



**CITY OF VALLEJO
COMMUNITY EVENT
GUIDELINES**

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PURPOSE

The City of Vallejo recognizes the substantial benefits that may result from community events. These events can provide cultural enrichment, promote economic vitality and enhance community identity. Cooperation between the City, event coordinators, and the community is vital to a successful event.

Recognizing that community events are an integral part of community life, the City encourages events that are appropriate in size to the sites in which they are located and have manageable impacts on the surrounding areas.

In an effort to ensure proper coordination and execution of the logistics necessary to produce a safe and successful community event the City of Vallejo has prepared the following guidelines. City staff is available to answer questions and assist with the coordination of services for the event. Schedule an appointment with the Special Events Coordinator at specialevents@cityofvallejo.net or call 707-648-8616.

STANDARD CONDITIONS

This application must be submitted no later than 60 days prior to the date of the event to ensure that it has time to be processed. No exceptions will be granted. This application will be processed and returned, with any additional City conditions, to the applicant within 45 days of submittal.

The application should be submitted online at this link or can be dropped off to Public Works at the Central Permit Center on the second floor of City Hall

Complete applications are to be accompanied by a non-refundable \$169.00 Permit processing fee in addition to a \$169.00 per day Land Use fee due at the time the application is submitted. The Land Use fee is a \$169 per day fee, including set-up and tear down of the event. All fees are payable to the City of Vallejo. All fees, charges, and certificates required by this application shall be due and payable at the time of submittal. Additional charges for City of Vallejo services required within this application will be determined following the submittal of the application. All additional service fees will be due and payable five (5) days after notification of said charges to the applicant prior to approval of Permit.

Any and all conditions the City of Vallejo may specify for a particular event must be satisfied (see Attachment A of the Permit Application)

The undersigned certifies that he/she has the authorization to enter into this agreement on behalf of the applicant.

CITY OF VALLEJO COMMUNITY EVENT GUIDELINES

The applicant certifies that he/she shall indemnify and hold the City of Vallejo, its respective officers, directors, employees and agents, harmless and free of any liability whatsoever for any injury or damage to persons or property arising from any incident, occurrence or conditions relating to use of privileges granted by the Permit.

The applicant agrees that any expenses incurred by the City of Vallejo due to failure of the applicant to adhere to the guidelines and conditions of the Permit shall be the legal and financial obligation of the applicant.

The Permit application is not approved / effective until all signatures on Attachment A have been obtained. Property is available on a first-come, first-serve basis, and is not considered "booked" until a completed application has been submitted and the initial fees have been paid.

Check List

1. Completed Application
2. \$169 Processing Fee
3. \$169/Day Land Use Fees
4. Site Plan
5. Certificate of Insurance with additional endorsement page (minimum of 2 pages)

Additional items that may be required:

- Security Contract/Agreement
- Electrical Permit
- Street Closure Application

Additional fees may be required. Please refer to the current Fee Schedule or call the following points of contact:

Fire Inspection fee - Fire Prevention (707) 648-4565/4021 for current fee

Electrical Permit fee - Building Dept. (707) 649-3413 for current fee

Vallejo Police officer fees \$100/hour (3 hour minimum) (2-4 officer minimum)

Maintenance fees (electrical, water, etc.) - Maintenance Division (707) 648-4556

DEFINITION OF EVENT

Event means any festival, concert, parade, public performance or announced public gathering held on a public street, right-of-way or public property. Events in which the public is invited on private property which may affect public safety, health or welfare by its impact on surrounding public or private property or which may involve an improper use of the property under other City ordinances, such as zoning restrictions, may be deemed an event for the purpose of this document.

