



RCONA Special Event Application

Please take time to review the special events permit application and instructions **before** you begin completing the application form.

This RCONA Special Events Permit Application is to be prepared in conjunction with the Floating Event Procedure of the Roseville Coalition of Neighborhood Associations. When completed, FIRST it must be forwarded to the RCONA Activities Chairperson who will NEXT, after RCONA approval, forward the application to the Special Event Permit designee assigned by the City of Roseville liaison for RCONA events.

All special events are required to adhere to the requirements contained in Chapter 9.36 of the Roseville Municipal Code, which can be found online at www.roseville.ca.us.

For additional information please contact (916) 774-5950 or email jnereson@roseville.ca.us.

PLEASE ALLOW A MINIMUM OF 60 DAYS FOR THE PROCESSING OF THE SPECIAL EVENT PERMIT APPLICATION.

EVENT INFORMATION

Name of event: _____

Type of event (check all that apply):

Fun Run/ Walk _____ Festival/ Celebration _____ Outdoor Market/ Carnival/ Street Fair _____

Parade/ Procession _____ Charitable/ Fundraiser Event _____

Description of event: _____

Event Date(s): _____ Rain-out Date(s): _____

Time of event: From: _____ a.m./p.m. To: _____ a.m./p.m.

Set up time begins Date/ Time: _____ Clean-up completed by Date/ Time: _____

Location requested: _____

Anticipated number of participants/ spectators: _____ / _____ Maximum # at any one time: _____

Have you held this event in the City of Roseville in the past? If yes, when _____

Will you be charging admission for your event? _____

PERMIT APPLICANT INFORMATION

Name of Sponsoring NA: _____

Name of Representative: _____

Mailing Address: _____

Organization web site: _____

Representative email: _____

Telephone Numbers: Representative: Day _____ Evening _____

Name(s) of representatives **who will be present at the event and responsible for event activities:**

Name: _____ Day-Time Phone _____ Cell Phone _____

Name: _____ Day-Time Phone _____ Cell Phone _____

Is this a Nonprofit Corporation? Yes – RCONA Active NA

ADDITIONAL EVENT INFORMATION

FOOD, DRINK & VENDORS

- Any food vendors or concessionaires used will have a valid Roseville Business License. [A one-day permit can be obtained by contacting the City of Roseville Licensing Division at (916) 774-5310.]
- Per RCONA requirements, no alcoholic beverages will be sold or authorized at the event site.

ENTERTAINMENT

Yes No Will you have amplified sound at your event? *If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.*
Describe the type of music and/or sound amplification that will be a part of your event.

Yes No Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet? *If yes, contact the Roseville Fire Department for a permit at (916) 774-5805.*

- RCONA Floating Events will not authorize the use of water activity (i.e. water slides) during the event.
- Per City ordinances, RCONA Floating Events will not authorize animals in the park.

HEALTH, SAFETY & SECURITY

Yes No Are on-site restroom facilities adequate for this event?
(Required: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom facility for each gender must be ADA-accessible)
If portable toilets are required, please provide supplier information:

Company name: _____

Address: _____ Phone number: _____

Yes No Will you be using cooking equipment, BBQ's or any other equipment/ device that produce an open flame?

Yes No Will the Special Event utilize temporary diesel power generators?

Security: Please describe your procedures for security and crowd control and identify the name of the security company you intend to use. To obtain security services from the Roseville Police Department, contact (916) 774-5095.

Impact on Others: Please describe how you will notify affected businesses and residents of your event.

Clean-Up Procedures: Please identify who will be responsible for clean-up and all signage removal.

Name: _____ Daytime #: _____ Evening #: _____

Address: _____ e-mail: _____

****For proper food/ oil/ grease removal, please review the City of Roseville Best Management Practices factsheet at http://www.roseville.ca.us/eu/stormwater_management/essential_business_tips.asp**

CITY SERVICES

RCONA Floating Events will comply with the following:

- In compliance with Roseville requirements, no animals will be allowed in the park.
- Require no more than standard use of park water and power sources provided.
- Use only local directional signage during the event, to be removed at close of event.
- Require no work, signs or traffic control in the State's right of way (i.e. freeways, freeway on or off ramps), or traffic speeds on unpaved surfaces over 15 miles per hour.

Yes **No** Will you be requesting city services such as Police, Fire, Refuse, street closures, traffic control, city barricades, cones, no parking signs, etc.? *Please describe:*

If you are requesting street closures, please list the streets, from intersection to intersection, which will be closed.

1) Street Name: _____

From (cross street): _____ To (cross street): _____

2) Street Name: _____

From (cross street): _____ To (cross street): _____

Notice of Temporary Street Closure

The City of Roseville requires the Permit Applicant to provide notification of the special event and proposed street closure to all affected residents and businesses both on and adjacent to a street proposed for closure at least seven calendar days prior to the event.

APPLICATION AGREEMENT

INDEMNIFICATION

Event sponsor agrees to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the special event, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the special event.

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Special Event Permit and Chapter 9.36 of the Roseville Municipal Code may result in cancellation or early termination of the special event and forfeiture of the deposit.

_____ Event sponsor agrees to abide by the City of Roseville Insurance Requirements attached hereto as Exhibit A.

_____ Event sponsor agrees to pay all city department service charges specified in Roseville Municipal Code Section _____ incurred as a result of the event.

_____ Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/ or amplified sound.

_____ Event sponsor agrees to pay to the City of Roseville all costs the city may incur as a result of any failure to fully comply with all of these conditions.

_____ Event sponsor understands that the City of Roseville reserves the right to photograph facilities, activities and participants for its own use.

_____ Event sponsor agrees to abide by all of the terms and conditions contained in this application, any permit(s) issued in connection with the special event, and Chapter 9.36 of the Roseville Municipal Code.

_____ Event sponsor understands and agrees to abide by the terms and conditions of the Noise Ordinance found in Chapter 9.24 of the Roseville Municipal Code.

_____ Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this special event application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

_____ Issuance of a Special Event Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits.

Applicant's signature below signifies that applicant has read and understands ALL the rules and regulations outlined in the Special Event Permit Application and Chapter 9.36 of the Roseville Municipal Code.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

For Neighborhood Association Requesting Permit

Signature of President or authorized representative of the RCONA Neighborhood Association applying for the Special Floating Event Application:

BY: _____ Date: _____

Print Name: _____

Title: _____

For RCONA Use Only

As an officer of the Roseville Coalition of Neighborhood Associations (RCONA), I hereby concur that the Special Event herein applied for should fall within the provisions authorized by the RCONA Floating Event Procedure; that the _____ Neighborhood Association is a Neighborhood Association in Active standing with RCONA; and that a current Certificate of Liability Insurance is on file with the City of Roseville at the time of this application.

BY: _____ Date: _____

Print Name: _____

Title: _____

For Office Use Only

Application Submitted on: _____

Insurance on File: _____

Date Event was Approved/ Denied: _____

Special Event Permit Number: _____

Notes: