

FACILITY USE & SPECIAL EVENT PERMIT APPLICATION

333 Civic Center Plaza Tracy, CA 95376

Telephone (209) 831-6201 Fax (209) 831-6218

APPLICANT INFORMATION (Please Print Clearly)				
Applicant Name:	Date of Birth: (Must be 21 or over)			
Organization Name: (Must have written authorization to act on behalf of the organization)				
Contact Phone:	Work Phone:			
Cell Phone:	Email:			
Address/City/State/Zip:				
Day of Event Contact Person: (Person who will meet City staff for check-in)	Contact Person's Cell Phone:			
EVENT INFORMATION (Please Print Clearly)				
Facility/Location: Est. Attendance:				
Event Date(s): Event Title:				
Event Websites (or Online Postings):				
Reservation (Rental) Times: to (Include setup and clean up time.)	Event Times: to			
CLASSIFICATION OF EVENT (Check all that apply)				
Classification: Non-Profit Organization / Place of Worship / School District / Government Agency				
Private Citizen Commercia				
Fundraiser:D YESNODancing:D YES	Concessions:			
Tickets/Admission: □ YES (□ Advance Sales; □ On-Site Sales) □ NO: FREE Event				
Participants:	Children (0-13)			
EVENT DETAILS (Check all that apply)				
Type of □ Picnic □ Party □ Meeting □ Sports Activity □ Concert □ Special Event □ Free Speech Event: □				
Open to the Public: DYES: PUBLIC EVENT (Must provide copy of any Flyers or Printed Ads) DNO: BY INVITATION ONLY				
Food: □ Food SERVED (□ Prepared offsite; □ Cooked/heated on-site) □ Health Permit required if both are true: • Food prepared/heated on-site				
□ NO FOOD □ Food SOLD (□ Prepared offsite; □ Cooked/heat				
Alcohol: D NO ALCOHOL D YES ALCOHOL (On Premises, Served, Consumed, or Sold) (ALL events: Alcohol deposit + insurance liquor liability endorsement + City permit) (Public events/ticket sales: ABC license + 1 security guard per 100 guests) *Time alcohol available:to(Maximum 6 hours; requires Council approval if on City Streets)				
Barbeque: Personal BBQ, Flat Top or Cooking				
Image: Park BBQ Image: Park BBQ Image: Park BBQ Image: Park BBQ	(e.g. birthday candles, cooking sterno, etc.)			
□ NO BBQ □ Yes: Personal BBQ				
ENTERTAINMENT & EQUIPMENT				
Amplified Sound:				
Image: Non-Additional Control of the second of the seco				
□ NO POWER NEEDED □ YES: Premises Power (Not available at all parks.) □ YES: Generator (Supplemental Permit required if output >10kw; Fee)				
Tent/Canopy/Booth/Vendor: (Supplemental Application + Permit may be required.) In No In Yes ~ Describe: Size Quantity:				
Stages/Platforms: INO STAGE/PLATFORM ID Bring in Manufactured Stage:				
	Size:x Height: (Requires Supplemental Application + Permit)			

SPECIAL PERMITS & REQUIREMENTS (Additional fees may apply)					
Temporary Structures: Amusements (Permits, fees) □ Yes □ NO		Signs/Decorations During Event:		□Yes □NO	
Amusements (Permits, fees) Arches		(Restrictions Apply)		Specify:	
Inflatable / Bounce House (Fee) Other (specify:)	□ Yes □ NO □ Yes □ NO	Street Banner Hang (11 th St. or Central Ave., Fe		□Yes □NO	
Electrical Access at		Indoor Audio/Visual	Access:	□Yes □NO	
City Street / Park (circle one) (Requires Supplemental App + Permit)	□ Yes □ NO	(Limited Availability, Fee may apply)		Specify:	
Street Closure(s): (Requires Supplemental Permit; Fee)	□ Yes □ NO	Channel 26 to film event: (Limited Availability; additional fees apply)		□ Yes □ NO	
Vehicle Permit(s): (Limited & restricted access on park turf; Fee per vehicle)	□ Yes □ NO	Water in containers exceeding 20 gal in capacity: (City water not available; State Requirements Apply)		□ Yes □ NO	
Animals At Event: (Strict Restrictions Apply)	□ Yes □ <i>NO</i> List:	Additional City Services:		□ Yes □ <i>NO</i> Specify:	
CANCELLATION POLICY INSURANCE REQUIREMENT DEPOSIT REQUIREMENTS					
I understand that upon receipt of the written cancellation request, the refund, if applicable, will be subject to the cancellation policy as written in the Facility Reservation Handbook.	 I understand that unless otherwise stated, a Certificate of Insurance, naming the city of Tracy as "Additionally Insured" + Endorsement page is required: \$1,000,000 Per Occurrence General Liability Insurance \$2,000,000 Aggregate Initials: 		I understand that the City of Tracy has established a sliding scale for security deposits for larger events conducted in City parks. The actual deposit required for a specific event is based upon an estimate of the number of individuals who will be attending the event or the type of facility that will be rented.		
CITY SPONSORED EVENT? EVENT DESCRIPTION					
	Please provide a brief, written description of the event and include any other event details that the City may need to know. Failure to disclose required information may result in permit denial or cancellation.				
Hosting City Department:					
Department Contact:					
□ I am applying for a commercial business fee waiver to operate my business outside due to COVID-19.					

INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permitee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permitee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

Applicant Signature: _____