CITY CONTACTS

ABC (Alcoholic Beverage Control Board-State of California)

<https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>

Economic Development - Asset Manager

(707) 649-5452

Building - Electrical Permits

(707) 648-4374

or

(707) 648-4369

Electrical

Traffic Signs & Markings

Maintenance

(707) 648-4518

Fire Safety & Tent Inspections

Fire Prevention

(707) 648-4566

Insurance Risk & Liability Issues

(707) 648-4143

Mark Sprinkler Line/Schedule Shut Off/Quick-Coupler

Grounds Section

(707) 648-4581

Parking & Road Closures

Traffic Engineer

(707) 648-4300

(Permits)

(707) 651-7151

Recycling

Recycling Coordinator

(707) 648-5346

Security & Safety Services

(707) 649-3407

Transportation

(707) 648-4048

Water Hook Up

(707) 648-4520

STANDARD PROCEDURES

Temporary Use/Special Events Permits

Step 1: Issuance of application form and events. *This step includes a general orientation with city staff assigned to review and accept submittals and discussion of the following:*

- Event proposal
- Identification of City departments and outside agencies with whom coordination may be required
- Application review process
- Provision of application forms and checklist of required forms
- Discussion of filing deadlines and fees

Step 2: Application submittal with designated City staff at a minimum of **60 days** in advance of the scheduled event – This step includes a meeting with the applicant and staff member to review the submitted application for completeness. *Specifically, the following will be evaluated:*

- Application form/checklist requirements
- Location of proposed event
- Traffic control provisions including identification and authorization of use for proposed off-site parking areas and road closures
- Site plan details, signage, temporary structures
- Collection of application fee

Once it is determined and verified that the application is correct and complete the proposal is then given an application number, the site is scheduled and the application will be distributed for review.

Step 3: Distribution for Review – After submission, the designated City staff member will provide copies of the completed application and all appropriate materials to other City departments for review.

All applicants are required to meet with the Special Events Coordinator prior to receiving final Permit approval. Individual departments may require additional fees for services which are due prior to Permit approval.

Step 4: Application Approval – Once all initial fees have been paid and the appropriate staff has reviewed and signed off on the application, the City will notify the applicant in writing of the approval of the Permit application.

Please be advised that events held without required City Permits will be regarded as being in violation of City Ordinance requirements and applicable fines may be accessed.

INSURANCE COVERAGE

A Certificate of Insurance evidencing binding Commercial General Liability Insurance providing a coverage for bodily and personal injury, property damage (including use of owned or non-owned vehicles) in the amount of \$2,000,000 per occurrence and \$4,000,000 per aggregate. **IMPORTANT:** Depending on the risk profile of proposed activities taking place the minimum required insurance coverage may increase.

If alcohol is to be served or sold and additional Liquor Liability coverage in the minimum amount of two million dollars (\$2,000,000.00) per occurrence needs to be submitted with this application/ agreement.

Applicant shall also provide certification of valid Workers' Compensation and Employers Liability Insurance as required by the State of California for the applicant and / or applicant's employees, if applicable. If applicant has no employees who will be utilizing the property and applicant is self-employed, then the applicant will sign and submit a certificate of exemption from Workers' Compensation Insurance.

Said Insurance shall also be submitted for any vendors using the aforementioned property in conjunction with event covered by the application at hand. If the applicant's insurance policy includes coverage for vendors, it must be declared in the insurance policy. If the vendors are not covered by the applicant's GCL policy, they will have to provide Certificates of Insurance in the same manner as the applicant.

Said Insurance shall also include an additional endorsement page naming the City of Vallejo and their officers, directors, employees and/or agents as additional insured to the applicant's policy under an endorsement satisfactory to the City Manager. Such endorsement is to be submitted with the application/agreement.

For more information call Risk Management at (707) 648-4485 or (707) 648-4592.

SECURITY AND SAFETY SERVICES

A detailed security plan (describing licensed, bonded private security personnel and a plan to limit potential security issues) and a parking plan (describing parking areas for the event, ingress/egress for the event parking, traffic control) must be submitted with this application (Attachment E) and approved by the City of Vallejo Police Department (VPD). If private security is required an executed contract between the applicant and security company will need to be submitted for review by VPD. The VPD may also require the use of Vallejo Police personnel for the event. If required, an estimated compensation cost, provided by VPD will be provided to the applicant and payment must be made prior to receiving the Permit.

