

## **SPECIAL EVENT APPLICATION PROCEDURES**

- 1) The completed special event application must be submitted to the City Clerk not less than 45 calendar days or more than 365 days before the proposed date of the event.
- 2) A \$215.00 *non-refundable* processing fee MUST BE PAID AT THE TIME OF APPLICATION FILING. Application fee shall be waived by the City Administrator for other than athletic events IF applicant demonstrates event's purpose is First Amendment expression, and the fee is an unreasonable burden on First Amendment expression. Applicant must submit written request for waiver of application fee.
- 3) Proof of \$1,000,000 liability insurance policy naming the City of Ridgecrest as additionally insured must be provided at the time the application is submitted or at least ten (10) days before the event.
- 4) The special event application will be forwarded to the following departments for review and comments: Public Works, Police, Parks and Recreation, and Risk Manager, and to the City Manager for final review and approval.
- 5) The special event location or parade/walk/run route must be submitted at the time of application filing. Route must be in diagram form clearly marking the location and/or route. State whether lanes will need to be closed, participants will stay on sidewalks and obey all traffic laws, or if other accommodations will be made. Include anticipated number and location of parking spaces to be used by participants and spectators.
- 6) If parade requires any lane closures, signage, street coning, detours, etc., the City Administrator shall provide the applicant with a statement of the estimated cost of providing overtime personnel, police officers, and public works employees for traffic control and security and materials required for the event. Applicant shall deposit the estimate prior to the issuance of the permit.
  - If the actual cost for services is less than the deposit the applicant will be refunded the difference.
  - If the actual cost for services is more than the deposit the applicant will pay the difference to the City within thirty (30) days of the receipt of a statement of actual costs.
- 7) Traffic control fees will be computed by determining the number of police officers, public works employees or other personnel required for security, traffic and crowd control in addition to those who would otherwise be on duty at that time, the number of hours the officers and employees will be on duty for the event, the City's full cost of providing officers on an hourly basis established by the police department fee schedule.

Completed applications must be returned to the -

**Office of the City Clerk  
100 W. California Avenue  
Ridgecrest CA 93555  
Telephone: (760) 499-5002**

CITY OF RIDGECREST  
Special Events Application  
PERMIT FEE \$215.00

FOR CITY CLERK'S USE ONLY	
Date Received	ROUTING: _____ _____

Applicant's Name: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Person in Charge of Event: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ ext: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Time of Event – From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/DD/YYYY)

Location of Event/Route of Parade, including starting point and termination point (attach diagram or map):  
\_\_\_\_\_

Are lane, street closures, detours, traffic control, etc. required?    Yes    No    If Yes, Explain \*

\*Items noted above will be done by City Public Works and/or Police Departments (there will be a charge)

Time of Event/Route Preparation: \_\_\_\_\_ Time of Route/Event Clean-up: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Time of Participant Assembly: \_\_\_\_\_

Estimated Number of Spectators: \_\_\_\_\_ Maximum Length IF a Parade: \_\_\_\_\_

Participants Present (e.g. bands, floats, vehicles, etc.): \_\_\_\_\_

Number of Portable Rest Rooms: \_\_\_\_\_ Location(s) \_\_\_\_\_

Use of Amplified Sound Systems?    Yes    No    Location(s) \_\_\_\_\_

Judging/Announcing Locations: \_\_\_\_\_

Use of Portable Generators?    Yes    No    Location(s) \_\_\_\_\_

Use of Walkie-Talkies?    Yes    No    How Many? \_\_\_\_\_ Will alcoholic beverages be available?    Yes    No

Event/Parade Route Vendors?    Yes\*\*    No    Number/Location(s) \_\_\_\_\_  
(\*\*MUST OBTAIN A CITY BUSINESS LICENSE)

Parking Facilities for Event/Parade Participants?    Yes    No    Location(s) \_\_\_\_\_

Insurance for this event will be provided by: Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Signature of Applicant

Date (MM/DD/YYYY)

## WAIVERS AND GUARANTIES

1. Applicant has read the rules and regulations and agrees to abide by and enforce the same.
2. Applicant also agrees to abide by all rules, regulations, laws or statutes which apply to this event which have been or may be established by the City, County, State, or Federal governments.
3. Applicant and any other persons, organizations, firms, or corporations on whose behalf the application is made, by filing such application do stipulate, contract, and agree that they will jointly and severally indemnify and hold the City of Ridgecrest and its officers and employees harmless against liability for any and all claims for damage to property, injury to, or death of persons from the issuance of the special event permit.

