



**Permit Application for Special License
for Use of Public Property**



Applicant Information

Event Name _____

Event Date: _____

Organization: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____ Fax # _____

On-site Contact: _____ Cell # _____

- Check Applicable Location:**
- | | |
|--|--|
| <input type="checkbox"/> East End Promenade | <input type="checkbox"/> Park Property |
| <input type="checkbox"/> Parking lot in Civic Center | <input type="checkbox"/> Plaza of the Sun |
| <input type="checkbox"/> Plaza Santa Ana | <input type="checkbox"/> Sidewalk or Alley |
| <input type="checkbox"/> Second Street Promenade | <input type="checkbox"/> Street Closure/Right of Way |
| | <input type="checkbox"/> Third/Bush Parking Lot |
| | <input type="checkbox"/> Other Civic Center Location |

Submittal Requirements: READ & INITIAL

This application will not be reviewed without the following information being attached.

1. \$143.08 permit fee required payable to the City of Santa Ana. Refundable if application is denied. _____ Initial
2. A site plan diagram showing what public property will be used and where any proposed equipment (barricades, table, stages, etc.) will be placed on the public property. _____ Initial
3. A full written description of the proposed event describing all activities which will occur on the public property and copy of letter to be sent to affected neighborhood association(s). _____ Initial
4. The attached petition form must be signed by 80% of the residents or businesses affected by or within the boundaries of the requested use of public property. _____ Initial

FOR OFFICE USE ONLY:

DATE RECEIVED:
OFFICER:

FOR OFFICE USE ONLY:

DATE APPROVED:
OFFICER:

EVENT INFORMATION (CHECK ALL THAT APPLY)

STREET CLOSURE

PARADE

FIESTA/FAIR

OTHER

Event: _____

Day/Dates of Event: _____

Hours: Set-Up _____ Event _____ Tear-down _____

Location : List all streets affected, including area of assembly and disassembly

Route to be traveled, if any _____

Approximate number of persons, animals, and/or vehicles participating in the event: _____

***Attach list of names and description of each participant, if necessary.**

Estimated Attendance _____

Will alcoholic beverages be served or sold?

Yes _____ No _____ Date(s) _____

Will vendors participate in the event?

Yes _____ No _____

***A CITY OF SANTA ANA BUSINESS LICENSE IS REQUIRED FOR ALL VENDORS. PLEASE LIST VENDORS ON A SEPARATE SHEET**

Will food vendors participate? Yes _____ No _____

***HEALTH DEPARTMENT PERMIT IS REQUIRED PRIOR TO APPROVAL**

Will financial donations, gratuities or offerings be solicited or accepted at your event?

Yes _____ No _____

Will game booths be on the premises?

Yes _____ No _____

***Attach a list indicating type of games and equipment to be used.**

Is this application for a "commercial motion picture filming or videotaping"? Yes _____ No _____

PARADE

Starting location: _____ Ending location: _____

- Maximum length of parade from first to last: _____ feet.
- Estimated number of vehicles (trucks, cars, floats etc.) _____
- Minimum & maximum speeds to be maintained by vehicles in the parade. Min. _____ Max _____
- Maximum interval of space to be maintained between units of the parade. _____ (i.e. feet)
- Provide a current map route from start to finish and show direction of travel, areas of assembly and disassembly.
- Attach list of all parade entries.

SPECIAL LICENSE ON PUBLIC PROPERTY AGREEMENT

FAILURE TO ABIDE BY THESE REQUIREMENTS WILL RESULT IN REVOCATION OF PERMIT

The undersigned applicant, and any other persons, organizations, firms or corporations, on whose behalf this application is made, by filing this application do represent, stipulate, contract and agree to the attached conditions that they will jointly and severally indemnify and hold the City of Santa Ana and its officers and employees harmless against liability for any and all conduct of the event or its participants. In addition, the undersigned agrees to compensate the City for any damage to public property and that the site shall be cleaned and restored to the condition in which it was found prior to the holding of the special event, or compensate the City for any and all associated clean-up costs.

I am the person(s) who executed the application for Permit to Use Pubic Property; all statements contained therein are true and correct of my own knowledge; I am the (title) _____
of (Name of Organization) _____

And I am empowered to submit this application by direction and under authority of said organization.

I declare under penalty of perjury that the foregoing is true and correct and that this declaration (was/is) executed on _____, 20____ at _____, California.

Date

Location

SIGNATURE OF APPLICANT

Name (Print)

Phone Number

Address

Cell Number

Fax Number

Email Address

STANDARD PERMIT REQUIREMENTS

(Additional conditions or requirements that may apply to this permit)

- For street closures only—"Temporary No Parking" signs with a minimum of one (1) inch lettering, must be posted a minimum of 24 hours prior to the street closure approximately every 30 feet. These signs must be purchased by the applicant and must meet all the required criteria. ____ Initial

***A POLICE DEPT. REPRESENTATIVE SIGNATURE IS REQUIRED ON ALL "TEMPORARY NO PARKING SIGNS"**

- Barricades— The City of Santa Ana no longer provides street barricades for street closures. It is the applicant's responsibility to obtain, through private contract, the barricades and their set-up. Approved Type II or Type III barricades are required for each end of the street closure. A total of ten (10) barricades are needed for each end of the closure; five (5) set up at each end of the street and a second set of five (5) set-up 25 feet beyond the first set to create a buffer zone. No activity is to occur within this buffer zone. ____ Initial
- The applicant will be required to purchase insurance naming the City of Santa Ana, it's officers, agents and employees as additional insured and a copy of the policy or certificate of insurance may be required to be filed with the City. YOU MUST CONTACT CITY RISK MANAGEMENT AT (714) 647-5475. Parades require the submittal of a Hold Harmless Agreement. ____ Initial
- A litter control plan must be submitted with this application specifying the number of staff that will be devoted to litter removal during the event and how litter will be disposed of after the event. ____ Initial
- This permit does not supersede any existing State or local statues This permit does not allow the drinking of alcoholic beverages in public unless specifically granted by the approved permit. ____ Initial
- Portable restrooms may be required to be supplied by the applicant for use at the event. A ratio of one (1) to every 250 participant/attendees is required. ____ Initial
- The City does not provide electricity for events. Applicant is required to provide their own electrical sources. ____ Initial
- Noise level must not exceed existing Noise Ordinance levels specified in SAMC sections 10-153, 18-308 and 18-321, inclusive. ____ Initial
- The parking of non-permitted vehicles in a permit parking area outside of the approved street closure will only be allowed if an approved parking exemption is obtained from the Traffic Engineering Section of the Public Works Agency. The "Temporary On-Street Parking" and "Police Temporary Non-Enforcement Form" may be obtained directly from the Traffic Engineering Section.
If this approval is not obtained, all non-permitted vehicles are subject to citation. ____ Initial
- When metered parking stalls are to be affected by the street closure/event, the applicant will be assessed fees dues prior to the event. The current fee is \$6.00 a day per meter. ____ Initial

PETITION FOR SPECIAL EVENT

**80% OF ALL BUSINESS AND/OR RESIDENTIAL PROPERTY OWNERS OR LESSEES
WITHIN THE ROAD CLOSURE MUST GIVE THEIR CONSENT FOR A SPECIAL EVENT**

EVENT: _____

DATE(S): _____

TIME(S): _____

LOCATION: _____

Print Name & Sign	Address	Phone	Check Yes	Check No

**City of Santa Ana
Risk Management Division**

**Insurance Requirements for Short-Term Rental of City Facilities
and Outdoor Special Events on Public Property**

Applicant/lessee ("Contractor") shall procure and maintain for the duration of the rental/use period insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the use of the facilities and the activities of the applicant, his guests, agents, representatives, employees, or subcontractors. The permit issued by the City of Santa Ana is a legal contract between the City and the Contractor.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

If the Contractor maintains higher limits than the minimums shown above, the City of Santa Ana requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Santa Ana.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. Additional Insured Status

The City of Santa Ana, its officers, agents, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or, if not available, through the addition of both CG 20 10 and CG 20 37, if a later edition is used).

2. Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the City of Santa Ana, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Santa Ana, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

4. Waiver of Subrogation

Contractor hereby grants to the City of Santa Ana a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City of Santa Ana by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. This provision applies regardless of whether or not the City of Santa Ana has received a waiver of subrogation endorsement from the insurer.

Special Risks or Circumstances

The City of Santa Ana reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage or other special circumstances.

Verification of Coverage

Contractor shall furnish the City of Santa Ana with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City of Santa Ana at least ten (10) days before Contractor commences activities.

The City of Santa Ana has a Special Event/Tenant/User insurance program through which general liability insurance may be purchased for most events/facility rentals.

Please contact Risk Management at (714) 647-5470 for more information.

City of Santa Ana
Risk Management Division, M-28
20 Civic Center Plaza
Santa Ana, CA 92701

General Line: (714) 647-5470

Fax: (714) 647-5311