

# SPECIAL EVENT PERMIT APPLICATION

To obtain a permit for a special event within the City of San Luis Obispo, complete and submit this application to the SLO Parks and Recreation Department, 1341 Nipomo Street, San Luis Obispo, CA 93401. The application fee is **\$61.00** and must be submitted with the application. Additional fees may be applied pending approval.

## TYPE OF EVENT (Check ALL that apply)

Parade \_\_\_\_\_ Walk/Run/Ride \_\_\_\_\_ Mission Plaza Event \_\_\_\_\_ Park Event \_\_\_\_\_ Street Closures \_\_\_\_\_

## EVENT SPONSOR & CONTACT PERSON

Name of Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

★ Non-Profit IRS # if applicable: \_\_\_\_\_

Person in charge of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact (Event Chair): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email/Website: \_\_\_\_\_

## EVENT INFORMATION

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

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

Event Time: \_\_\_\_\_ Event Time (including setup/removal): \_\_\_\_\_

Event Description: \_\_\_\_\_

# Participating in Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

## EVENT LOCATION

Facility and/or Specific Location of Event: \_\_\_\_\_

★ Please attach map if event affects City streets (i.e. parade, run/walk/ride, etc.)

Will all or a portion of event be conducted on private property? (circle) Yes No

If yes, attach proof of property owner's permission for property to be used for the above listed event or obtain signature authorizing owner's permission for said property use: \_\_\_\_\_

*Signature of Property Owner*

## PARADE ENTRIES & VEHICLE PARTICIPATION

Maximum # of entries in event: \_\_\_\_\_

Type and # of vehicles participating in event: \_\_\_\_\_

**Event Route: Attach map of parade route, including staging and de-staging**

## AMPLIFIED SOUND

Will the event include live music or amplified sound? (circle) YES NO

If yes, please describe (including hours) \_\_\_\_\_

Any amplified sound is subject to the City of San Luis Obispo Ordinance No. 9.12.040 and restrictions may apply.

## ALCOHOL

Alcohol is strictly prohibited on public property in the City of San Luis Obispo without appropriate permit, license and/or approval. Events permitted to include alcohol are required to provide a designated area for alcohol use, including special fencing of area, posting of signs, and security.

➔ Will alcohol be served or sold at this event: (circle) YES NO SERVED SOLD

If yes, indicate type of alcohol: (circle all that apply) BEER WINE OTHER (specify) \_\_\_\_\_

Indicate time alcohol will be served/sold at event: \_\_\_\_\_

Location of the alcohol designated area within the event: \_\_\_\_\_

## VOLUNTEERS & SECURITY

Description of security and/or volunteers (including # participating) to be provided at event: \_\_\_\_\_

\_\_\_\_\_

**INSURANCE REQUIREMENT**

Special events held within the City of San Luis Obispo are required to provide a Certificate of Insurance for Property Damage, General Liability (and Liquor Liability if alcohol is included) in the amount \$1,000,000 and an Endorsement naming the City of San Luis Obispo as an additional insured.

Does this event currently have required insurance? (circle one) YES NO

Do you need to purchase special event insurance through the City for this event? (circle one) YES NO

**ADDITIONAL INFORMATION**

Please use the space below to include any further information regarding the event that may be helpful in the approval process:

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**HOLD HARMLESS AGREEMENT FOR APPROVED SPECIAL EVENTS:**

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of their use of City property.

The applicant certifies that he/she has read and agrees to the City's Special Event Procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless and indemnify the City of San Luis Obispo, its elected officials, officers, employees, and agents from any damages that may arise as a result of the conduct of the parade or assembly for which the permit is sought. The applicant agrees to defend, protect, indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers free and harmless from any against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees in connection with the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

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**Applicant's Signature** **Date**

**REQUIRED NOTICE VERIFICATION (SIGNATURES REQUIRED WHERE INDICATED)**

- [ ] SLO Downtown Association: \_\_\_\_\_ Date: \_\_\_\_\_
- [ ] SLO Chamber of Commerce: \_\_\_\_\_ Date: \_\_\_\_\_
- [ ] Mission Church: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATIONS FOR MISSION PLAZA EVENTS WILL NOT BE ACCEPTED WITHOUT ABOVE SIGNATURES.**

Return to SLO Parks and Recreation, 1341 Nipomo Street, San Luis Obispo, CA 93401  
[www.slocity.org/parksandrecreation](http://www.slocity.org/parksandrecreation)