Call VPD with questions at (707) 649-3407.

FLOATS

Motorized parade floats and towing apparatus shall be provided with a minimum 3-A: 40-B: C portable fire extinguisher readily available to the operator. CFC 1104.1

All decorative materials on parade floats shall be noncombustible or flame retardant. CFC 1104.0

Roadways must have a minimum 20 feet of clearance for emergency vehicle access.

FIRE PREVENTION, TENTS & STRUCTURES

A Fire Inspection Fee will be required to inspect the event area after set-up has taken place.

Any conditions that presents a fire hazard, would contribute to the rapid spread of fire, interfere with the rapid exit of persons from any tents or structures, or interfere with or delay the extinguishment of a fire, shall be immediately corrected as ordered by the Fire Chief. A fire extinguisher is required whenever there are heating and cooking appliances in use or flammable / combustible liquids are present. The travel distance to a fire extinguisher should not exceed 30 feet in these situations. Currently charged 3-A: 40-B:C portable fire extinguisher(s) of adequate numbers shall be readily accessible and properly mounted.

Heating appliances, including open flame cooking devices and warming appliances shall have a clearance from combustible materials in accordance with California Mechanical Code, 2001 Edition, Table 3-1.

The Tent definition for this section is defined as temporary structures with sidewalls or drops in use. Canopies / Awnings are defined as structures that are open without sidewalls or drops on 75 percent or more of the perimeter. A site plan must be presented with the application submittal (Attachment B), which will be reviewed and approved by the Fire Prevention Division of the Vallejo Fire Department. This site plan will include, but not be limited to, the locations of all vendors, first aid stations, event staging and rest room facilities as well as all tents or temporary structures. A Fire Department inspection is required for **all** tent structures prior to the event.

All materials used, regardless of structure type, should be flame resistant or treated with flame retardant. All tent fabrics and all interior decorative materials shall be flame resistant and a certificate of flame retardancy is required. Tent tops and sidewalls shall be made either from fabric that has been flame resistant treated or from inherently flame resistant fabric.

Fireworks, open flame or any device emitting open flame or spark shall not be used in or immediately adjacent to any tent while open to the public except when approved in writing by the Fire Chief.

Smoking is not permitted in any tent and in any adjacent areas where hay or other highly flammable materials are kept. "No Smoking" signs shall be conspicuously posted in all tents open to the public and wherever otherwise specified by the Fire Chief.

Liquids having a flash point below 200 degrees Fahrenheit shall not be stored in any tent nor less than 50' from any tent.

All flammable vegetation within 50' of any tent shall be removed. Hay, straw, trash and any other similar flammable materials shall be stored more than 50' from any tent except upon approval of the Fire Chief.

Vehicles necessary to the operation of the event shall be parked at least 20' away from any tent. No other vehicle shall be parked less than 100' from any tent except vehicles parked on a public street at least 20' from the tent.

There shall be one 10-foot clear aisle in front of each tent/booth, which will lead to an exit path. Each row shall not exceed 100 feet in length without a 10-foot aisle that leads to an exit.

TRAFFIC CONTROL AND ROAD CLOSURES

Approval for use of City streets, alleys, sidewalks and parking lots is generally given through the Sr. Traffic Engineer or designee. A site plan for use of City parking lots should be included with the Land Use Application along with the days and times they are needed.

A completed **Road Closure Permit** must be submitted online or sent to the Special Events Coordinator located in the City Manager's office on the third floor of City Hall. If roads are to be closed or access to certain residents or businesses is restricted, the event organizer is responsible for notifying all affected residents and businesses. Police officers or other City staff may be required on-site to help with traffic control.

