

SPECIAL EVENT PERMIT APPLICATION ATTACHMENT LIST

APPLICATION FEE: \$273.00 (non-profits who submit a copy of their **IRS 501(c) exemption letter** are exempt from the application fee.); Checks made payable to the City of Salinas

SUBMISSION: The packet may be submitted by email to vickys@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:
 - o the **signed agreement** with the Private Patrol Operator
 - o the security company's **Private Patrol Operator's License**
 - o 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:
 - o Monterey County Health Department Permit or receipt of payment of permit
 - o CALTRANS Permit (may require at least 90 days)
 - o ABC Application
 - o FAA for Airport events
 - o 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.