



**CITY OF RANCHO SANTA MARGARITA**  
**Special Event Permit Application**



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### INSTRUCTIONS

The following instructions provide the necessary information for processing your application as quickly as possible. If you have any questions, please consult with the Planning Division.

The City's Zoning Code requires that a Special Event Permit (SEP) application be submitted a minimum 30 days prior to the event date. Applications filed less than 30 days prior to the event may result in the denial of the SEP. Events involving more than 500 people may also require a Site Development Permit.

If an event is proposing to use City streets and/or parking lots, the SEP application must be submitted 90 days prior to the event date. Otherwise, the SEP application may be denied. Special events located in Central Park, including the Grand Terrace, are subject to parking availability in the City Hall and Bell Tower Regional Community Center (BTRCC) parking lots. Therefore, the SEP application may be denied if concurrent event(s) are scheduled for use in Central Park, Grand Terrace, and/or BTRCC.

Once City staff has reviewed your application, you will be notified of its status and any additional required documentation. **YOU MUST OBTAIN THE REQUIRED CLEARANCES/APPROVALS NOTED ON THE PERMIT APPLICATION PRIOR TO PERMIT ISSUANCE.**

The following documentation shall be submitted to the City:

1. An original ACORD Insurance Form – **Certificate of Liability Form 25-S**. Policy limit requirement of not less than \$1,000,000 Commercial General Liability insurance, combined single limit coverage with insurance designated “per occurrence” or in an amount determined by the City Manager.
2. **Additional Insured Endorsement** – This must be a separate endorsement to the policy naming the City of Rancho Santa Margarita as an additional insured. The endorsement must include the policy number and the wording of the additional insured must be exact, naming *“The City of Rancho Santa Margarita and its elected and appointed boards, officers, agents, and employees.”* as additional insured’s. ISO Form CG 20 26 11 85, or a comparable equivalent, must be used. Special Event Permit applications will not be accepted unless both the Certificates of Insurance (COI) and endorsement are submitted with the application.
3. A signed City of Rancho Santa Margarita hold harmless and indemnification agreement located in the application package.
4. If your event will require the closure of any portion of City roadways, (i.e., partial lane closures or complete road closures) the following is required:
  - (a) An Encroachment Permit from the Public Works Department;
  - (b) A Traffic Control Plan showing road and lane closures, delineation and detour routes;
  - (c) Posted signs approved by the City advising motorists of the dates and times of road closures a minimum of 14 days prior to the event;
  - (d) Posted signs approved by the City advising motorists of the dates and times of parking lot closures a minimum of 24 hours prior to the event;
  - (e) Notification to the Orange County Fire Authority (OCFA), Orange County Transportation Authority (OCTA), affected local businesses, residents and other agencies.



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5. A Site Plan showing the location of any structures (e.g., bleachers, tents, generators, etc.,) electrical, plumbing and sanitation plans.
6. If required, structural plans of any structures (e.g., bleachers, stages, platforms, etc.,) to be reviewed by the Building Division.
7. A sample of the wording and the dimensions of any proposed signage. Also show the location of the signs on your Site Plan. Signage must be approved by the City prior to posting.
8. If City personnel or resources are to be used, a signed agreement for the use of City services. In addition, you will be required to prepay certain fees and/or provide the City with a surety bond prior to the start of your event.
9. Events held on City property will require a security deposit in an amount determined by the City, based upon the nature of the event, number of persons expected to attend, type of equipment/structures/tents involved, and other reasonable factors. The cost of repair for damage to City property incurred in connection with the event will be drawn from the security deposit. Said security deposit may be made by cash, check, or bond and must be presented to the City prior to permit issuance.
10. A signed, federally mandated Water Quality Requirements for Public Events form, acknowledging your responsibilities in implementing the City's Minimum Best Management Practices (BMPs) for preventing storm water pollution.
11. An hourly schedule to cover each date of the event to include all set-up, breakdown, signage posting, deliveries, duration of amplified sound, staff/volunteer on-site hours, public hours, and hours parking lots and other public facilities are impacted.
12. A list of all vendors and businesses who will be attending for the purpose of advertisement, sales, or promotional giveaways. Provide the business or vendor name, a contact name, address, city, phone number, and a description of the product or service.
13. If permits are obtained from the California Department of Alcoholic Beverage Control for the sale and consumption of alcohol during the event, provide an Alcohol Plan.
14. A Communication Plan to ensure essential information is relayed quickly to the appropriate individuals in a variety of situations
15. A Medical Plan to prepare event staff and volunteers for the possibility of emergency response and medical treatment.

