

APPLICATION FOR SPECIAL EVENT PERMIT

Applications shall be submitted not less than fifteen (15) days nor more than one (1) year prior to the event.

Application Processing Fee: \$75.00

Application date: _____

APPLICANT/CHAIRPERSON

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

SPONSORING ORGANIZATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

TYPE OF EVENT

- Parade/Procession Farmer/Outdoor Market Festival Run/Walk
 Biking Event Concert Free Speech Other

If other, please describe:

Event Date: _____ to _____ Start Time: _____ End Time: _____
(Please include set-up and clean-up time.)

All event promoters and/or vendors at events may be required to hold or obtain a Santa Rosa Business

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Purpose of Event

Location/Route of Event (Attach Map)

Portion of Street/Sidewalk to be Used

Assembly Area_____

Disbanding Area_____

Anticipated Attendance_____

Provide Description of Event:

Number of Units/Vendors_____ Maximum Length of Parade_____
(Floats, Marching Units, Bands, Vehicles, Animals, etc.)

Minimum Speed_____ Maximum Speed_____

Will monitors or security be present at the event?_____

If yes, describe number of personnel and duties

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Will food be served/cooked at the event? Yes No
(If event is for more than one day and If food will be cooked at the event,
a County Health Department Permit may be required. Call 565-6531.)

Will tents, canopies, or generators be set-up
and/or propane gas be used to cook? Yes No
(A Fire Department Permit will be required.)

Will alcoholic beverages be served at the event? Yes No
(If yes, attach required alcoholic beverage control license.
Alcoholic Beverage Control, 50 D Street, Santa Rosa, CA 95404)

Will sound amplification be used? Yes No
(If yes, complete sound amplification registration statement.)

Will electrical power be required in Courthouse Square? Yes No

Will a city park facility be used? Yes No
(If yes, complete application and permit for outdoor facility.)

Signature

Date

Please send application to:

Laneil Jorgeson
Recreation, Parks & Community Services
415 Steele Lane
Santa Rosa, CA 95402-1678
(707) 543-3225
(707) 543-3288 Fax

Accessible Public Event – Checklist

Event Name/Description: _____

Event Location/Address: _____

Event On-Site Contact: _____

Phone: _____ E-mail: _____

Date & Time of Event: _____

Responsible Department: _____

Contact Person: _____

Phone: _____ E-mail: _____

It is the policy of the City of Santa Rosa that all City-sponsored public meetings and events be physically and programmatically accessible to people with disabilities. This checklist has been developed in order to assist you, the organizer, in ensuring that your meeting and/or event is accessible.

Section One of this checklist is designed to assess compliance with “programmatic” accessibility standards, to ensure that events will be accessible not only to persons with physical disabilities, but to people with sensory, cognitive, and other disabilities, as well.

Section Two of this checklist is designed to ensure that potential meeting sites and event locations comply with physical accessibility standards.

Individual Terms that are underlined are defined in the “Definitions” section of this document.

Please provide comments as needed.

Note: Items listed first and in bold are minimum requirements. Please do not consider holding a public event without these in place. Items listed last and in italics are strongly recommended.

Section One: Programmatic Accessibility Checklist

Notice

YES NO N/A

1. All notices and announcements for the event or meeting include accessibility information (See sample in Appendix).

2. All notices and announcements for the event or meeting include information on whom to contact to request accommodations.

Communication Access

1. If a microphone is provided for public participation, the microphone cable is long enough to serve accessible seating areas or a wireless unit is provided.

2. Film or video materials produced by the City are captioned.

3. Printed materials are available upon request, in alternative formats.
This generally requires an electronic version of any materials. *Large print copies (18 point) are recommended.*

4. For meetings of 50 or more people, Assistive Listening Devices (ALD) are available.

5. Signage of where to obtain ALD's is posted with ALD symbol at the site.

6. For meetings of 100 or more people, Real-Time Captioning has been scheduled.

7. For meetings of 500 or more people, an American Sign Language Interpreter has been scheduled.

8. An audio description is available of visual materials.

9. The meeting is accessible by speakerphone or Bridge Line.

Section Two: Physical Accessibility Checklist

Getting to the Event:

YES NO N/A

1. An accessible route exists from the street to the event and all event activities.

2. All public events should have proper signage to direct the public to the location.

In the unusual situation in which the main route to the meeting is not accessible, the accessible route with directional signage is provided.

Transportation:

YES NO N/A

1. If the event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public.

2. The meeting or event is located close to accessible public transportation

3. An accessible route is provided from the public transportation stop to the building or facility entrance

4. Accessible parking is available (review # of car and van accessible spaces)

5. An accessible route with signage is provided from the parking lot to the facility

Amenities:

1. Accessible restrooms are available within 200 feet of the event's location

2. Accessible drinking fountains are available (if drinking fountains provided).

3. Accessible telephones are available (if telephones are provided).

4. Art displays or exhibits are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities.

5. If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms.

Seating:

1. If seating is provided, wheelchair and companion seating is in the required seating location and seating ratio.

2. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read.

3. Signs are provided indicating the accessible seating areas for both wheelchair users and deaf and hard of hearing participants.

Event Set-up:

1. If a stage or raised dais is provided, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.

2. If a dais is provided for the public, an accessible dais is also provided.

3. Fencing or other crowd control barriers are placed so as to provide an accessible route, and barricading complies with SR DPW Barricade Order.

Accessible Public Event Policy: Definitions

Accessibility information – Meeting or Event Notice shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and information on whom to contact to make accommodation requests. Please see "Sample Accessible Meeting Notice," and "Sample Accessible Event Notice" below.

Accessible dais – A fixed or mobile public speaking location that includes a table or podium that is no higher than 34" on which a microphone can be placed.

Accessible drinking fountains – Drinking fountain with the bubbler no higher than 36" with knee clearance underneath that is 27" high x 18" minimum deep.

Accessible exhibit materials – Alternatives that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include, but are not limited to:

1. Titles of work and narrative using large 14-point sans serif fonts on a high contrast background
2. Taped audio descriptions of photographs/artwork
3. Tactile replicas of art objects
4. Captioning of video or film presentations
5. Trained staff available to provide descriptions or tours

Accessible surface – Firm, stable and slip-resistant surfaces, such as concrete, asphalt, wood, carpet, etc. Grass, wood chips and sand are not accessible surfaces.

Accessible parking – Parking which is set aside for exclusive use by people with disabilities, located near the accessible entrance to the facility. Note: Temporary accessible spaces can be created using signs and cones, provided that dimensional requirements are met (contact the Santa Rosa Public Works Department for temporary signage).

Accessible portable toilets and sinks – Toilets and sinks that meet state and federal requirements for accessibility. Acceptable toilet manufacturers include but are not limited to Satellite and L&L Manufacturing. If one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of one-unit with 10% of the total units provided shall be accessible. Accessible toilets and sinks shall be disbursed among the various locations and located on a level area, along an accessible route with an accessible surface. At each location there should be at least one accessible toilet and sink available. **Note:** This information is provided for situations in which the general public will be using portable toilets. A portable, accessible toilet is NEVER equivalent access if the general public is using indoor toilets.

Accessible restrooms – Restrooms that are located on an accessible route and contain accessible features, including grab bars in bathroom stalls, wide bathroom stalls, etc.

Accessible route – A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Accessible tables – A table providing knee space that is a minimum of 27” high, 30” wide and 19” deep knee space with the tabletop no higher than 34”.

Accessible Telephones – Telephones that are located on an accessible route, mounted at 48” from the floor to the coin slot and have volume controls.

Assistive Listening Device – A device that takes a signal from a microphone or public address system and sends it to a personal amplification system.

Captioned – Video or film program with subtitles reflecting the content of the spoken or descriptive material.

Directional Signage – Include the International Symbol of Accessibility (ISA) with the directional signage.

Hazards to blind or visually impaired participants – Pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80” from the floor surface, or wall, and post mounted or freestanding objects that protrude 4” or more between 27” and 80” above the floor or ground.

Portable wheelchair lift – A lift that is not built into the structure but can be available for a specific event.

Seating location - Accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for persons who are deaf must be provided in a location near the stage/presentation area with direct view to the stage/presentation location of sign language interpreters.

Seating ratio – The number of accessible seats in relation to the number of seats provided as follows:

1 to 25 = 1 seat

26 to 50 = 2 seats

51 to 300 = 4 seats

301 to 500 = 6 seats

over 500 = 6 plus one additional space for each increase of 100

Wheelchair and companion seating – Seating for wheelchair users and adjacent seating for individuals accompanying wheelchair users.

Sample Accessible Meeting Notice

Accessible Meeting Information

City Hall is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available upon advance request. Please make your request for alternative format or other accommodations, to the **City Clerk, Sue Stoneman, at (707) 543-3016, (707) 543-3031 (TDD) at least 72 hours** prior to the meeting to help ensure availability.