Name of Applicant _____					
Event Name _____		Event Date _____ (MM/DD/YYYY)			
CITY OF RIDGECREST USE ONLY					
Approved	Denied	Department	Comments		
		Police			
		By:			
		Public Works			
		By:			
		Parks/Rec/Cultural Affairs			
		By:			
		Risk Management			
		By:			
		CITY MANAGER			
		By:			
Permit Fee of \$215.00 Waived <input type="checkbox"/> Yes <input type="checkbox"/> No					
Office Use Only FEES					
		Equipment	Labor	Materials	Total Cost
		Police # of Officers _____			
		Public Works			
		Parks/Recreation			
<b>Total Fees Due</b>					

I hereby agree to pay the above total fees. I understand payment, made payable to: The City of Ridgecrest is due to the City Clerk's Office within 15 days of the event.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

**RESOLUTION NO. 97-04**

**A RESOLUTION OF THE RIDGECREST CITY  
COUNCIL ESTABLISHING COST  
RECOVERY FEES FOR SPECIAL EVENTS  
PERMITS AND CLEAN UP**

**WHEREAS, Ordinance No. 96-05 establishes procedures for obtaining Special Events Permits and directs city staff to collect cost recovery fees for the processing of permits and clean up after special events.**

**NOW, THEREFORE, THE RIDGECREST CITY COUNCIL DOES HEREBY RESOLVE as follows:**

- Section 1. The non-refundable fee for processing and obtaining a Special Events Permit shall be \$215.00 to be paid at the time of application.**
- Section 2. A cleaning deposit ranging from \$50.00-\$500.00 may be required for Special Events. The cleaning deposit will be calculated by either the Public Works Director or Parks & Recreation Director, depending on the type of event and city staff to be needed for clean up and the number of people and animals involved in the Special Event.**

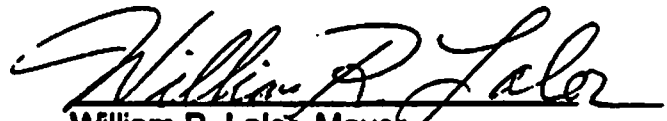
**APPROVED AND ADOPTED THIS 19th day of February 1997, by the following vote:**

**Ayes: Mayor Lalor, Council Members Auld, Carter, Morgan and Parode.**

**Noes: None.**

**Abstain: None.**

**Absent: None.**

  
William R. Lalor, Mayor

**ATTEST:**

  
Pamela Bartlett, City Clerk

**ORDINANCE NO. 96-05**

**AN ORDINANCE OF THE RIDGECREST  
CITY COUNCIL AMENDING THE  
RIDGECREST MUNICIPAL CODE RELATING  
TO SPECIAL EVENT PERMITS FOR USE OF  
CITY PROPERTY**

**BE IT ORDAINED BY THE RIDGECREST CITY COUNCIL as follows:**

**Section 1: Purpose**

This Ordinance amends the Ridgcrest Municipal Code by establishing procedures for obtaining special event permits for use of City property.

**Section 2: Amendment**

Article 22 is hereby added to Chapter 4 of the Ridgcrest Municipal Code as follows:

**"ARTICLE 22. SPECIAL EVENTS PERMITS**

**Section 4-22.101 General**

(a) Any person or organization desiring to conduct or sponsor a parade, athletic event, or other special event on City property, including streets, shall obtain a special event permit from the City Administrator.

(b) No person or organization shall sponsor or conduct a parade, athletic event or other special event under this Article unless a special event permit has been issued and the event is conducted in accordance with the permit. No person shall participate in such an event with the knowledge the event has not been issued the required permit.

