

# CITY OF RIO VISTA

*Facilities Department*

One Main Street • Rio Vista, CA 94571

(707) 374-6451 ext 1106 • FAX: (707) 374-5531

## **SPECIAL EVENT GUIDELINES**

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### **Is my event a "Special Event" requiring the completion of a Special Event Questionnaire?**

**Answer the following questions to find out.**

<b>Will the event be held outdoors?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is attendance expected to exceed 100 people (includes production personnel and participants/spectators)?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will the event include <u>any</u> of the following: (a) entertainment, dancing, music, live theater, film projection, athletics, craft booths, art displays, other event equipment, carnival rides, amusement park activities, and/or parades? (b) the sale or distribution of merchandise and/or food? (c) the sale or distribution of alcoholic beverages?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the event include amplified sound (excluding announcements and boom boxes)?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **yes to all** of the above, you will need to submit a Special Event Questionnaire in order to obtain a Temporary Use Permit.

If you answered **no to all** of the above, you will not need to submit a Special Event Questionnaire.

If you answered **yes to some** of the above, please call the Facilities Manager to discuss your event at (707) 374-6451 ext. 1106.

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## Special Event Levels

Please review these definitions to determine how you should proceed.

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
<ul style="list-style-type: none"> <li>• Event will occur during a single day or multiple days.</li> </ul>	<ul style="list-style-type: none"> <li>• The event will occur during a single day or multiple days.</li> </ul>	<ul style="list-style-type: none"> <li>• Event will occur during a single day.</li> </ul>
<ul style="list-style-type: none"> <li>• Event involves street closures and detouring or stopping traffic.</li> </ul>	<ul style="list-style-type: none"> <li>• Event involves use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.</li> </ul>	<ul style="list-style-type: none"> <li>• Event will not extend beyond the park/facility area.</li> </ul>
<ul style="list-style-type: none"> <li>• Admission will be charged.</li> </ul>	<ul style="list-style-type: none"> <li>• Event is free to the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Event is free to the public.</li> </ul>
<ul style="list-style-type: none"> <li>• Food will be sold and/or distributed to the general public.</li> </ul>	<ul style="list-style-type: none"> <li>• Food will be sold and/or distributed to the general public.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no food sales.</li> </ul>
<ul style="list-style-type: none"> <li>• Merchandise will be sold.</li> </ul>	<ul style="list-style-type: none"> <li>• Merchandise will be sold.</li> </ul>	<ul style="list-style-type: none"> <li>• No merchandise sales.</li> </ul>
<ul style="list-style-type: none"> <li>• There will be live entertainment.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be live entertainment.</li> </ul>	<ul style="list-style-type: none"> <li>• May or may not involve live entertainment.</li> </ul>
<ul style="list-style-type: none"> <li>• Extensive use of event equipment, i.e., stage, sound system, booths, tents, fencing, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate use of event equipment, i.e., stage, PA system, chairs, tables.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal use of event equipment, i.e., PA system.</li> </ul>
<ul style="list-style-type: none"> <li>• Event requires electricity and other utilities.</li> </ul>	<ul style="list-style-type: none"> <li>• May or may not require electricity.</li> </ul>	<ul style="list-style-type: none"> <li>• May or may not require electricity.</li> </ul>
<ul style="list-style-type: none"> <li>• Alcohol may or may not be sold and/or distributed to the general public.</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol will NOT be sold and/or distributed to the general public.</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol will NOT be sold and/or distributed to the general public.</li> </ul>

