



CITY OF FULLERTON APPLICATION FOR A  
**SPECIAL EVENT PERMIT**  
 FOR EVENTS ON CITY PARK PROPERTY

**PARK PROPERTY**  
 (Parks & Recreation)

Permit Issuance Date: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_

Date Submitted \_\_\_\_\_ Name of Event \_\_\_\_\_  
 Applicant/Event Sponsor \_\_\_\_\_ Phone \_\_\_\_\_  
 Applicant Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Location of Event \_\_\_\_\_  
 Public Property Being Requested \_\_\_\_\_  
 Date(s) of Use \_\_\_\_\_ Event Hours \_\_\_\_\_  
 Type of Activity \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
 Short Description of Event \_\_\_\_\_

This application becomes a permit when approved and validated.

Is the sponsor of this event a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be using extension cords or a generator? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a charge for admission? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be serving food? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be donating the event proceeds to charity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be cooking with compressed gas or an open flame? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be serving alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be installing a temporary stage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the general public be admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be installing tents, canopy structures, or booths? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be closing any public streets or parking lots? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be providing portable toilets? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be having live music or amplified music? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be providing temporary promotional signs/banners? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be providing security/crowd-control personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you completed and submitted with this application the "Addendum to Permit"? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Review and approval of application from various City Departments & Outside Agencies**

Department	Name	Approved	Not Approved	Comments
Parks & Recreation	_____	_____	_____	_____
Community Development	_____	_____	_____	_____
Economic Development	_____	_____	_____	_____
Fire	_____	_____	_____	_____
Police	_____	_____	_____	_____
Public Works (Engineering)	_____	_____	_____	_____
Public Works (Maintenance)	_____	_____	_____	_____
Risk Management	_____	_____	_____	_____
County Health Permit	_____	_____	_____	_____
State Liquor License	_____	_____	_____	_____

Special Event Permit Fees	Account Numbers (Tran Code)	Inspection Record
Parks and Recreation Rental Fees (varied cost based on facility used) \$ _____ Issuance Fee = \$175/\$450	15515-4420 (1143)	Date _____ By _____
Community Development Permit Issuance Fee = \$100 \$ _____	10345-4614 (3221)	
Public Works Engineering Permit Issuance Fee = \$62(BP) \$193/\$495(SE) \$ _____	10322-4280 (2020)	Date _____ By _____
Public Works Engineering Inspection & Plan Check Fee = \$99 \$ _____	10329-4260 (2404) After hours/weekends = \$122.50	
Fire & Community Development Joint Inspection Fee = \$300 (During business hours) \$ _____	50% to 10345-4220 (3210) 50% to 10251-4640 (7037) After hours/weekends = \$450	Date _____ By _____
Police Department Staffing (714) 738-6829 \$ _____	Billed hourly by Police Department <u>after</u> the event, only if police officers are required.) 10277-4730 (7253)	
Refundable Deposit (\$1,000) \$ _____	55-2453 (9996)	
<b>Total \$ _____</b>		

**THE UNDERSIGNED PERMITTEE/APPLICANT HEREBY CERTIFIES AND AGREES:**  
 1. A new permit shall be required in the event the applicant makes a material change to this permit.  
 2. For special events on public property, the applicant agrees to pay the cost of any and all damage to public property stemming from this event if the cost of such damage exceeds the \$1,000 deposit.  
 \*The Fullerton CA Municipal Code, Chapter 8.71, Special Events on Public Streets and Public Facilities, provides full disclosure and is available for permittee/applicant review.  
**I HAVE READ AND UNDERSTAND ALL OF THE ABOVE:**

- Original Parks & Recreation
- Copy Applicant
- Copy Comm. Development
- Copy Fire (Inspection)
- Copy Police (Traffic)
- Copy Public Works - Maintenance.
- Copy Public Works -Engineering
- Copy Risk Management

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

**ADDENDUM TO CITY OF FULLERTON APPLICATION FOR A SPECIAL EVENT PERMIT**  
**INSURANCE REQUIREMENTS AND HOLD HARMLESS AND INDEMNIFICATION**

\_\_\_\_\_ (hereinafter APPLICANT) shall procure and maintain throughout the duration of the SPECIAL EVENT PERMIT, insurance against claims for injuries to persons or damages to property which may arise from or in connection with APPLICANT'S use of the CITY OF FULLERTON (hereinafter CITY) premises for the \_\_\_\_\_ on \_\_\_\_\_. APPLICANT shall provide current evidence of the required insurance in a form acceptable to the CITY.

I. Minimum Scope and Limits of Insurance

A. Commercial General Liability Insurance. APPLICANT shall maintain commercial general liability insurance coverage in a form at least as broad as ISO Form #CG 001 ED. 11/88, with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Agreement or shall be twice the required occurrence limit.

II. Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by CITY.

III. Other Insurance Provisions

The required insurance policies shall contain or be endorsed to contain the following provisions:

A. Commercial General Liability.

The CITY OF FULLERTON, its elected or appointed officials, officers, employees and volunteers are to be covered as additional insureds with respect to liability arising out of the use of the CITY premises. The coverage shall contain no special limitations on the scope of its protection afforded to the CITY, its officials, officers, employees and volunteers.

B. Commercial General Liability.

This insurance shall be primary insurance as respects the CITY OF FULLERTON, its officers, employees and volunteers and shall apply separately to each insured against whom a suit is brought or a claim is made. Any insurance or self-insurance maintained by the CITY, its officers, employees and volunteers shall be excess of this insurance and shall not contribute with it.

C. Commercial General Liability.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.

IV. Acceptability of Insurers

All required insurance shall be placed with insurers acceptable to the CITY with current BEST'S ratings of no less than B+, Class X. All insurers shall be licensed by or hold admitted status in the State of California. At the sole discretion of the CITY, insurance provided by non-admitted or surplus carriers with a minimum BEST'S rating of no less than A- Class X may be accepted if APPLICANT evidences the requisite need to the sole satisfaction of the CITY.

V. Verification of Coverage

APPLICANT shall furnish the CITY with certificates of insurance which bear original signatures of authorized agents and which reflect insurers names and addresses, policy numbers, coverage, limits, deductibles and self-insured retentions. Additionally, APPLICANT shall furnish certified copies of all policy endorsements required herein. All certificates and endorsements must be received and approved by CITY before the SPECIAL EVENT PERMIT is issued. The CITY reserves the right to require at any time complete, certified copies of any or all required insurance policies and endorsements.

VI. Indemnification

APPLICANT shall indemnify, defend, and hold harmless CITY and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the event described herein, caused in whole or in part by any negligent act or omission of the APPLICANT, anyone directly or indirectly employed by or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the CITY.

APPLICANT:

By: \_\_\_\_\_  
City of Fullerton Representative

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
APPLICANT Authorized Representative

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name