**You must meet all time requirements and include all necessary documents when submitting your SEP application. Submittal of the SEP application does not automatically grant event permission. The application must be fully processed and approved by the City of Rancho Santa Margarita before your event can be initiated. You will be notified when your application has been approved or denied.**



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

The following list is provided to assist you in obtaining the required approvals:

<b><u>City of Rancho Santa Margarita</u></b>	<b><u>Telephone</u></b>	<b><u>Website</u></b>
Planning	(949) 635-1800 x6705	<a href="http://www.cityofrsm.org">www.cityofrsm.org</a>
Building & Safety	(949) 635-1800 x6106	<a href="http://www.cityofrsm.org">www.cityofrsm.org</a>
Public Works	(949) 635-1800 x6506	<a href="http://www.cityofrsm.org">www.cityofrsm.org</a>
Water Quality	(949) 635-1800 x6703	<a href="http://www.cityofrsm.org">www.cityofrsm.org</a>
Police Services/Public Safety	(949) 635-1800	<a href="http://www.cityofrsm.org">www.cityofrsm.org</a>

<b><u>Outside Agencies</u></b>	<b><u>Telephone</u></b>	<b><u>Website</u></b>
County of Orange	(855) 886-5400	<a href="http://www.ocgov.com">www.ocgov.com</a>
Orange County Fire Authority	(714) 573-6000	<a href="http://www.ocfa.org">www.ocfa.org</a>
Orange County Transportation Authority	(714) 560-6282	<a href="http://www.occta.net">www.occta.net</a>
Orange County Environmental Health	(714) 433-6000	<a href="http://www.ochealthinfo.com">www.ochealthinfo.com</a>
Alcoholic Beverage Control (ABC)	(657) 205-3533	<a href="http://www.abc.ca.gov">www.abc.ca.gov</a>
Santa Margarita Water District	(949) 459-6420	<a href="http://www.smwd.com">www.smwd.com</a>
Trabuco Canyon Water District	(949) 858-0277	<a href="http://www.tcwd.ca.gov">www.tcwd.ca.gov</a>
State Board of Equalization	(800) 400-7115	<a href="http://www.boe.ca.gov">www.boe.ca.gov</a>



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### APPLICANT INFORMATION

Application Date: \_\_\_\_\_

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

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

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: (\_\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

### EVENT INFORMATION

Location of Event:  Indoors  Outdoors

Address of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Type of Structure(s): \_\_\_\_\_

Date(s) of Event - From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time of Event - From: \_\_\_\_\_ : \_\_\_\_\_  AM  PM To: \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Estimated date and time that work subject to REQUIRED INSPECTIONS, as checked below, will be complete and ready for inspection:

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_ : \_\_\_\_\_  AM  PM

**Property Owner Authorization.** I am the owner of record, or his/her authorized representative, of the property, which is the subject of this application. I approve of the action requested.

Property Owner of Record: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Title: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Date \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

\* Original signature must be provided on the application. No exceptions.



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### CITY USE ONLY – PLEASE CONTINUE TO NEXT PAGE

#### CLEARANCES

<u>Agency/Department</u>	<u>Required</u>	<u>Cleared by:</u>	<u>Date:</u>
Risk Management	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Building, Safety	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Engineering	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
NPDES	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Police Services	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Public Works	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Planning	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Animal Services	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Orange County EMA	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Orange County Fire Dept.	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Orange County Health Dept.	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Orange County Transit Auth.	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /

#### INSPECTIONS

**Notice:** If required, inspections must be scheduled 24 hours in advance of the event and to occur during normal work hours, unless otherwise arranged through the commercial Inspection supervisor at (949) 635-1800. Cost for off-hour inspections will be charged to the applicant.