(c) A special event permit is not required for:

- (1) Funeral processions;
- (2) Governmental agencies acting within the scope of their authority;
- (3) Parades involving a total of forty or fewer pedestrians marching or walking along a parade route if the participants march or walk on sidewalks and cross streets only at pedestrian crosswalks in units of fifteen or less in accordance with traffic regulations and allowing vehicles to pass between each unit;
- (4) Athletic events at City parks in compliance with park regulations.

**Section 4-22.102 Definitions**

The following definitions shall govern the construction of this chapter.

(a) *Applicant* means any person or organization seeking a permit for an event governed by this Article.

(b) *Athletic event* means any event where persons collectively engage in a sport or physical exercise on a street, sidewalk, alley or right-of-way, which obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic.

(c) *Other special event* means street fair, art and craft show, carnival, gathering of over forty people, or other events on a street, sidewalk, alley, park, parking lots or other property owned by the City, which obstructs, delays or interferes with the normal flow of pedestrians or vehicular traffic or other use of the property.

(d) *Parade* means a march or procession of over forty persons, animals, vehicles or a combination thereof, in a park, on a street, sidewalk, alley or other right-of-way which obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic or other use of the property.

(e) *Permittee* means any person or organization issued a special events permit.

(f) *Special event* means athletic event, parade or other special event.

**Section 4-22.103 Application**

(a) A person or organization desiring to sponsor an event shall file a verified application with the City Clerk not less than forty-five (45) calendar days or more than three hundred sixty-five (365) days before the proposed date of the event. The City Administrator may consider an application after the filing deadline if there is sufficient time to process and investigate the application, and obtain police services and the applicant shows good cause for not filing by the deadline.

(b) The application shall be accompanied by a nonrefundable application fee in the amount set from time-to-time by City Council resolution. The application fee shall be waived by the City Administrator for other than athletic events if the applicant demonstrates the event's purpose is First Amendment expression, and the fee is an unreasonable burden on First Amendment expression.

(c) The application shall provide the following pertinent information;

(1) The name, address and telephone number of the applicant and an alternative contact person;

(2) If the event is sponsored by an organization, the name, address and telephone number of the organization, and head of the organization;

**Ordinance No. 96-05**

**Page 3**

(3) The name, address, telephone number and facsimile number where available, of the person present and in charge on the day of the event:

- (4) The nature and purpose of the event;
- (5) Date and estimated starting and ending time;
- (6) Location including boundaries;
- (7) Estimated number of participants in the event;
- (8) The type and estimated number of vehicles, animals and

structures;

- (9) Whether there will be water aid stations;
- (10) Description of any sound-amplification equipment;
- (11) Whether any food and beverages will be sold;
- (12) Whether monitors will be employed;
- (13) Parking requirements;
- (14) The assembly point for the event
- (15) The time at which units of the parade or other event will begin to

assemble;

- (16) The route to be traveled;
- (17) Whether the parade or other event will occupy all or only a portion of the streets proposed to be traversed;

(18) The intervals of space to be maintained between units of a parade or other event;

- (19) The number, types and size of floats;
- (20) Material and maximum size of any signs or banners to be carried

along the route;

- (21) The disassembly point of the event;
- (22) The time at which units of the parade or other event will complete

disassembly;

- (23) Whether portable sanitary facilities are necessary;
- (24) Other pertinent information may be requested by the City

Administrator and shall be obtained and submitted under the particular circumstances of the application, to determine whether to approve or conditionally approve a special event.

**Section 4-22.104 Action on Application**

(a) The City Clerk shall record the time and date received and forward the application to the City Administrator, Chief of Police, Public Works Director, Fire Chief and Kern County Health Department if applicable, who shall review and provide a written report to the City Administrator within seven (7) calendar days.

(b) The City Administrator shall approve, conditionally approve, or deny an application no later than fourteen (14) calendar days after receiving a complete

application. The City Clerk shall inform the applicant in writing of the grounds for action and the right of appeal.

