



CITY OF CHULA VISTA

SPECIAL EVENT

PERMIT APPLICATION

TYPE OR PRINT ALL INFORMATION

EVENT:	Date(s) Requested: _____		Day(s): Mon Tue Wed Thu Fri Sat Sun	
	Name/Title of Event: _____			
	Location: Describe <u>specific location</u> , include a drawing/detailed map to include area used, entry and exits (if enclosed), parking, structure locations, bleachers, canopies, fences, displays concessions, etc. <input type="checkbox"/> See additional attachments			
	_____ _____ _____ _____			
	Description of Event (in detail)		<input type="checkbox"/> See additional attachments	
	_____ _____ _____ _____			
	Admission fee/registration charged to participants? <input type="checkbox"/> Yes; amount _____ <input type="checkbox"/> No			
	Set up to start at (date & time): _____		Event start time: _____	
	Event end time: _____		Cleanup completed (date & time): _____	
	Person in charge (day of event): _____			
	Home/office phone: _____		Cell phone: _____	
	Estimated daily attendance: _____		Estimated total attendance: _____	
APPLICANT:	Organization(s): _____		Phone: _____	
	Contact person: _____		Day phone: _____	
	Email: _____		Fax: _____	
	Mailing address: _____ _____			
	Non-profit org? <input type="checkbox"/> No <input type="checkbox"/> Yes; ID number _____			

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Office of Communications of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organizations(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of Chula Vista, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

Applicant's Signature

Date

Office of Communications Use Only

- Application conditionally approved pending: Insurance documents Fees/Deposits _____
 Application fully approved
 Application denied; reason: _____

EVENT NAME/TITLE _____ **REQUESTED DATE(S)** _____

EVENT ELEMENTS: Indicate with Y/N in the left column, whether your event will include any of the following elements

YES/ NO	TYPE OF ACTIVITY	CITY DEPT	YES/ NO	TYPE OF ACTIVITY	CITY DEPT
	Alcohol <input type="checkbox"/> beer <input type="checkbox"/> wine <input type="checkbox"/> spirits/mixed drinks	8, 10		Live animals	1, 8, 10, 13
	Special lighting	1, 9, 13		Shuttle buses/mass transportation	8, 11
	Amplified music/sound	1, 8, 9, 10, 13		Parade on city streets/in public right-of-way	All
	Barbecue/open flame	5, 13		Casino games/bingo/drawing/lottery	4, 8
	Car show	5, 8, 13		Food/beverage preparation/service/vendors	5, 8, 13
	Carnival (attach detailed description)	All		Retail sales booth(s)	1, 4
	Circus (attach detailed description)	All		Trade/craft show	1, 4, 8, 13
	Live performance/concert (attach details)	4, 8, 10, 13		Tents/canopies (attach details listing quantities & sizes)	5
	Public dance	8		Scaffolding/temporary structures (e.g. stages)	1, 5, 8, 10, 13
	Use of venue dumpsters/trash receptacles	13, 15		Private security	8
	Dunk tank	10, 13		Posting of signs/promotional banners/etc.	1, 7, 9
	Electrical generators	1, 9, 10		Skydivers/hot air balloons/aerial activities	8, 10
	Exclusive use of city parking lot (attach details)	1, 2, 8		Solicitation of funds	4, 8
	Fencing	5, 8, 13		Street closures (attach detailed descriptions & maps)	3, 5, 8, 10, 11
	Fireworks/pyrotechnics/lasers/rockets etc.	5, 8		Race; type: _____	8, 10
	Portable restrooms	13		Media coverage	12
	Vehicles driven/parked in parks	5, 8, 13		Other _____	
	Inflatables (jumps, etc.)	10, 13		Other _____	

CITY SERVICES REQUESTED/REQUIRED: Indicate with Y/N in the left column, whether you require/request any of the following city services. *Note: Fees may be charged for city services.*

