# Special Event Permit Application Attachment List

**Application Fee:** $273.00; Checks made payable to the City of Salinas

**SUBMISSION:** The packet may be submitted by email to**vickys@ci.salinas.ca.us**or **specialevents@ci.salinas.ca.us** or by hard copy in person or by mail to the Salinas Recreation Center, 320 Lincoln Ave, Salinas, CA 93901

**Make sure all the following information/documents are provided:**

* **Complete, sign and date** the application, “Certification of Applicant”, page 6.
* If non-profit, attach a copy of the **IRS 501(c) exemption letter attached**.
* Attach **Site Plan** (i.e. map of event, traffic control plan) including any parking or

 shuttle areas.

* If event will impact residents, businesses, schools, places of worship and/or other entities, attach sample letters, flyers or other **communications** distributed to them.
* For Security Plan section include copies of:
	+ the **signed agreement** with the Private Patrol Operator
	+ the security company’s **Private Patrol Operator’s License**
	+ the security company’s City of Salinas **Business License**
* For sanitation plan include a copy of the **signed agreement** with the sanitation company

 & a copy of their City of Salinas **Business License**.

* For recycling plan include a copy of the **signed agreement** with the recycling company

 & a copy of their City of Salinas **Business License**

* Have any private **property owner**(s) sign under “Property Owner’s Consent” or attached

 Permit(s), such as from a school district.

* Attach the **Certificate(s) of Insurance, with Endorsement**
* Attach completed and signed Special Event **Hold Harmless Agreement** and Release of

 Liability

* Attach the **event agenda/entertainment list.**
* Attach **vendor list** as noted on the application.
* Attach a copy of any/all applicable **local, state and federal permits** that may be required to hold the event in/at the selected venue:
	+ Monterey County Health Department Permit or receipt of payment of permit
	+ CALTRANS Permit (may require at least 90 days)
	+ ABC Application
	+ FAA for Airport events
	+ City of Salinas Business License for any for profit businesses

**ACCEPTANCE OF PACKET DOES NOT CONSTITUTE APPROVAL OF EVENT OR PERMIT**

ALL PACKETS ARE SUBJECT TO REVIEW BY THE SPECIAL EVENTS COMMITTEE AND PERMIT SHALL ISSUE ONCE ANY AND ALL REQUESTS ARE MET BY THE APPLICANT.