



CITY OF HOLLISTER SPECIAL EVENT PERMIT APPLICATION

Special Event Permits are required for parades, foot races, public assemblies, and block parties that close any sidewalk or street to regular traffic. Special Event Permits also apply to events occurring in parking districts that are owned and operated by the City. Applications must be submitted no later than 60 days before the event. The cost of the permit is \$189. Make check out to the City of Hollister. For more information, contact the City Clerk's Office at coh.cityclerk@hollister.ca.gov.

EVENT SPONSOR & CONTACT INFORMATION

Name:

Organization:

Phone:

Email:

Address:

EVENT INFORMATION

Event Name

Event Date:

Event Hours:

Est. Attendance:

Set Up Time:

End
Time:

Location:

Type of Event ☐ Block Party ☐ Footrace ☐ Parade ☐ Public Assembly

Event Description:

Will You Be Requesting a Banner Over San Benito Street:

The placement of Banners announcing special events over San Benito Street is only for 501(c)3 and shall be in place only for two (2) weeks prior to the event or earlier.

☐ Yes

☐ No

Date sign goes up: _____ Date sign comes down: _____

Event to be held on the _____ day of _____ 20____

Verbiage on banner:

Describe Road or Sidewalk Closures*:

If roads or sidewalks are to be closed, please note specific location of road and/or sidewalk closures.

*****PLEASE NOTE THAT FOR ANY STREET CLOSURES, A MAJORITY OF THE BUSINESSES AND RESIDENTS AFFECTED BY THE CLOSURE MUST CONSENT THE CLOSURE. *****

The signature page is included in this document on page 6. The signature page may be duplicated as needed to have the required number of signatures.

Describe Proposed Method of Handling Vehicular & Pedestrian Traffic*:

Include routes where traffic will be diverted, if roads or sidewalks are closed

Describe the Number of Food Vendors at the Event*:

Food trucks are required to have a current business license and a Mobile Food Truck Permit from the City of Hollister at least 2 weeks prior to the event.

Description of Sales Activity to be Conducted*:

Include number of vendors, nature, size, and location of booths of stalls.

Describe Loudspeakers or Sound Amplifying Devices*:

Include number, types, and locations.

Describe Event Security* (number of security personnel, person in charge of event security, etc.):

FOR PARADES AND FOOTRACES

Describe Method of Transportation for Event Participants*:

Include how event participants are expected to get to the event, if private transportation is to be used then please note the company name, route to be used, and location of pick up/drop off

Describe any structures that may be used at the Event (including structure size)*:

Describe Method for Removal of Litter, Debris, And Waste Created in Connection with the Event*:

EVENT DIAGRAM/MAP

Attach a diagram or map of your event, if applicable. Indicate the location of parade or footrace routes, roads or sidewalks where regular traffic will be diverted, sanitary facilities, sales activity, loudspeakers and sound amplifying devices, structures or equipment to be erected or installed, and assembly areas.

At least 2 weeks prior to each event date, the applicant shall contact the City of Hollister Building Division (831.636.4355 or building@hollister.ca.gov) to schedule a life safety inspection of the event set up. The applicant shall pay the applicable fee for this inspection (at time of approval for inspections during business hours: "Inspections for which no fee is specifically indicated", \$242.35).

PARADES

Proposed Route:

Describe Types of Participating Vehicles, Floats, Bands, Marching Units, and Animals:

Number of Participating Vehicles, Floats, Bands, Marching Units, and Animals:

FOOTRACES

Proposed Route:

Assembly Area:

Time of Assembly:

BLOCK PARTY

Location of Event (For Example: Beginning House Address to Ending House Address, or Intersection to Intersection)

INSURANCE REQUIREMENTS

The applicant must provide liability insurance coverage in the amount of \$1 million. The insurance coverage should name the City of Hollister, its officers, officials, employees, agents and volunteers as additional insured. Please include a "Certificate of Insurance" with "Additional Insured Endorsement" along with the Special Event Permit application. (Increased insurance requirements may apply depending on the type of event based on the recommendations of the City's Risk Manager.

_____ I will provide appropriate insurance for the special event. (Please initial)

RELEASE AND WAIVER OF LIABILITY INDEMNIFICATION AGREEMENT

_____, its employees, agents, officers, representatives, contractors, heirs and assigns, (collectively "Applicant"), hereby WAIVES, RELEASES AND DISCHARGES any and all claims against the City of Hollister and/or its employees, officers, agents, or contractors, (collectively "City"), for death, personal injury, property damage, or any other damages which Applicant may have or suffer, or which may hereafter accrue, as a result of the:

- ☐ Block Party
- ☐ Parade
- ☐ Public Event
- ☐ Banner/Sign
- ☐ Footraces
- ☐ Other _____

("the Activity"). This RELEASE is intended to discharge the City in advance from any and all liability arising out of or connected in any way with the Activity, even though that liability may arise out of negligence or carelessness on the part of the City.

Applicant further understands that accidents, whether of a serious or minor nature, occasionally occur during the course of an Activity such as that for which Applicant has requested permission from the City of Hollister; and that participants may occasionally sustain mortal or serious personal injuries, and/or property damage, as a consequence thereof. Knowing the risks of the Activity, Applicant ASSUMES those risks and agrees to RELEASE AND HOLD HARMLESS the City regardless of whether or not any injury or damage is caused in part by the City.

It is further understood and agreed that this WAIVER, RELEASE AND ASSUMPTION OF RISK is to be binding on Applicant, and such individuals or entities comprising Applicant, and Applicant will make no claim against, sue, attach the property of, or prosecute the City for injury or damage or economic loss resulting from the negligence or other acts or omissions, howsoever caused, of City, as a result of Applicant's participation in, or City's authorization of the Activity, or any other act or omission of City relating to the Activity.

Applicant shall INDEMNIFY, RELEASE AND HOLD HARMLESS the City from:

- (a) Any and all claims, demands, causes of action, damages, costs, expenses, losses, or liabilities, in law or in equity, of every kind and nature whatsoever, for, but not limited to, injury to or death of any person including Applicant, and damages to or destruction of any property of City or Applicant, or any economic loss suffered by Applicant, arising out of or in any manner directly or indirectly connected with the Activity, however caused and regardless of whether or not caused in part by the City.
- (b) Any and all damages, costs, expenses, or penalties, imposed on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Applicant.

Applicant shall, at its own cost, expense and risk, defend all suits, actions, or other legal proceedings of every kind that may be brought or instituted by third persons against the City, relating to the Activity, or to enforce any penalty relating to the Activity. Applicant shall pay and satisfy any judgment, award, decree or penalty assessment that may be rendered against City, in any such suit,

action or other legal proceedings. Applicant shall reimburse City for any and all legal expenses and costs incurred by City in connection therewith or in enforcing this Agreement.

Notwithstanding the foregoing, nothing herein shall be construed to require Applicant to indemnify the City from any claim arising from the sole negligence or willful misconduct of the City.

Applicant Name

Applicant Signature

Date

RETURN COMPLETED SPECIAL EVENT PERMIT APPLICATION & PAYMENT TO:

**375 Fifth Street
Hollister, CA 95037**

STAFF REVIEW (CITY USE ONLY)

Police Department

☐ Approved

☐ Denied

Comments/ Conditions:

Chief of Police

Fire Department

Comments/ Conditions:

Fire Chief

Building Division

Comments/ Conditions:

Public Works Department

Comments/ Conditions:

Public Works Director

Finance Department

Comments/ Conditions:

Finance Director

Further Approval By:

City Manager

Date

City Clerk

Date