## TUP Application - Routing Process

Level A	Level B	Level C
<p><b>Applications must be submitted a minimum of 60 days prior to the event.</b></p> <p>Applications submitted after 60 Calendar Days prior to the event date will be charged a \$25 late fee.</p> <p>Applications will not be accepted 45 calendar days prior to event.</p>	<p><b>Applications must be submitted a minimum of 30 days prior to the event.</b></p> <p>Applications submitted after 30 Calendar Days prior to the event date will be charged a \$25 late fee.</p> <p>Applications will not be accepted 15 calendar days prior to event.</p>	<p><b>Applications must be submitted a minimum of 5 days prior to the event.</b></p> <p>Applications submitted after 5 Calendar Days prior to the event date will be charged a \$25 late fee.</p> <p>Applications will not be accepted 2 calendar days prior to event.</p>
◆ Police	◆ Police	◆ Recreation and Community Services
◆ Fire	◆ Fire	◆ Public Works
◆ Community Development	◆ Community Development	
◆ Public Works	◆ Public Works	
◆ Recreation and Community Services	◆ Recreation and Community Services	

\* Tables illustrated above are provided as a guideline and may vary per unique Special Event.

If you have any questions regarding whether your event is a Level A, B, or C event, please call the Facilities Manager to discuss your event at (707) 374-6451 ext. 1106.

## TUP - Permit Process

**STEP 1:** The applicant completes a Temporary Use Permit Application for the event that includes all necessary attachments, and returns the completed Application to the Facilities Manager. If the event constitutes a Special Event, a Special Event Questionnaire must also be completed. The Facilities Manager will then review the Application for completeness and accuracy.

A non-refundable Application fee of \$100.00 will be charged upon submitting the Application and is payable at the Finance Window. A non-refundable Application fee of \$25.00 applies to not-for-profit organizations.

Failure to return a completed Application within the timeline prescribed by the event level (explained in table on page 3), will result in a \$25.00 late fee or may be denied if past the minimum time requirement needed.

**STEP 2:** The Application is routed for review by City Staff. If the nature of the event warrants, the Facilities Manager will schedule the event for an "informal review" by pertinent City Staff. The applicant will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the applicant of all department special-use conditions.

**STEP 3:** Applicant obtains and pays for any necessary permits.

**STEP 4:** Upon meeting all requirements and payment of all applicable fees - including any deposits - an approved Permit is issued to the applicant.

**STEP 5:** If necessary, applicant should schedule an "on-site" walk-thru with the Facilities Manager and all other pertinent staff no later than one (1) week prior to the event to inspect the condition of City property, and discuss any changes to the event plan.

**STEP 6:** Applicant holds event abiding by all City issued guidelines and procedures, as well as federal, state and local law.

**STEP 7:** The event holder will attend a debriefing meeting with Department Heads after the event to take note of any problems that have occurred at the event. The applicant will also be apprised of the possibility of denial of future event permits, if warranted (i.e., if significant conditions established by the City were not followed). Cost of cleaning and/or damages will be assessed and billed to applicant.

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### **Permit Holder's Agreement**

By affixing a signature to the TUP Application, the applicant(s) acknowledge and agree that they:

- a. Are aware of the non-refundable application fee.
- b. Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment.
- c. Will operate the event and use of any related equipment in a safe manner.
- d. Will maintain in force, throughout the duration of the event, liability insurance coverage.
- e. Will operate only within the areas specifically designated for the event.
- f. Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area. Applicant will remove all

- equipment or items associated with the event by the end of their allotted reservation.
- g. Will provide the City of Rio Vista with all necessary deposits (i.e., key, damage).
  - h. Will provide security as required and be responsible for the control of spectators assembling as a result of the activity.
  - i. Will be responsible for any privately-owned equipment left at the facility. City of Rio Vista is not responsible for loss or damage.
  - j. Will abide by all conditions of use.
  - k. Will provide access to event in accordance and compliance with American Disabilities Act standards.

### **Special Event Date and Reservation of Location**

Applications and/or Advanced Requests are available a maximum of one (1) year in advance of the event. Priority consideration will be given to organizations repeating an annual community event at the same event venue.

Events held historically during the same time each year will take precedence over any other submitted event proposed for the same timeframe. The City of Rio Vista has the right to decline proposals for events that are located in areas of close proximity to historical or already permitted events. The City of Rio Vista also has the right to allow events requiring special consideration due to the nature of the event and benefit to the community. Event priorities are defined in the next section.

***Any event or the use of City property shall not be granted when, as determined by the City of Rio Vista's designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.***

### **Priorities for Assigning City-Owned Facilities for Special Events**

- Priority 1:** Events organized by the City of Rio Vista.
- Priority 2:** Events organized by the River Delta Unified School District.
- Priority 3:** Events organized by Rio Vista based non-profit organizations with proceeds providing assistance to the organizer or another Rio Vista based non-profit organization (requires proof of 501-C status).
- Priority 4:** Events organized by private businesses, non-profit organizations not based in Rio Vista, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Rio Vista based non-profit organizations

### **Site Plan**

An illustration of the event area or route, indicating the location of equipment and specific activity areas must be submitted with the Application. **Applications will**

**not be accepted without the Site Plan.** The Site Plan must include all fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Site Plan must immediately be communicated to the Facilities Manager and a new illustrated Site Plan is required.

Location of equipment and parking must be provided in the Site Plan. The Facilities Manager or designee has the right to adjust Site Plans in order to protect the well-being of the public.

### **Rio Vista Fire Department Service Information**

The Rio Vista Fire Department will consider and require the following items.

1. A Site Plan showing all locations and aspects of the event must be included with Application.
2. Tents greater than 200 square feet and canopies greater than 400 square feet require a permit from the Rio Vista Fire Department.
3. Vendors using heat spark, or flame producing equipment shall keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
4. Food preparation inside an enclosed self-contained structure, producing grease laden vapors, shall be equipped with an approved, type one, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
5. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Rio Vista Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
6. Compressed gas bottles/cylinders shall be stabilized to prevent tipping or falling over.
7. Extension cords shall be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and shall only be plugged into a 3-pronged receptacle.
8. Liquid or gas fueled appliances shall be in good repair without fuel leaks or frayed electrical cords. Extra fuel shall be kept in containers approved for that use and shall not exceed 5 gallons in capacity.
9. ***When closing streets, Fire Lanes are required; they shall be approved and indicated on the Site Plan and Traffic Control Plan.*** They shall be identified with signs indicating "Temporary Fire Lane – No Parking." Additionally, parking on adjacent streets shall be monitored to insure passage is not obstructed and temporary "No Parking" signs shall be installed where needed.
10. Upon review of the Application, the Fire Department may require that an on-site inspection take place. If so, the applicant will be notified and will then have 5 working days, prior to the event, to schedule an inspection.

## **Rio Vista Police Department Service Information**

For Special Events, the Police Department requires at least one (1) California licensed and bonded security guard or off-duty police officer for every one hundred (100) attendees. The Police Department may require more or less security guards or off-duty officers based on the security risk of the proposed event, based on articulated facts justifying more or less security.

The Police Department will determine the necessity and make the final determination on whether uniformed off-duty police officers must be present at a Special Event.

**Any event involving alcohol sales must have a copy of an approved Special Event Liquor License Application or a copy of the Special Event Liquor Permit. The approved Application or a copy of the permit must accompany the Application when routed.**

Special Events that generally require Police Department presence are those that:

- Involve the sale and consumption of alcohol.
- Generate profit for the applicant.
- Involve other public safety risk such as parades, carnivals or other factors potentially adverse to community tranquility and peace.

Police officers assigned to work Special Events are generally off-duty officers working at overtime pay rates. ***Applicants will be billed at the full overtime rate of the individual officer(s) working the event.*** Applicants are reminded that officers working Special Events, although assigned specifically to the particular event, are employees of the City of Rio Vista, and do not work for the applicant.

Applicants should consider these factors early in the Special Event planning process and coordinate with the Police Department as soon as possible. The Police Department may be reached at (707) 374-6366.

### **Alcohol**

An approved Special Event Liquor License Application must be obtained from the Alcoholic Beverage Control Board (ABC) ***prior*** to submitting the Application and is required at the time of the submission of the Application. Liquor licenses are distributed by the state, but require the approval of the municipality and/or county in which the event is being proposed.