Police officer fees are \$100/hour for a 3-hour minimum. There is a minimum requirement of 2-4 police officers per event. The applicant must provide traffic cones, barricades, or other traffic control devices to secure the road closure.

For road closure information contact SpecialEvents@cityofvallejo.net or call 707-648-8616.

ON-STREET PARKING REMOVAL

If you wish to eliminate on-street parking during your event contact SpecialEvents@cityofvallejo.net or call 707-648-8616 for road closure information.

No Parking signs must be posted 72 hours in advance. Barricades/No Parking signs should be placed approximately one every fifty (50) lineal feet within the zone, and a minimum of two barricades marking the beginning and the end of the no parking zone.

PARKING

Vehicles may not be parked or driven on sidewalks, bike or pedestrian paths or City-owned grass area without prior approval from the City. All requests for special consideration must be submitted in writing to the Public Works Director. If permission is granted, the event organizer will continue to assume responsibility for all damages caused during the event.

SIGNAGE

All temporary directional and promotional signage to be installed on City property prior to and during your event must be approved by the Traffic Engineering Division.

Permission to post any signs on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of your event. All signage must comply with current sign code regulations. Failure to remove signs within the required time limit will result in an assessment of additional fees for city staff to perform this function.

ELECTRICAL

Barbara Kondylis Waterfront Green has two (2) 110v, 20 amp circuit outlets and a 220v, 50 amp circuit outlet serving the 5-acre site and available for use. Marina Park also has two (2) 110v, 20 amp circuit outlets and a 220v, 50 amp circuit outlet serving the site and available for use. Applicants desiring to utilize this power need to contact the Maintenance Division at (707) 648-4556 to request that these circuits be energized for use prior to the day(s) of the event.

Currently, electrical outlets are not available at Martin Luther King Park. It is the responsibility of the applicant to make arrangements to provide for remote electrical power for this area. Vallejo Public Works will not be responsible for providing connections to these power sources nor to provide any additional power that may be required to the use of City property.

A licensed electrician contracted by the Event Organizer must provide for any and all electrical requirements beyond those which already exist at the proposed event location. Any and all additional electrical work installed at the proposed event location must be inspected and approved by the City of Vallejo Maintenance staff.

If a generator is being used, an Electrical Permit maybe required along with a fee in accordance with the most current Fee Schedule.

WATER SOURCE

Water hook up is available for use at various locations of Barbara Kondylis Waterfront Green, Marina Park and Martin Luther King Jr. Plaza. A quick coupler will be provided by the City for use during the event. Applicant may pick-up the coupler or request to have the coupler installed. Either option must be scheduled in advance and occur during regular business hours. The quick coupler must be returned to the Corp Yard located at 111 Amador Street, within two business days following the conclusion of the event. Failure to return the quick coupler will result in a charge to cover its replacement.

To receive or pick-up a quick coupler, contact the Maintenance Division at (707) 648-4581.

PROMENADE

Driving along the promenade area of Barbara Kondylis Waterfront Green is restricted to vehicles making deliveries and no larger than a one-half (½) ton pickup truck. Parking is restricted to a maximum of three vehicles per one-half (1/2) hour for loading and unloading purposes. Each vehicle must be no larger than a one-half (1/2) ton pickup truck. All requests for special consideration must be submitted in writing to the Public Works Director. If permission is granted, the event organizer will continue to assume responsibility for all damages caused during the event. The promenade needs to remain open and accessible at all times during the event. There is to be no parking on the promenade during the event.

SPRINKLERS

Sprinklers are located at Barbara Kondylis Waterfront Green, Marina Park and Martin Luther King Jr. Plaza. If requested, sprinklers will be turned off two (2) days prior to the event. Stakes used for tents, booths or signage should be no longer than six inches (6"). Any damage caused to the irrigation system or sprinkler heads due to use of stakes shall be the responsibility of the applicant. See the last page for the Irrigation Plan. Sprinklers can be marked upon request by contacting the City of Vallejo Maintenance Division at (707) 648-4581.

