selling food products or services?      YES      NO

If “yes”, fill out **Food Product and Service Vendors** section

Will you need City Services? (Public Works, Police, Fire, etc.)      YES      NO

If “yes”, fill out **City Services** section

**Event Title:**

**Site Information and Plan**

If the event is hosted in a public place, please indicate City of Mt. Shasta as the property owner.

Event Space Address: \_\_\_\_\_

Zoning of Surrounding Area: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Using a separate sheet of a minimum 11" x 17" plain white paper, submit a scaled premises diagram showing the boundaries of the event and includes the following:

- |                                    |   |
|------------------------------------|---|
| Portable structures                | Waste recycling containers  |
| Prefabricated structures           | Accessible parking  |
| Site-built structures              | Access points and routes for disabled persons   |
| Staging                            | Access points for emergency fire and ambulance equipment  |
| Reviewing stand(s)                 | Emergency medical services area(s)  |
| Elevated platforms and stages      | Any vehicles located in an enclosed area  |
| Temporary pedestrian bridges       | Pyrotechnics  |
| Tents, or canopies                 | Inflatable(s)   |
| On-site grading                    | Animals and animal rides  |
| Portable restrooms                 | Carnival rides  |
| All on-site signs and banners      | Location to accommodate individuals desiring to express opinion not consistent with the purpose or intent of the event, and |
| Any travel routes                  | Other similar information that will describe the components of the event  |
| Assembly or production areas       |   |
| Electrical sources and connections |   |
| Fuel storage                       |   |
| Cooking and open fires             |   |
| Water supply                       |   |
| Run-off containment features       |   |

**Event Title:**

### **General Event Information**

Please describe the security plan for the event. Provide the number of persons proposed or required to monitor or facilitate the special event and to provide spectator or participant control and direction for events using city streets, sidewalks, or facilities

Please describe your medical plan, including first aid stations, emergency services, and emergency communication plan.

Please describe how your event will accommodate or limit animals at the event.

Please describe the provisions for recycling, composting, and waste management. Please include any and all waste containers that will be brought to the event.

**Event Title:**

Please describe the number and type of sanitation and bathroom facility at the event.

Provide a list of sponsors and/or organizations that are contributing to the event.

Describe all recording, sound amplifying, or other attention-getting devices to be used in connection with the event.

Describe any and all pyrotechnics to be used in connection with the event.

Provide all locations and description of all off-site signs, banners, or attention getting devices.

**Event Title:**

**Nonfood Product Vendors**

What is the estimated number of vendors anticipated?

State the fees to be charged nonfood vendors pertaining to your event.

Setup Date/Time

Clean-Up Date/Time

**Food Product and Service Vendors**

Present a list of all Siskiyou County Health approved food vendors.

Are any food vendors anticipated to be mobile throughout the event?

State the fees to be charged food vendors pertaining to your event.

**Requirement:**

All food vendors must receive proper permitting and inspections from Siskiyou County Environmental Health prior to and during the event. Failure to coordinate with Siskiyou County Environmental Health will result in the expulsion of the food vendor and citations.

**Requirement:**

All event vendors selling products (food and nonfood) at the special event are required to obtain a vendor permit from the City of Mt. Shasta. Vendor permits can be obtained from the Finance Department and must be filled no later than 2 weeks prior to the event. No vendor permits will be issued after the 2 week mark or the day off. Vendors without a permit will be asked to leave the event and the event applicant will be responsible for the



**Event Title:**

**City Services**

Describe the type of assistance from the **Fire Department** prior to, during, or post event.

Describe the type of assistance from the **Police Department** prior to, during, or post event.

Describe the type of assistance from the **Public Works Department** prior to, during, or post event.

Describe the type and number of **City Equipment** needed for your event.

Garbage Bins

Recycling Bins

Traffic Barricades

Traffic Cones

Public Works Vehicle(s)

Other: \_\_\_\_\_

Delivery Date/Time

Pick-Up Date/Time

Delivery location for equipment:

**\*Stating the need for City Service does not guarantee City Staff or equipment are available. The City of Mt. Shasta holds the right to deny City Services requests if Staff cannot meet the request.**

## **Applicant Certification and Financial Responsibility**

Under penalty of perjury, I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued. By submitting this application, I certify that I have read and understand the requirements of the application process and that I may be disqualified for failure to meet the requirements of state law or City ordinance, or for incomplete, late, or inaccurate applications/ attachments, and that all fees paid in connection with this application are non-refundable.