Special Event Liquor License Applications are available from ABC. After completing the Application, the applicant must deliver or send the Application to the Police Department for review no later than 75 days prior to the event.

The Police Department will not approve an Application for a Special Event Liquor License if the Application involves the closure of a street for the primary purpose of providing more square footage to the applicant for the sale and consumption of alcoholic beverages.

The recommendation of the Police Department regarding approval or denial of the license will be a final decision, not subject to appeal.

### **Food Booths and Vending**

- a. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed. Vendors must have a current Business License with the City of Rio Vista or obtain a one-day Business License.
- b. Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Community Development office in City Hall).
- c. Applicants will specify the location of all proposed food booths, proposed menu items, loading and unloading locations/routes and times, and the person in charge of each booth.
- d. Include location of vendors on Site Plan submitted with your Application. Vendors are not to extend beyond the boundaries of the Site Plan when loading or unloading supplies.
- e. Applicants are responsible for obtaining County Health permits as applicable.
- f. Food vendors must be self-contained.
- g. Fire extinguishers are required per Fire Department regulations.
- h. Permit holder is responsible for the proper disposal of grease and other materials/items, and removing them completely from the site.
- i. Provide electrical amperage draws for equipment when submitting your Application.
- j. Permit holder will be required to provide a list of all individuals scheduled to sell merchandise, food or other items. The information must include company name, contact person, address, phone number and current city Business License number if applicable. All information is confidential and is for Community Development use only.

### **Noise Control**

If event staff decides not to comply with police submissions, the Rio Vista Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two (2) or more complaints (after having received a written notice) may be assessed to the event producer.



## **Proximity to Residential Areas**

*Due to the nature of some of Rio Vista's parks being within a short proximity to residential neighborhoods, the following sound regulations shall apply to special events:*

- a. Speakers will be directed away from neighborhood areas.
- b. Decibel levels shall not exceed either: (a) 100 db, when measured from 100 feet from the sound equipment; or (b) 60 db, when measured from the nearest private residence real property boundary.
- c. Event producers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored and remain within the above guidelines.

## **Street Use and Closures**

Street closures may occur when affiliated with outdoor Special Events, including, but not limited to, parades, races, competitions, displays, fairs, and festivals. **An Encroachment Permit must be obtained for closure of streets and sidewalks.** The proposed street closure will be illustrated through a Site Plan and Traffic Control Plan which are required with the TUP Application. Traffic Control Plans must comply with the current Manual of Uniform Traffic Control Devices and are subject to approval by Community Development and Public Safety. ***The applicant is responsible for providing all required barricades and traffic control signs.***

***All street closures must allow for Fire Lane access during the event.***

The Police Department will determine if the Special Event and street closure requires uniformed personnel present at the event.

**The applicant must notify merchants and residents affected by the street closure no later than two (2) weeks (14 calendar days) prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the Facilities Office no less than two (2) weeks (14 calendar days) prior to the event.**

The applicant must post notice of any approved street closure at least **72 hours** before the closure of said street. Such notice must be posted at all entrances to the designated street. Such notices shall comply with California law, including, but not limited to, section 21103 of the Vehicle Code.

## **Parades, Motorcades, Walks and Races**

Detailed illustration of event routes, assembly, and disassembly areas are to be submitted with the TUP Application. ***When street closures are proposed, a Traffic Control Plan must be included, along with an Encroachment Permit Application.***

Throwing items from parade floats is prohibited.

When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (state highways, railroad, etc.). The approval must be submitted with the Application.

The applicant is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Removing trash from spectator areas (i.e., sidewalks) is also the responsibility of the event producer.

Contact the Rio Vista Police Department to discuss police escorts.

## **Insurance**

For events and series of events occurring on City-owned property, the applicant must provide evidence of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Rio Vista as additional insured. The endorsement must indicate the dates, times, and location of the event. The person/organization listed on the endorsement must be the applicant. The applicant must ensure that insurance providers address the insurance documents to the attention of the City of Rio Vista Recreation and Community Services, and submit such documents with the Application. Minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 1,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 liquor liability insurance (if applicable)

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement on the Application and Use Permit.

## **Banner Guidelines**

- Intent to display banners must be indicated on the Application.
- Identify banner locations on the Site Plan. Visual markers must be attached to cords between the banner's lower corners and the pole.
- Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the permit holder.
- Banners may not be affixed to permanent structures located on the permit site such as benches, rails/fences, trees, porches or trellises.
- Banners may not be displayed on buildings or within rights-of-way.
- Event banners must remain within the event site.
- Banners may not promote products that are illegal to consume by the patrons attending the event.
- Banners with liquor references are allowed only if the Special Event has obtained a liquor license. In this case, display of the banners is restricted to the designated drinking area or "beer garden." The banners must face inward to the event area.
- Banner language or depictions may not be profane or obscene.

## **Trash & Recycling**

For events and series of events occurring on City-owned property, the applicant must arrange dumpsters or container services for refuse and recycling. Complete

the following steps to assure that waste will be handled efficiently and effectively at your Special Event.

1. Before calling to arrange trash and recycling services, answer the following questions:
  - What types of materials will be disposed of at the event?
  - Which of these materials could be recycled versus land filled?
2. Determine the following information:
  - What types of containers will work best for my event?
  - It is important that trash and recycling bins do not become overloaded, causing a litter problem. How many containers will I need to manage the waste from the event?
  - Applicants are responsible to see that all bins are emptied as needed. Determine how often the containers will need to be serviced.
  - Where will the containers be placed at the event site?

NOTE: Event organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, applicants may be billed an additional service charge to be determined according to time spent cleaning the waste.

## **Portable & Permanent Restrooms**

**Portable restrooms are required for any event estimating an attendance of 100 or more people.** The following are City of Rio Vista staff recommendations. If no permanent restrooms are on-site and the event expects less than 100 attendees, Recreation and Community Services may suggest the number of portable restrooms needed. The applicant should contact portable restroom vendors. Vendors can help refine an order to best suit the needs of the event.

No. of Attendees	No. of Hours Per Event/Day	No. of A.D.A. Accessible Restrooms	Total No. of Recommended Restrooms
100	1-5 hrs.	1	1
	5-10 hrs.	1	2
250	1-5 hrs.	1	2
	5-10 hrs.	1	3
500	1-5 hrs.	1	5
	5-10 hrs.	2	6
1,000	1-5 hrs.	4	10
	5-10 hrs.	5	12
2,000	1-5 hrs.	6	20

	5-10 hrs.	7	24
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- For locations with space constraints, an option to reduce the total number of recommended restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
- For multiple day events, restrooms must be cleaned at the end of each day in order to maintain health and sanitation standards.
- It is up to the event organizer to fully consider all aspects of their event (i.e., alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
- Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these).
- The City will charge the applicant for associated costs when City of Rio Vista provided restrooms facilities are not cleaned and restocked following use.
- Portable units may not be placed on sidewalks or grass areas.
- Portable restrooms should be removed immediately after the event or teardown time specified within the event Application. Fees may apply for additional rental of space or removal of the portable restrooms.

### **Tents or Canopies**

Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Public Works Department. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the permit holder. When staking is not approved, tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.

All tent locations and sizes must be marked on the submitted Site Plan. Tents over 200 square feet and canopies over 400 square feet must be flame retardant, and will require approval and inspection from the Fire Department. Attach a flame retardant certificate to the Application. Tent services providers will provide a copy of certificate.

### **Equipment Rental**

The permit holder and City staff must mutually inspect and agree on the condition of the rented equipment prior to the event and upon return of the items. It is the responsibility of the renter to demonstrate to staff that they fully understand the safe operation of any equipment rented. Rentals are available on a first-come, first served basis. It is the responsibility of the permit holder to pay the cost to replace or repair any damaged equipment.