GRASS AREAS

For use of Barbara Kondylis Waterfront Green, Marina Park and Martin Luther King Jr. Plaza special conditions will apply. Motorized vehicles of any type are prohibited from driving or parking on these sites without prior approval from the City. All requests for special consideration must be submitted in writing to the Public Works Director. If permission is granted, the event organizer will continue to assume responsibility for all damages caused during the event.

Farm animals are prohibited from these sites.

BLEACHERS

The City currently has four bleachers available for use during community events on a first come first served basis. For a fee, the City will deliver, set up and remove the

bleachers. Thirty (30) days advanced notice is required to make arrangements for the delivery of the bleachers.

SANITATION / CLEAN UP

Sanitation and maintaining an orderly, safe event is the responsibility of the event coordinator.

Any applicant requesting permission for temporary use of a public street, publicly owned site or facility within the City of Vallejo for a civic, commercial, recreational or social event being attended by more than two-thousand (2000) persons (including attendees, volunteers and workers), and that anticipate generating solid waste such as, but not limited to paper, beverage containers, or food, shall develop a waste reduction and recycling strategy as required by the California Integrated Waste Management Board. This waste reduction and recycling plan must be submitted with the Land Use Application and approved by the Recycling Coordinator.

More information can be obtained by contacting the Recycling Coordinator at (707) 648-5346.

RECYCLING

If there are beverages sold in California Redemption Value (CRV) containers, (plastic water/soda bottles, aluminum cans, glass bottles, and cardboard), there must be a beverage recycling container available for participants to recycle containers that have CRV. Arrangements can be made with Recology Vallejo at (707) 552-3110, to obtain “Canable” beverage recycling containers.

CLEAN UP

It is the applicant’s responsibility to make sure that all debris, equipment and structures from the event be removed no later than 48 hours following the conclusion of the event. Failure to do so will result in the assessment of additional fees for City staff to perform these functions.

PORTABLE RESTROOMS

It is the responsibility of the applicant to provide portable restroom facilities during the event. The number of facilities must be adequate to service the estimated number of participants of the event. Please include provisions for persons with disabilities. Portable restrooms must be removed within 48 hours following the conclusion of the event.

PAYMENT OF FEES

All fees must be paid prior to the approval of the Permit application. Any additional fees for damages, lost items, or failure to comply with the guidelines within this document will be submitted to the event organizer after the conclusion of the event, and are due and payable upon receipt.

If the area is damaged during the event, the applicant will be billed for the damages.