The nearest accessible transportation is: _____

Accessible curbside parking is available on _____

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the City to accommodate these individuals.

For inquiries or requests for accommodations, please call _____

Sample Accessible Event Notice

Accessible Event Information (short version)

The _____ is accessible to persons using wheelchairs and others with disabilities. Informational material is available in large print. Assistive listening devices, materials in other alternative formats, American Sign Language interpreters and other accommodations will be made available upon request. Contact **Jane Doe, 000-0000 (V), 000-0000 (TTY)**. Providing at least 72 hours notice (or two week's notice for American Sign Language interpreters) will help to help ensure availability.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the City to accommodate these individuals.

AMPLIFIED SOUND PERMIT REGISTRATION STATEMENT INSTRUCTIONS

1. Every user of amplified sound equipment shall file a registration statement with the Police Department at least seven (7) working days prior to the date on which the amplified sound equipment is intended to be used.
2. The registration statement shall be signed and dated by the user, and shall include the following information:
 - a. The name, address and telephone number of both the owner and user of the amplified sound equipment;
 - b. The maximum sound-producing power of the amplified sound equipment, which shall be the wattage to be used, the volume in decibels of sound which will be produced and the approximate distance for which sound will be audible from the amplified sound equipment;
 - c. The license and V.I.N. number (registration information), and a copy of the vehicle insurance policy, if a sound truck is to be used;
 - d. A general description of the amplified sound equipment to be used;
 - e. Whether the amplified sound equipment will be used for commercial or non-commercial purposes.
3. *It is your responsibility to notify residents in the immediate area that may be affected by the amplified music prior to your event. A form entitled "Notification to Surrounding Residents of Intention to Hold Event with Amplified Music" is attached for your convenience and may be used if you wish. Please feel free to duplicate the form for your use. **Although it is not necessary to use the form, it is important for surrounding residents to be aware of the event and to be in possession of a telephone number so they know where to contact you if necessary.***

By notifying surrounding residents in advance of your event, it is the intention of the City of Santa Rosa that you will have an opportunity to correct amplification levels if you are contacted directly by a resident. In the event the Police Department has to intervene, the permit will be voided at the event and amplification will not be allowed to continue.

Applicant Fees:

1. A fee of \$5.00 per day will be required for the permit, prior to the issuance of the registration statement, if the loudspeaker or amplified sound equipment is to be used for commercial purposes. A check or cash will be accepted. Exact amount of cash only - no change is available.
2. No fee is required for the operation of a loudspeaker or amplified sound equipment for non-commercial purposes.

Special Instructions:

1. The commercial and non-commercial use of sound equipment shall be subject to the following regulations, as stated in Section 17-16.170 of the City Code.
 - a. The only sounds permitted shall be either music or human speech, or both.
 - b. The operation of amplified sound equipment shall only occur between the hours of 9:00 AM and 6:00 PM each day except on Sundays and legal holidays. No operation of amplified sound equipment for commercial purposes shall be permitted on Sundays or legal holidays. The operation of amplified sound equipment for non-commercial purposes on Sundays and legal holidays shall only occur between the hours of 10:00 AM and 6:00 PM.
 - c. Sound level emanating from amplified sound equipment shall not exceed fifteen decibels above the ambient base noise level (as set forth in Section 17-16.030).
 - d. Amplified sound equipment shall not be operated within two hundred feet of churches, schools or hospitals.
 - e. In any event, the volume of sound shall not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons or normal sensitiveness within the area of audibility.
2. Should any applicant be dissatisfied with the action of the Police Department not to grant a permit or for the revocation of a permit, then the applicant may make written objection to the City Council, setting up the grounds of dissatisfaction.

If you have any questions regarding the registration statement process, you may contact the Administrative Support Unit of the Police Department at (707) 543-3550.

**NOTIFICATION TO SURROUNDING RESIDENTS OF
INTENTION TO HOLD EVENT WITH AMPLIFIED MUSIC**

I, _____, of _____
(Name) (Address)

intend to hold an event on _____, between the hours of
_____ and _____. I have made an application to the City of Santa Rosa for a
Sound Permit and as a requirement of the permit, residents in the immediate area that
may be affected by the noise are advised in advance there will be amplified music on
the dates and times set forth above.

If the amplification is too loud, it is requested you contact me directly at

(Tel # at location of event)

so we may correct the situation should the need arise.

Thank you for your cooperation.

Signature: _____

Date: _____