<u>Agency/Department</u>	<u>Required</u>	<u>Cleared by:</u>	<u>Date:</u>
Electrical	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Plumbing	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Mechanical	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Offsite Grading/Construction	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Building/Structural	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Occupancy	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /
Special Requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	/ /



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

1. Type of event: \_\_\_\_\_
2. Describe planned activities: \_\_\_\_\_
3. Please provide the following:

Estimated number of persons at the event \_\_\_\_\_  
Estimated number of vehicles at the event \_\_\_\_\_
4. Route or location of event: \_\_\_\_\_  
\_\_\_\_\_  
Pre-approved route # \_\_\_\_\_ (If not pre-approved, attach map of the proposed route)
5. Will all or a portion of the event occur on private property within the City of Rancho Santa Margarita?  
 YES  NO If YES, where? \_\_\_\_\_  
\_\_\_\_\_
6. Will food be served or sold at the event?  
 YES  NO If YES, describe \_\_\_\_\_  
\_\_\_\_\_
7. Have you obtained a permit for the sale of food?  
 YES  NO If YES, what governmental agencies issued permits? \_\_\_\_\_  
\_\_\_\_\_
8. Will alcoholic beverages be served or sold at the event?  
 YES  NO If YES, describe \_\_\_\_\_  
\_\_\_\_\_
9. Have you obtained a permit for the serving of alcoholic beverages?  
 YES  NO If YES, what governmental agencies issued permits? \_\_\_\_\_  
\_\_\_\_\_
10. Will any animals be displayed/exhibited at the event?  
 YES  NO If YES, describe \_\_\_\_\_  
\_\_\_\_\_
11. Will any structures (i.e., tents, booths, stages) be erected at the event?  
 YES  NO If YES, describe \_\_\_\_\_  
\_\_\_\_\_



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

12. Will there be any sound amplification equipment at the event?

YES  NO If YES, describe \_\_\_\_\_

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13. Will there be monitors or security personnel at the event?

YES  NO If YES, describe number and duties \_\_\_\_\_

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14. Will there be any merchandise sales at your event? Have you notified the State Board of Equalization?

YES  NO If YES, please provide the date of notification: \_\_\_\_\_

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### IF YOUR EVENT WILL INVOLVE A PARADE, CYCLING EVENT, FOOT RACE OR OTHER ACTIVITY WHICH WILL OBSTRUCT A CITY STREET OR RIGHT-OF-WAY, PLEASE COMPLETE THE FOLLOWING SECTION:

Assembly time: \_\_\_\_\_ Start time of the event: \_\_\_\_\_

Assembly location: \_\_\_\_\_

Estimated duration of the event: \_\_\_\_\_

Disbanding location: \_\_\_\_\_

Describe vehicles/floats (i.e., how many, size, powered by?): \_\_\_\_\_

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Number and type of marching units: \_\_\_\_\_

Intervals or spacing (in feet) between units: \_\_\_\_\_

Will there be any water "aid" stations for the dispensing of beverages in disposable cups?  YES  NO

If YES, describe and specify locations \_\_\_\_\_

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Any parade animals?  YES  NO If YES, describe \_\_\_\_\_

**I declare upon penalty of perjury that the above information is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit or its suspension if one has been issued.**

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Signature of Applicant

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Date Signed



**CITY OF RANCHO SANTA MARGARITA  
SPECIAL EVENT APPLICATION**

**PLEASE INDICATE IF ANY OF THE BELOW LISTED ITEMS APPLY TO YOUR EVENT.**

	YES	NO	IF YES, PLEASE EXPLAIN
ANIMALS			
ALCOHOLIC BEVERAGES			PLEASE REFER TO PAGE 12 FOR DETAILS ON ALCOHOLIC BEVERAGES
AUTOMOBILES/TRUCKS			
BICYCLES/FOOT RACES			
BUILDINGS/STRUCTURES			
CAMPING			
CONCESSIONS			
DANCE/PARTY/CONCERT			
ELECTRICAL/PLUMBING/MECHANICAL			
EMERGENCY ACCESS REQUIRED			PLEASE REFER TO PAGE 10 FOR DETAILS ON THE MEDICAL PLAN
FILM PRODUCTION			
FLAMMABLE MATERIALS			
FOOD SUPPLIES/SALES			
ON-SITE GRADING/CONSTRUCTION			
LIGHTING/ILLUMINATION			
MEDICAL/FIRST AID			PLEASE REFER TO PAGE 10 FOR DETAILS ON THE MEDICAL PLAN
PARKING			
POLICE/SECURITY PROTECTION			PLEASE REFER TO PAGE 13 FOR DETAILS ON THE SECURITY PLAN
PYROTECHNICS (FIREWORKS)			
RIDES			
SANITATION/PORT-A-POTTIES			
SIGNS/BANNERS			
STREET/LANE CLOSURES			
TENTS			
CITY PROPERTY OR FACILITY USED			
WATER SUPPLY USED OR AFFECTED			