YES/ NO	TYPE OF SERVICE	CITY DEPT	YES/ NO	TYPE OF SERVICE	CITY DEPT
	Electrical hookup to City/venue power sources	9		First aid on site	5
	Additional trash services/receptacles	13, 15		Special park maintenance svcs. (attach details)	13
	Street sweeping	5, 8, 15		Other _____	
	Use of City park/recreation field/shelter/building	6, 8, 13		Other _____	
	Traffic control by Police (required for any street closure)	3, 8, 11		Other _____	
	Crowd control/security by Police	3, 5, 8, 10, 11		Other _____	

DEPT. KEY

- | | | | |
|-------------------------|----------------|-----------------------------|-----------------------------|
| 1 BUILDING | 5 FIRE DEPT | 9 PW OPERATIONS | 13 PW PARK OPS/ MAINTENANCE |
| 2 COMMUNITY DEVELOPMENT | 6 RECREATION | 10 RISK MANAGEMENT | 14 PW STREET MAINTENANCE |
| 3 TRANSIT | 7 PLANNING | 11 TRAFFIC ENGINEERING | 15 RECYCLING/CONSERVATION |
| 4 FINANCE | 8 POLICE DEPT. | 12 OFFICE OF COMMUNICATIONS | 16 OTHER _____ |

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Applicant's Signature

Date

Return completed Special Event Application form, plus any additional attachments & information to:

City of Chula Vista - Office of Communications • 276 Fourth Avenue, Chula Vista CA 91910 • Tel: 619-691-5296 Fax: 619-409-5448
Forms must be submitted at least 45 days prior to event start date. Incomplete forms will not be processed.



GROUP/ORGANIZATION

WAIVER, RELEASE, AND INDEMNITY AGREEMENT

IN CONSIDERATION OF approving the closure of _____ from _____ to _____ on _____ through _____ and the use of the City right-of-way for the _____ (“Event”), the undersigned, on behalf of the _____ (“Organization/Group”) does:

1. UNCONDITIONALLY AGREE TO WAIVE, RELEASE, DISCHARGE, AND COVENANT NOT TO SUE the City of Chula Vista, its officers, agents, and employees (“City”), from any and all claims and causes of action, whether in law or equity, that I, the Organization/Group, its officers, employees, agents, assigns, heirs, next of kin, or successors in interest may have for any LIABILITY, LOSS, DAMAGE, or INJURY, including liability for personal injury, death, dismemberment, damage to property, or theft, arising out of, related to, or in connection with the above-referenced Event, whether caused or claimed to be caused by the active or passive negligent acts or omissions of the City.
2. AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS the City from and against any and all liability, including but not limited to claims asserted, demands, causes of action, costs, expenses, losses, attorney fees, injuries, or payments for injury to any person or property, including injury to myself or members of the Organization/Group, its officers, employees, or agents, caused or claimed to be caused by the acts or omissions of myself, the Organization/Group, its officers, employees, and agents arising out of, related to, or in any way connected with the above-referenced Event. Also covered is liability arising from, connected with, caused by, or claimed to be caused by, the active or passive negligent acts or omissions of the City that may be in combination with the active or passive negligent acts or omissions of myself, the Organization/Group, its officers, employees, or agents, or any third party. The duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the sole negligence or some willful misconduct of the City.
3. AGREE AND EXPRESSLY ACKNOWLEDGE that the foregoing Waiver, Release, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the state of California, and that if any portion of this Agreement is held invalid, that the balance shall continue in full force and effect.
4. CERTIFY that I have the authority to sign this document on behalf of the Organization/Group and myself.
5. UNDERSTAND AND EXPRESSLY ACKNOWLEDGE that the City of Chula Vista is relying on my representation that I have the authorization to sign this documents and that I will provide all members of the Organization/Group a signed and executed copy of this Waiver, Release, and Indemnity Agreement prior to our participation in the Event.
6. CERTIFY that I have read this agreement, understand its contents, voluntarily sign this Waiver, Release, and Indemnity Agreement; and further agree that no oral representations, statements, or inducements apart from this written Agreement have been relied upon.

SIGNATURE: _____

DATE: _____

NAME: _____

ORG/GROUP: _____

TITLE: _____

ADDRESS: _____

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