**Section 4-22.105 Grounds for Denial**

(a) The City Administrator shall not issue a special event permit if the application and other pertinent information shows:

- (1) Information contained in the application, or supplemental information requested from applicant, is false in any material way;
- (2) The applicant fails to provide additional information requested;
- (3) The sole purpose of the event is advertising a product and the event is designed solely for private profit and not for First Amendment expression;
- (4) An earlier special event permit application has been approved for the same time and place requested by the applicant, or so close in time and place as to cause undue traffic congestion and the police department is unable to provide police services for both events;
- (5) The time, route or size of the event will substantially interrupt the safe and orderly movement of traffic contiguous to the event site or route, or disrupt the use of a street at a time when it is usually subject to substantial traffic congestion;
- (6) The concentration of persons, animals and vehicles at the event, the assembly or disbanding areas around an event, will prevent proper police, fire or ambulance services to areas contiguous to the event;
- (7) The size of the event will require diversions of so many police officers to prevent normal protection to the rest of the City, the permit shall not be denied if additional peace officers would be available to the City under state law and mutual aid agreements, and provided the permittee shall pay any additional cost; further, the permit shall not be denied because of the need to protect participants from the conduct of others;
- (8) The parade, or other event moving along a route, will not move from its point of origin to its point of termination expeditiously and without unreasonable delays, and in a reasonable amount of time;
- (9) The location of the event will substantially interfere with any construction or maintenance work schedule to take place upon or along the City streets, or a previously granted encroachment permit;
- (10) The event shall occur at a time when a school is in session at a route or location adjacent to the school or class thereof, and the noise created by the activities of the event would substantially disrupt the educational activities of the school or class thereof.

**Section 4-22.106 Optional Conditions**

The City Administrator may condition the issuance of a special events permit by



imposing reasonable requirements concerning the time, place and manner of the event. Such conditions shall not unreasonably restrict the right of free speech. Such conditions may include, but are not limited to:

- (1) Alteration of the date, time, route or location of the event proposed by the applicant;
- (2) Designation of the area of assembly and disbanding of the event along a route;
- (3) Accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of a street traversed;
- (4) Requiring use of traffic cones, barricades or lane change signs;
- (5) Providing for first aid or sanitary facilities;
- (6) Requiring use of event monitors;
- (7) Giving notice of permit conditions to participants;
- (8) Limiting the number and type of vehicles, animals or structures at the event, and inspection and approval of floats, structures and decorated vehicles for fire safety;
- (9) Compliance with animal protection ordinances and laws;
- (10) Requiring use of garbage containers, cleanup, and restoration of City property;
- (11) Restricting use of amplified sound;
- (12) An application for a permit to conduct a block party may be conditioned on notice to and approval by seventy-five percent of the residents along the affected street(s).

**Section 4-22.107 Mandatory Conditions: Indemnification**

(a) The permittee shall procure and maintain liability insurance to protect against any loss on account of bodily injury and property damage arising from the event. Such insurance shall name the City, its officers, employees, agents and volunteers as added insureds. The policy of insurance shall provide at least the following policy limits.

- (1) One million dollars for each occurrence combined single limit bodily injury and property damage;
- (2) The policy must also include an endorsement for products liability of not less than five hundred thousand dollars if food or nonalcoholic beverages are served;
- (3) The policy shall include an endorsement for liquor liability in an amount not less than five hundred thousand dollars if alcoholic beverages are served at the event.

(b) The certificate of insurance with the endorsements shall be filed with the City Administrator at least ten days before the event.

(c) These insurance requirements shall be waived by the City Administrator for nonathletic events if permittee verifies in writing the event's purpose is First Amendment expression, and cost of obtaining insurance is so financially burdensome as to constitute an unreasonable burden on First Amendment expression, or insurance coverage cannot be obtained. The statement shall include the name and address of one insurance agent or other source for insurance coverage contacted to determine insurance premium rates for insurance coverage. The City may, at its discretion, require the permittee to apply for insurance coverage for the event under a policy selected by the City. The permittee must provide any information necessary to qualify for the insurance coverage.

**Section 4-22.109 Mandatory Conditions: Traffic Control Fees/Security Fees**

(a) The City Administrator shall provide the applicant with a statement of the estimated cost of providing overtime personnel, police officers and public works employees for traffic control and security and materials required for the event. The permittee shall deposit the estimate prior to the issuance of the permit.

(b) The traffic control fees will be computed by determining the number of police officers, public works employees or other personnel required for security, traffic and crowd control in addition to those who would otherwise be on duty at that time, the number of hours the officers and employees will be on duty for the event, the City's full cost of providing officers on a hourly basis established by the police department fee schedule.

(c) If the actual cost for traffic control on the date of the event is less than the deposit, the permittee will be refunded the difference. If the actual cost for traffic control is more than the deposit, the difference shall be paid to the City within thirty (30) days of the permittee's receipt of a statement of actual costs.

(d) Traffic control fees will be waived by the City Administrator for non-athletic events if the permittee verifies in writing the event's purpose is First Amendment expression, and the cost of traffic control fees is so financially burdensome as to constitute an reasonable burden on the First Amendment expression.

**Section 4-22.110 Mandatory Conditions: Deposits**

(a) For an event involving horses or other large animals, the sale of food or beverages, erection of structures, or water aid stations, the permittee shall also deposit an amount established in a cleanup fee schedule adopted by a City Council resolution.

(b) The cleanup deposit shall be returned after the event if the area has been

cleaned and restored to the same condition as existed prior to the event. If the property used for the event has not been properly cleaned or restored, the permittee shall pay the City's actual cost for cleanup and restoration, and the cleanup deposit shall be applied toward payment of the bill. The permittee may dispute the bill by appeal to the City Administrator within five days after receipt of the bill. Expended balance on deposit after completion of the work shall be refunded to the permittee.

**Section 4-22.111 Appeal Procedure: Council Review**

(a) The applicant may appeal the denial of a permit or permit condition to the City Council. The applicant may also appeal the amount of fees, or cleanup deposits or a determination by the City that the applicant's insurance policy does not comply with the requirements of this Article.

(b) A written notice of appeal shall be filed with the City Clerk within five days after delivery of a notice of denial of permit condition. The notice of appeal shall set the grounds for the appeal.

(c) The City Council shall hear the applicant or a designated representative, receive any relevant information and documents, and act on the appeal at its next regular meeting at least five calendar days after the appeal is filed. The decision of the City Council is final.

**Section 4-22.112 Permit Issuance**

The City Administrator shall issue the permit when the application has been approved, and the applicant has agreed in writing to comply with the terms and conditions of the permit and a certificate of insurance has been obtained and submitted, as required. Immediately on the granting of the permit, the City Clerk shall transmit a copy to the Chief of Police, Public Works Director and Fire Chief.

**Section 4-22.113 Revocation of Permit**

(a) The permit is void if the permittee fails to make the required deposits at least 72 hours before the event.

(b) The City Administrator may revoke the permit if any term or condition of the permit has been violated, or if, as a result of changed circumstances, any one or more of the grounds for denial specified in this Article exists.

(c) Notice of revocation shall be delivered in writing to the permittee by personal service or by registered or certified mail. Appeal to the City Council from any

**Ordinance No. 96-05**  
**Page 8**

such revocation may be taken as specified above. No permit shall be revoked, except in an emergency, without giving the permittee a reasonable opportunity to be heard and to present evidence as to why the permit should not be revoked."

**Section 3. Other**

Except as provided herein, the Ridgecrest Municipal Code is hereby reaffirmed and readopted.

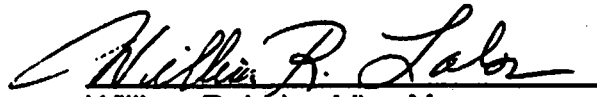
**APPROVED AND ADOPTED THIS 20th day of November, 1996; by the following vote:**

**Ayes:** Vice Mayor Lalor, Council Members Auld, Bitney and Parode.

**Noes:** None.

**Abstain:** None.

**Absent:** Mayor Bryan.

  
William R. Lalor, Vice Mayor

**ATTEST:**

  
Pamela Bartlett, CMC  
City Clerk