## **CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION**

## Medical Plan

Please provide an overview of the Medical Plan to be adhered to during event hours. A Medical Plan serves to prepare event staff and volunteers for the possibility of emergency response and medical treatment. At a minimum, the following topics should be addressed:

1. Location of Emergency Medical Technicians (EMT's).
2. Provide a contingency for an obstructed main entrance in the form of a dedicated emergency access point.
3. Communication procedure for alerting EMT's.
4. An explanation of how staff and volunteers will be briefed on the Medical Plan during a pre-event meeting.

**Large events may necessitate this level of detail at the discretion of Planning Staff.**



## **CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION**

## Communication Plan

Please provide an overview of the Communication Plan to be adhered to during event hours. A Communication Plan serves to ensure essential information is relayed quickly to the appropriate individuals in a variety of situations. At a minimum, the following topics should be addressed:

1. Procedure for announcing lost or found children.
2. Description of staff and volunteer uniforms.
3. Procedure for notifying EMT's.
4. Whether staff will be communicating by radio.
5. An explanation of how staff and volunteers will be briefed on the Communication Plan during a pre-event meeting.

Large events may necessitate this level of detail at the discretion of Planning Staff.



## **CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION**

## Alcohol Plan

If alcohol is to be served, provide in addition to the Alcoholic Beverage Control permit an Alcohol Plan to be adhered to during event hours. An Alcohol Plan expands the Security Plan through the observance of safety measures specifically related to alcohol sales and consumption. At a minimum, the following topics should be addressed:

1. Number and location of sales points. Each point of sale requires dedicated uniformed security.
2. Hours alcohol will be served.
3. ID-check procedure.
4. An explanation of how staff and volunteers will be briefed on the Alcohol Plan during a pre-event meeting.

Large events may necessitate this level of detail at the discretion of Planning Staff.



# **CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION**

## Security Plan

Please provide an overview of the Security Plan to be adhered to during event hours. A Security Plan serves to ensure the safety of staff, volunteers, and attendees in addition to compliance with permit conditions generally. At a minimum, the following topics should be addressed:

1. Procedure for traffic condition monitoring and subsequent mitigation as needed.
2. Procedure to be followed in the event of any criminal incidents.
3. Security for cash handling operations.
4. Event access control such as perimeter fencing and wristbands.
5. Trespass arrest policy.
6. Declaration of the presence of overnight security.
7. An explanation of how staff and volunteers will be briefed on the Security Plan during a pre-event meeting.

**Large events may necessitate this level of detail at the discretion of Planning Staff.**



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### Release and Waiver of Liability and Indemnity Agreement

Name of Permittee: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

**RELEASE.** Permittee hereby releases, waives and holds harmless the City of Rancho Santa Margarita ("City") and its Council members, officers, employees, agents, instructors, activity organizers and sponsors (collectively "City Representatives") from any and all suits, claims, expenses, disputes, damages, remedies, losses, injuries, (including property damage, bodily injury or death), and any other compensable loss of any type (collectively "Claims") to Permittee and "Permittee's Agents" (which includes Permittee's spouse, minor children, members of Permittee's organization, agents and employees) arising out of or occurring during the event for which Permittee is requesting a Special Event Permit (the "Event") or during the use of City property or facilities in connection with the Event, whether or not the negligence of the City or City Representatives contribute to or cause the Claims.

**INDEMNIFICATION.** Permittee further agrees to defend, indemnify and hold harmless City and the City Representatives from and against any and all Claims which may hereafter accrue, arising directly or indirectly from, or in any way related to: (1) the Event, or (2) service of alcohol during the Event, or (3) the use of City property or facilities in connection with the Event, or (4) any act or omission of Permittee or Permittee's Agents, whether or not the negligence of the City or City Representatives contribute to or cause the Claims.

This release and agreement to indemnify do not apply to the extent the Claims are caused by the gross negligence or willful or wanton misconduct of the City or City Representatives. Permittee agrees that this Release and Waiver of Liability and Indemnity Agreement applies in addition to any insurance required.

Permittee agrees to procure and maintain, at its sole cost and expense, and submit concurrently with its execution of this Agreement:

1. Comprehensive General Liability covering bodily injury and personal injury with limits of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the general aggregate. The general liability policy shall name the City of Rancho Santa Margarita as an additional insured in accordance with standard ISO additional insured endorsement form CG2010(1185) or equivalent language;
2. Other additional types and increased amounts of insurance as determined by City as necessary to protect the City and the public from risks associated with the Event.

Permittee consents on behalf of Permittee and Permittee's Agents for video and photographs to be taken of Permittee and Permittee's Agents for use in future City publicity and understand that there will be no compensation for such use.

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Permittee (name of entity or person)

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Name and title of authorized representative  
(if Permittee is an entity)

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Signature of Permittee/authorized representative

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Date signed



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### City of Rancho Santa Margarita Water Quality Requirements for Public Events

#### Disposal of Wash Water

Wash water (water from washing hands, utensils, mop, etc.) needs to be disposed of in the sanitary sewer. An indoor sink will be sufficient.

#### Outside Cleaning

**DO NOT HOSE DOWN THE AREA.** All discharges generated from outside washing are considered liquid wastes. All water or wastewater discharges from any washing activities must be collected for disposal into the sanitary sewer system. Failure to dispose of liquid wastes in a correct manner may result in a citation and a fine.

One way to keep the wash water from entering the storm drainage system is to place a temporary dam at a low point on the property. The resultant waste can be collected at this point and disposed of in the sanitary sewer, or could be diverted to a grassy area, and allowed to soak into the ground.

#### Spill Clean Up

Spillage of drinks, food, and any other material on a paved area must be cleaned. Liquid spills can be cleaned by using absorbent materials such as paper towels or mops (see gray water). Food or other solid materials may be swept up, and placed in the trash.

#### Trash and Recycling

Trash and recyclable materials need to be picked up periodically and placed in the proper trash and/or recycling containers. Recycling containers shall be provided at least in equal number to trash containers available. Efforts shall be taken to reduce, reuse, and recycle materials generated at the event (e.g., donate, recycle, compost). Trash should not be allowed to be blown away, because it can end up into the storm drain system, and wind up at the Ocean.

#### Protection of Nearby Catch Basins

Prior to start of event, organizers should assess the event location, and identify the nearby catch basins, that would receive any trash, debris or spills from the event. These catch basins shall be protected at a minimum with gravel bags to prevent non-storm water material from entering the drainage system. If the event is during the rainy season, event personnel shall monitor catch basin protection to avoid flooding. In case of stormy weather, no catch basin protection shall be installed. Organizers shall coordinate this activity with city staff.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### DOCUMENT CHECK LIST

#### DID YOU INCLUDE?

1. Signed Special Event Application	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Signed Permission from Property Owner	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
3. Insurance Certificates	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Fee Waiver / Application Fee	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Health Department Permit / Waiver	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
6. Alcoholic Beverage Control (ABC) permit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
7. Signed Hold Harmless Agreement	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Site Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
9. Sample of Event Signage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
10. Signed Water Quality Requirements for Public Event Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
11. Copy of Encroachment Permit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
12. Schedule	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
13. Vendor and Business List	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
14. Security Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
15. Alcohol Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
16. Communication Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
17. Medical Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A



## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION



# SPECIAL EVENT PERMIT APPLICATION PROCESS

The City's Zoning Code requires that a Special Event Application (SEP) application be submitted a minimum 30 days prior to the event date. Applications filed less than thirty (30) days prior to the event may result in the denial of a SEP. If an event is proposing to use City streets and/or parking lots, the SEP application must be submitted at least 90 days prior to the event date. Events involving more than 500 people shall additionally require a Site Development Permit.

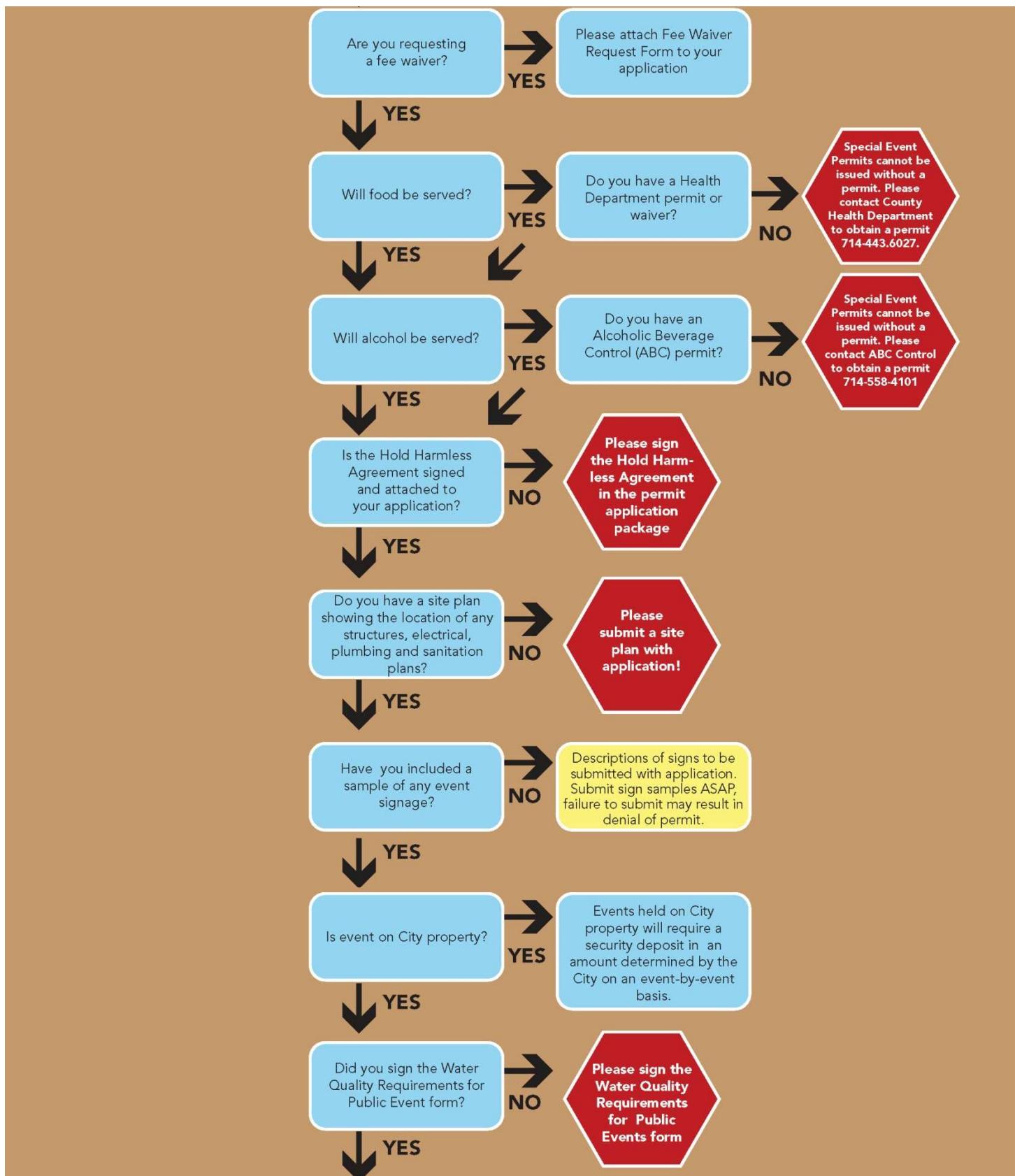
Once City staff has reviewed your application, you will be notified of its status and any additional required documentation. **YOU MUST OBTAIN THE REQUIRED CLEARANCES/APPROVALS NOTED ON THE PERMIT APPLICATION PRIOR TO PERMIT ISSUANCE.**

### SPECIAL EVENT PROCESS BEGINS



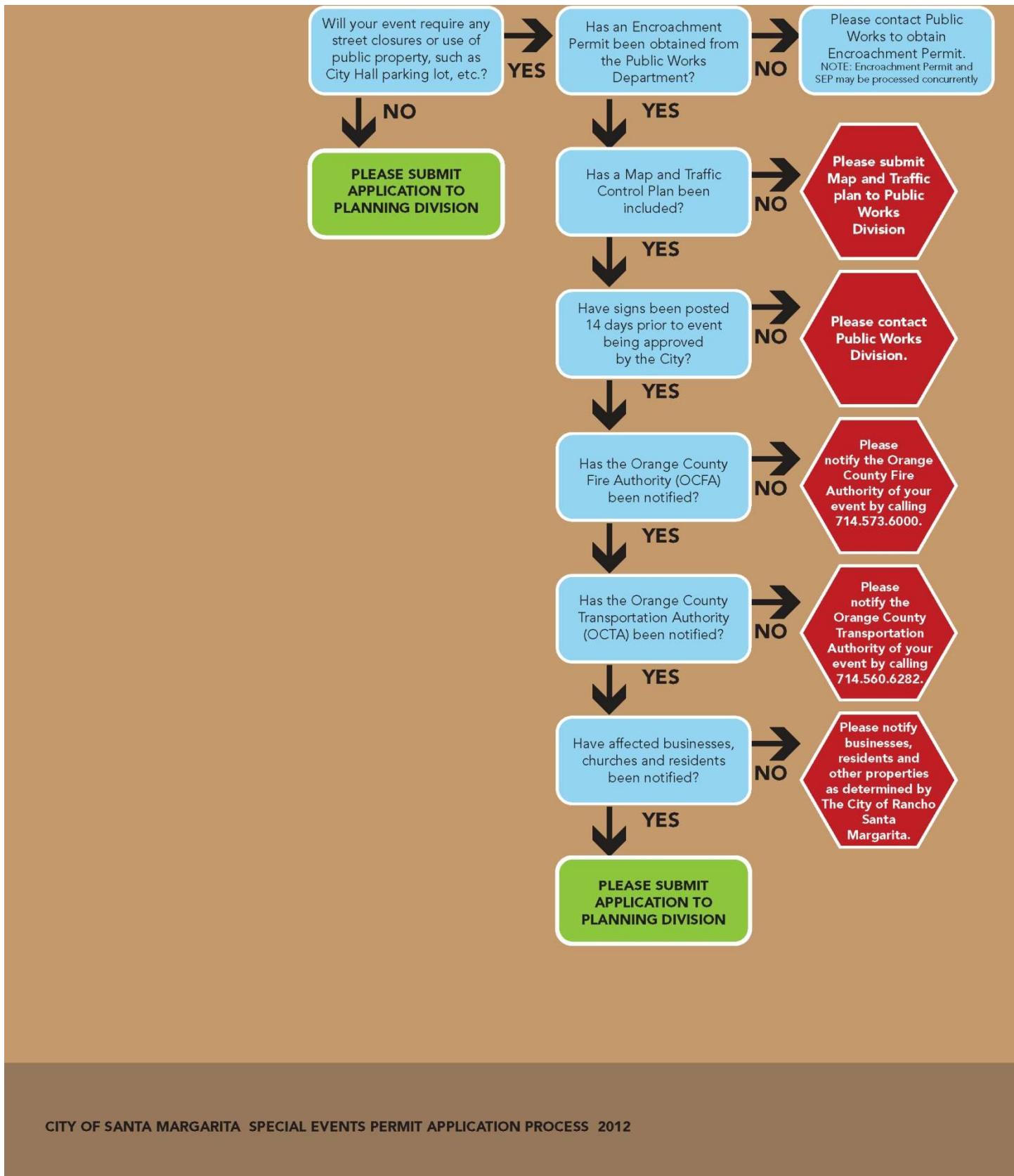


## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION





## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION





## CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION

### PROCESS OVERVIEW

#### **Are you a first time applicant?**

While there are several steps to complete a special event application, the City of Rancho Santa Margarita's Planning Division is here to help. Please call us at (949) 635-1800 if you have any questions and we'll guide you through the process.