I, \_\_\_\_\_, understand that as the Applicant of the special event described in this application is my sole financial responsibility. Any and all costs and/ or charges associated with the preparation, management, and clean-up of my special event, whether anticipate or not, are the responsibility of myself. In the event that charges are incurred and not paid when due, I understand that the City of Mt. Shasta may apply late fees and additional interest to my charges.

Signature of Applicant

\_\_\_\_\_

Date: \_\_\_\_\_

## Indemnity Agreement

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the City of Mt. Shasta, a municipal corporation existing under the Constitution of the State of California (“City”), and \_\_\_\_\_, (“Applicant”).

WHEREAS, Applicant has applied to conduct a special event hereinafter known as the “Project”.

WHEREAS, Applicant has requested City to accept the application for the Project and to review, consider, and approve the Project and to conduct environmental review and to make findings as required by the California Environmental Quality Act (“CEQA”); and

WHEREAS, the parties agree that it is in the best interest of Applicant and City to indemnify and hold harmless City from any and all damage, liability or loss or claim of damage, liability or loss connected with or arising out of the approval of the Project or any action taken or decision made by City approving the Project, supplementing the Project, placing conditions on the Project and any decision, determination, of finding made concerning CEQA;

NOW, THEREFORE, in consideration of the recitals set forth above and the terms and conditions discussed below, the parties mutually agree as follows:

1. Applicant, and each of them, shall defend, indemnify, and hold harmless City and its officers, agents, and employees from any claim, action, or proceeding hereinafter collectively known as “Action” against City, its officers, agents, and employees to attack, set aside, void, annul, modify, or in any way challenge any decisions, findings, determinations, or approval made by City resulting from their involvement in the Project, including any claim for private Attorney General fees claimed by or awarded to any party from the City as a result of any challenge to the Project or any action or challenge resulting from use, operation, or maintenance of the Project.

2. Applicant shall reimburse City for any costs, including but not limited to attorney’s fees, consultants costs, and litigation expenses incurred by City in defense of any action.

3. Applicant shall indemnify and hold harmless City from any award against the City for attorney’s fees, costs, or damages arising out of or related to the City’s approval of the Project or Applicant’s operation or maintenance of the Project.

INDEMNITY AGREEMENT CONTINUED

4. Applicant agrees to abide by all state and City regulations pertaining to special events and holds City harmless in the enforcement of regulations set out in City ordinance.

5. City shall promptly notify Applicant of any action and shall provide reasonable cooperation with Applicant in fulfillment of Applicant's obligations and responsibilities set forth herein.

6. City, at its sole discretion, may elect to participate independently in the defense of any such action and Applicant will continue to be responsible to reimburse City's expenses. In that case, City shall make independent decisions concerning a defense of its actions and shall make good faith efforts of keeping expenses and costs associated with the defense reasonable. City will, nevertheless, cooperate with Applicant and Applicant shall cooperate with City.

7. If the City enters into a settlement agreement, Applicant shall not be required to pay or perform any settlement unless the settlement is approved by Applicant, which approval shall not be unreasonably withheld.

8. Applicant shall, before hiring counsel to defend any action, consult with City concerning the qualifications and experience of any counsel to be retained. The City will have the right to approve the attorney hired. The approval shall not be unreasonably withheld.

9. All notices under this Agreement shall be sent by certified or registered mail addressed as follows:

To Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To City :       City of Mt. Shasta  
                  305 N Mt. Shasta Blvd.  
                  Mt. Shasta, CA 96067

INDEMNITY AGREEMENT CONTINUED

10. This Agreement represents a full and complete understanding between the parties regarding the matters discussed herein.

IN WITNESS WHEREOF the parties hereto this Agreement to be executed on the date set forth below.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**CITY OF MT. SHASTA**

Dated: \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT**