

BLOCK PARTY PERMIT APPLICATION INSTRUCTIONS

Applications are to be filed 30 days in advance

1. **Who needs a permit?** Any person/organization sponsoring or hosting a Block Party on City streets, sidewalks or alleys.
2. **Location of your event.** If any portion of the event occurs on private property within the City of Fairfield, *written* permission from the property owner must accompany the application. A map indicating the location of the street closure and barricades must be submitted with application.
3. **Notice to property owners/tenants.** The owners/tenants of ALL property along the street that will be affected by the block party shall receive, TWO WEEKS before the scheduled event, a written notice from the applicant stating the date, time, and EXACT ROUTE/LOCATION of the event, as well as the event activities; e.g., jump house, barbecue, music, etc. An approved format for notice is attached and can be reproduced.
4. **Food/beverages/alcohol.** If food/beverage/alcohol will be served, the appropriate business license and liquor license must be obtained. If alcohol is to be served, the area of sale/consumption of beer/wine shall be segregated or confined from other event activities by means of fixed/portable barricades/walls/ropes, or other devices. Include a diagram showing the area where the sale/furnishing/consumption of beer/wine will be segregated or confined. *It is required you provide a security guard to check I.D. and restrict entrance to alcohol sales. You must obtain permit to sell food items from the County Health Department at 707-784-6765.*
5. **Traffic and crowd control fees.** If police personnel will be assigned to handle traffic control and/or crowd control at your special event, you must prepay the estimated costs for those services. If the actual costs of providing traffic and crowd control on the day of the event is less than the estimated cost, you will be refunded the difference. **You are required to provide barricades or traffic cones and detour signs to close streets.** Consult telephone directory for listing of companies that supply barricades.
6. **Cleanup instructions.** You may be required to supply portable toilets and additional garbage containers for your event. Consult telephone directory for toilet companies. Garbage service is franchised and must be handled by Solano Garbage Co. 707 439-2800. Immediately following the completion of the event, you shall ensure that the area used for the event is cleaned and restored to the same condition as existed prior to the event. A refundable cleanup deposit may be required for certain types of events if the event site is not properly cleaned and restored.
7. **Fire Inspection.** The event site and all structures or vehicles involved in the event are subject to inspection and approval for fire safety by Fairfield Fire Department officials. The permittee shall comply with any fire safety instructions by those officials. You will be notified prior to receiving permit if this is required.
8. **Insurance.** You are required to obtain \$1,000,000 general liability insurance. Your insurance company must name the City of Fairfield as an insured and sign the enclosed insurance endorsement with no deletions or exclusions.
Include signed endorsement and the Certificate of Insurance with your application.
If you cannot obtain signatures from the insurance company in time to file your application, please telephone (707) 428-7587. Insurance may be obtained from the City for your block party. Telephone Community Services for rate information at (707) 428-7433.

Your special event is not authorized until you have received a permit. You will be notified by telephone when you may pick up your permit. If you have any questions, contact the Special Operations Division at (707) 428-7587.

Return completed application to Fairfield Police Department, 1000 Webster Street, Fairfield, CA 94533.

Please fill out this form as completely and accurately as possible. All statements are subject to verification.

Incorrect statements or omissions may result in the denial or revocation of the permit.

Direct Questions to the Quality of Life Division, (707) 428-7587. **DATE of Submission** _____

| | | | | |
|--|---|---------------------------------------|---|--------------------------------------|
| Date of Event | Type of Event | | Assembly Location | |
| Assembly Time | Actual Starting Time | Disbanding Time | Disbanding Location | |
| Describe Planned Activities at Event | | | | |
| | | | | |
| | | | | |
| | | | | |
| Estimated number of Attendees | Estimated Number of Participants in Event | Estimated Number of Vehicles in Event | Estimated Number of Floats | Estimated Number of Animals in Event |
| Route or location of event. Describe briefly and include detailed map or drawing. Map must be 8.5 x 11 " (You may provide larger maps/drawing but we still require one sized 8.5 x 11) | | | | |
| | | | | |
| | | | | |
| | | | | |
| Name Of Person In Charge of Event | | Address | Telephone | |
| Alternate Contact Person | | Address | Telephone | |
| Sponsoring Organization (if any) | | Address | Telephone | |
| Will food and beverage be served? <i>If yes, attach description—read application instructions.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Will alcohol be served? <i>If yes, attach proof of ABC license, security company name and # of guards hired, diagram of area to be utilized--see ordinance for additional requirements.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Will any tents, booths, grandstands etc, be erected? <i>If yes, attach diagram & description.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Will there be any sound amplification equipment? <i>If yes, attach diagram & description.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Will monitors/security personnel be present? <i>If yes, attach description listing how many and their duties.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Are you requesting Police Cadets/CORP for this event? <i>If yes, list how many will be needed?</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO # _____ | |
| Are you requesting Police Officers for this event? <i>If yes, list how many will be needed?</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO # _____ | |
| Have notices been provided to residential/business owners or tenants? <i>If yes, indicate method of notification: _____—read application instructions.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Insurance requirement has been met? <i>Requirements listed on attached endorsement. If yes, attach certificate and enclosed endorsement.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Will your event impact parking in the area? <i>If yes, attach description of parking impact, stating which lots or streets, if any will be utilized or what provisions must be made to accommodate parking for attendees.</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| <i>For Department use only</i> | | | | |
| Application # | | | Date Application Received | |

2010 Fairfield Police Department Block Party Permit Application Hold Harmless

The special event sponsor (hereafter referred to as "Permittee") agrees to reimburse the City of Fairfield (hereafter referred to as "City") for all loss incurred by it in repairing or replacing damage to City agents including special event

monitors/security personnel, or any other person attending or joining the special event who was, or reasonably should have been, under the Permittee's control. Persons who merely attend or join in a parade or other special event are not considered by that reason alone to be "under the control" of the Permittee.

The Permittee further agrees to defend without costs, indemnify and hold harmless the City, its officers, agents and employees from all actions, claims, damages, losses and liability arising out of or alleged to arise out of officers, employees, agents, including special event monitors/security personnel, or any other person attending or joining in the special event who was, or reasonably should have been under the Permittee's control. Persons who merely attend or join in a parade or other special event are not considered by that reason alone to be "under the control" of the Permittee.

PERMITTEE STATEMENT

I hereby certify that all statements in this application are true and complete, and I understand that any misstatement of material facts is grounds for denial of a permit. I also agree to comply with the attached terms of the Special Event Permit/Parade Permit, including the above Hold Harmless Agreement and to comply with all special event permit conditions.

(Permittee's Signature) (Date)

If special event is sponsored by an organization, an authorized officer of the sponsoring organization must sign application.

(Officer of Sponsoring Organization) (Date)

Event permit #: _____

- Approved with the Permit Conditions as set forth below.
- Denied.

Reason for denial _____

PERMIT CONDITIONS

1. This permit and attachments must be carried on the person in charge of and present at the event.
2. Applicant is responsible for all traffic control, barricade set up and removal.
3. Police, Fire & EMS access is to be maintained.
4. _____
5. _____

(Chief of Police or Designee) (Date)

**2010 Fairfield Police Department-
Block Party Permit Application-Insurance Endorsement**

COVERAGE SHALL BE A COMPREHENSIVE GENERAL LIABILITY INSURANCE POLICY.

Minimum limits required: \$500,000 each person bodily injury; \$1,000,000 each occurrence bodily injury; \$100,000 each occurrence property damage OR \$1,000,000 each occurrence combined single limit bodily injury and property damage.

This endorsement, effective this _____ day of _____, 2010, policy number _____ issued to _____ by _____ for the following event _____.

ADDITIONAL INSURED

IT IS HEREBY UNDERSTOOD AND AGREED THAT THE CITY OF FAIRFIELD, ITS OFFICERS, EMPLOYEES, AND AGENTS ARE NAMED AS ADDITIONAL INSURED.

PRIMARY INSURANCE

IT IS FURTHER UNDERSTOOD AND AGREED THAT THE INSURANCE AFFORDED BY THIS POLICY SHALL BE CONSIDERED PRIMARY INSURANCE AS RESPECTS ANY OTHER VALID AND COLLECTIBLE INSURANCE THE CITY OF FAIRFIELD MAY POSSESS, INCLUDING ANY SELF-INSURED RETENTION THE CITY MAY HAVE, AND ANY OTHER INSURANCE THE CITY DOES POSSESS SHALL BE CONSIDERED EXCESS INSURANCE ONLY.

CANCELLATION CLAUSE

THIRTY (30) DAYS WRITTEN NOTICE OF CANCELLATION SHALL BE GIVEN TO THE CITY OF FAIRFIELD IN THE EVENT OF CANCELLATION AND/OR REDUCTION IN COVERAGE OF ANY NATURE. SUCH NOTICE SHALL BE SENT TO:

*CITY OF FAIRFIELD POLICE DEPARTMENT
C/O Quality of Life Division
1000 Webster Street
Fairfield, California 94533-4883*

THIS PARAGRAPH SUPERSEDES THE CANCELLATION CLAUSE IN THE CERTIFICATION OF INSURANCE.

SEVERABILITY OF INTEREST

THIS INSURANCE SHALL ACT FOR EACH INSURED AND ADDITIONAL INSURED AS THOUGH A SEPARATE POLICY HAD BEEN WRITTEN FOR EACH. THIS, HOWEVER, WILL NOT ACT TO INCREASE THE LIMIT OF LIABILITY OF THE INSURING COMPANY.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN THE SAME.

(Authorized Insurance Representative)

**2010 Fairfield Police Department-
Block Party Permit Application-Notification Request**

*You must provide written notice to ALL residents and/or businesses affected by your event a **MINIMUM OF TWO WEEKS BEFORE** the scheduled date of your event. Return this form when notification to residents has been completed. The permit will not be issued until this declaration is on file with the Police Department.*

I hereby declare the attached copy of notification was served on _____
(Date of Service)
to all residents and/or businesses affected by our event.

(Signature of person responsible distribution or event)

(Date)

You may use the form included with this application. If you choose to use your own form, it must list specific information regarding the event; i.e., street closure information and Quality of Life Division telephone number 707 428-7587 for residents to call the Police Department to address any concerns they may have regarding your event. Please attach one copy of the notification to this declaration.

IMPORTANT: It is illegal to post any type of flyer, sign, and notification on light or telephone poles, fences, city right-of-ways, existing signs, trees, bus shelters, etc. Resident or business event notifications may be placed on doors or in mail slots. Do not place items into a residential mailbox.

RESIDENT/BUSINESS OWNER - The Fairfield Police Department has received a permit application for a block party scheduled for the date indicated below. If you have an objection to the issuance of this permit, please call the Quality of Life Division at (428-7587), *within seven days* to state the basis for your objection.

Event date(s): _____

Anticipated attendance: _____

Location: _____

Person in charge of event: _____ Telephone: _____

RESIDENT/BUSINESS OWNER - The Fairfield Police Department has received a permit application for a block party scheduled for the date indicated below. If you have an objection to the issuance of this permit, please call the Quality of Life Division at (428-7587), *within seven days* to state the basis for your objection.

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