NORTH

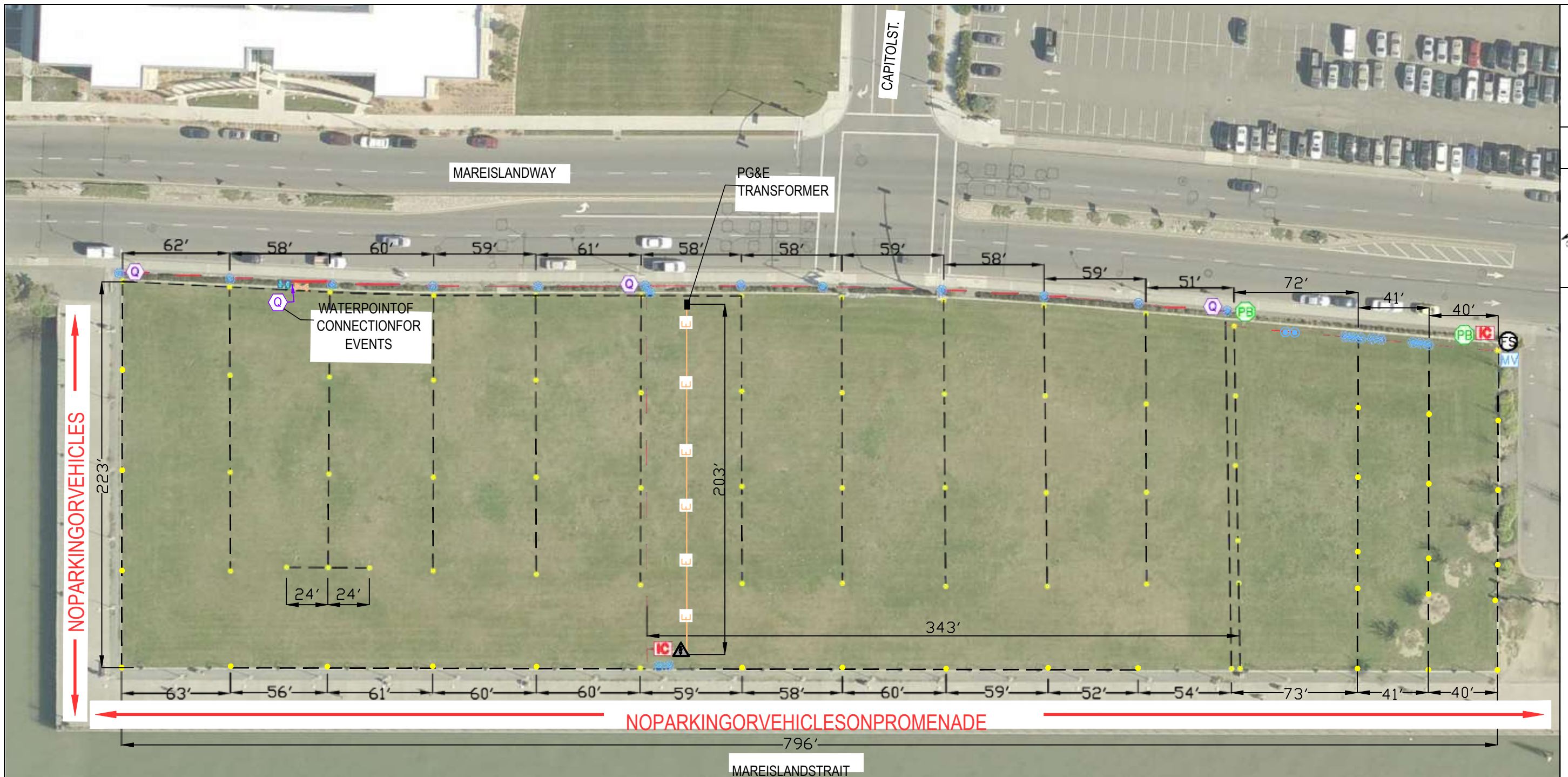
SCALE

1"=200'



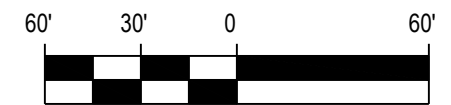
CITY OF VALLEJO FACILITIES AND GROUNDS DEPARTMENT

VALLEJO FERRY AREA



LEGEND

SYMBOL	DESCRIPTION	QTY
---	SPRINKLER LINES	±4219 LF
---	2" HOT MAIN LINE	±1013 LF
-E-	ELECTRICAL LINE	±203 LF
●	SPRINKLER HEAD	80 (T)
PB	PULL BOX	2 (T)
IC	IRRIGATION CONTROL BOX	1 (T)
FS	FLOW SENSOR	1 (T)
MV	MASTER VALVE	1 (T)
⋈	BACKFLOW DEVICE	1 (T)
■	WATER METER	2 (T)
⊙	VALVE BOX	25 (T)
⊕	QUICK COUPLER	2 (T)
▲	ELECTRICAL PANEL	1 (T)



GRAPHIC SCALE 1"=60'

CITY PROJECT

2015

DRAWN BY

R.ZAMBRANA

CHECKED BY

J.MERCURIO

DATE

070115

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OF SHEETS