



**Special Event
Notification Packet**

SPECIAL EVENT PERMIT FEE SCHEDULE

Event Types	Fees
Application Fee	\$ 50.00
Permit Fees	
Special Event Notification	Inc. above
Category I Event (100-499 participants)	\$ 150.00
Category II Event (500-2,999 participants)	\$ 250.00
Category III Event (3,000+ participants)	\$ 500.00
*Additional Processing Fee for Category II and III Ticketed Events (if applicable)	Up to \$2 per participant
*The additional processing fee may be applied to Category II and III ticketed events, as needed, in an amount not to exceed \$2 per participant, that could be easily incorporated into event registration costs.	
Late Fees**	Fees
Special Event Notification – Less than 14 days prior to event	\$25.00
Category I – Less than 30 days prior to event date	\$50.00
Category II – Less than 60 days prior to event date	\$75.00
Category III – Less than 180 days prior to event date	\$100.00
**Applications submitted late may not be processed in time for the event to proceed	
ANNUAL PERMIT (3 OR MORE OF THE SAME EVENT WITHIN THE CALENDAR YEAR) Includes Sutter Health Park Baseball	Fees
Application Fee (Non-Refundable)	\$200.00

Insurance Requirements

Insurance Requirements that will be necessary for special events:

\$2,000,000.00 Insurance certificate for Comprehensive General or Comprehensive Personal Liability; also required an Additional Insured Endorsement naming: **"The City of West Sacramento its officers, officials, employees and volunteers as additional insured."** Also include facility name and date of event

Insurance Requirements for special events that will include alcohol:

Must include Host Liquor Liability.



CITY OF WEST SACRAMENTO SPECIAL EVENT NOTIFICATION

ADMINISTRATIVE USE ONLY

SEN# _____

IF YOU ANSWER YES TO ANY OF THESE 11 QUESTIONS, YOU MAY NEED TO COMPLETE A "SPECIAL EVENTS PERMIT APPLICATION" INSTEAD OF THIS FORM

SPECIAL CONDITIONS

- NO YES WILL THERE BE ALCOHOL SOLD?
- NO YES WILL THERE BE ALCOHOL SERVED?
- NO YES IS STREET OR SIDEWALK CLOSURE REQUIRED?
- NO YES IS TRAFFIC CONTROL NEEDED?
- NO YES WILL AMPLIFIED OR ELEVATED SOUND LEVELS BE INVOLVED?
- NO YES WILL A TENT, CANOPY OR AWNING 200 SQUARE FEET OR LARGER WILL BE USED?
- NO YES WILL THERE BE CONSTRUCTION OF TEMPORARY STRUCTURES INCLUDING STAGES?
- NO YES WILL THERE BE ARMED SECURITY PRESENT?
- NO YES WILL THERE BE OVER 499 PEOPLE?
- NO YES WILL CITY SERVICES BE REQUIRED? (POLICE, FIRE, PUBLIC WORKS, PARKS MAINT)?
- NO YES WILL THERE BE FIREWORKS PRESENT?
- NO YES WILL THERE BE SPECIAL EFFECTS PRESENT (PYROTECHNICS EXCLUDED)? (I.E.CANNON FIRE, ETC.)

PLEASE NOTE: IF THIS EVENT IS TO BE HELD ON CITY PROPERTY, YOU WILL FIRST NEED TO CONTACT THE PARKS DEPARTMENT TO ENSURE LOCATION AVAILABILITY. THE CONTACT INFORMATION CAN BE FOUND ON THE CITY WEBSITE <http://www.cityofwestsacramento.org/city/depts/pcs/rentals.asp>

ESTIMATED ATTENDANCE: _____ EVENT DATE(S) _____

EVENT TIMES: FROM _____ am pm TO _____ am pm

EVENT TITLE: _____

EVENT LOCATION _____

EVENT DESCRIPTION _____

APPLICATION DATE _____ APPLICANT/ORGANIZATION _____

NAME OF PRIMARY CONTACT PERSON: _____

ADDRESS OF PRIMARY CONTACT PERSON: _____

PHONE _____ CELL _____ EMAIL _____

NAME OF SITE SUPERVISOR: _____

PHONE _____ CELL _____ EMAIL _____

ADMINISTRATIVE USE ONLY

APPROVED BY: _____ DATE: _____