#### **Will your event have more than 500 attendees?**

Events with more than 500 attendees require approval of a Site Development Permit and therefore additional time is required to process the Special Event Permit. Please call the City of Rancho Santa Margarita Planning Division at 949-635-1800. Planning Division Staff members can help to guide you through the process.

#### **Do you have signed permission from the property owner?**

Special Event Permits cannot be submitted without the signature of the property owner. Please have the property owner sign the Property Owner Authorization section of the application.

#### **Have certificates of insurance been ordered?**

Special Event Permit applications will not be accepted unless both the Certificates of Insurance (COI) and endorsement are submitted with the application.

#### **Are you requesting a fee waiver?**

Fee waivers may be available for certain groups. To see if your group qualifies, please contact the Planning Division at 949-635-1800. If you are not requesting a fee waiver, please include a check for the applicable fee amount with the application packet. Please contact the Planning Division for the applicable fee amount.

#### **Will food be served? Do you have a Health Department permit or waiver?**

Temporary Food Facilities (TFF) may operate at a special event by obtaining either a health permit or a permit waiver from the Orange County Health Care Agency, Department of Environmental Health. Application packages may be obtained at <http://ocfoodinfo.com/download> or by calling 714-433-6027. Applications and associated fees must be received by the County at least two weeks prior to your event. Special Event Permits cannot be issued without a permit.

#### **Will alcohol be served? Do you have an Alcoholic Beverage Control (ABC) permit?**

In order to serve alcohol at your event, you will need to contact the local California Department of Alcohol Beverage Control office at 714.558.4101 to obtain a "Daily On-Sale General License." Additional information can be found at <http://www.abc.ca.gov/>. Special Event Permits cannot be issued without a permit.

#### **Is the Hold Harmless Agreement signed and attached to your application?**

Special Event Permits cannot be submitted without a signed Hold Harmless Agreement. Please sign the Hold Harmless Agreement and submit it with your application package.



## **CITY OF RANCHO SANTA MARGARITA SPECIAL EVENT APPLICATION**

### **Do you have a site plan showing the location of any structures, electrical, plumbing and sanitation plans?**

Special Event Permits cannot be submitted without a site plan showing the location of any structures, electrical, plumbing and sanitation. Please submit a complete site plan with your application package.

### **Have you included a sample of event signage?**

If you plan to use event signage, please submit examples of signage as soon as possible. Failure to submit may result in denial of permit.

### **Is event on City property?**

Events held on City property will require a security deposit in an amount determined by the City on an event-by-event basis. Planning Division Staff will let you know of any fees associated with your event. Failure to pay event fees may result in denial of permit.

### **Did you sign the Water Quality Requirements for Public Event form?**

Special Event Permits cannot be submitted without a signed Water Quality Requirements for Public Event form. Please sign the form and submit it with your application package.

### **Will your event require any street closures or use of public property, such as City Hall parking lot, etc.?**

If your event will require any street closures or use of public property, you will need to obtain an Encroachment Permit from the Public Works Division. Please contact the City's Public Works Division at 949-635-1800.

### **THE FOLLOWING STEPS ONLY APPLY IF YOU ARE REQUIRED TO OBTAIN AN ENCROACHMENT PERMIT**

#### **Has an Encroachment Permit been obtained from the Public Works Department?**

Please contact to Public Works at 949-635-1800 in order to obtain your encroachment permit. Please note that Encroachment Permits and Special Event Permits may be processed concurrently.

#### **Has a Map and Traffic Control Plan been included?**

If applicable, please submit Map and Traffic plan to Public Works Division.

#### **Have approved traffic signs been posted 14 days prior to event?**

If applicable, please coordinate with Public Works Division for posting of signs. Posted signs approved by the City advising motorists of the dates and times of road closures a minimum of 14 days prior to the event.

#### **Has the Orange County Fire Authority (OCFA) been notified?**

Please notify the Orange County Fire Authority of your event by calling 714.573.6000.

#### **Has the Orange County Transportation Authority (OCTA) been notified?**

Please notify the Orange County Transportation Authority of your event by calling 714.560.6282.

#### **Have affected businesses, residents and other affect properties been notified?**

Please notify businesses, residents and other properties as determined by The City of Rancho Santa Margarita.