



**Town of Windsor**  
 9291 Old Redwood Highway/ P.O. Box 100  
 Windsor, CA 95492-0100  
 Phone: (707) 838-1260 / Fax: (707) 838-1264  
 Email: SpecialEvents@townofwindsor.com  
 Website: www.townofwindsor.com

## Special Event / Permit Application

Applicant Information			
Applicant Name:		Title (if applicable):	
Name of Organization (if applicable):		Tax ID Number:	
Address (street address, city, state, zip code):			
Telephone Number:		Mobile Phone Number:	
Fax Number:		Email Address:	
Type of organization (check one): <input type="checkbox"/> resident business <input type="checkbox"/> non-resident business <input type="checkbox"/> non-profit			
If a non-profit, what type (e.g. 501(c)(3), other)?			
Event Information			
Event Name:			
Event Location:		Event Date(s):	
Event Time:	Event Set-up (Date and Time):	Clean-up (Date and Time):	
Event Type (check all that apply):	<input type="checkbox"/> Concert/Entertainment Performance	<input type="checkbox"/> Corporate Event/Training	
<input type="checkbox"/> Fair/Festival	<input type="checkbox"/> Parade/Rally	<input type="checkbox"/> Race/Walk	
<input type="checkbox"/> Sports/Recreation	<input type="checkbox"/> Wedding/Reunion/Party	<input type="checkbox"/> Other:	
Facility Rental (refer to <a href="#">website</a> for additional information)			
Please select any facility you are interested in renting:			
Community Center:	<input type="checkbox"/> Elsbree Hall	<input type="checkbox"/> Renee Room	<input type="checkbox"/> Kitchen
Chairs available: 200	Tables available: 34	Chairs requested:	Tables requested:
Senior Center:	<input type="checkbox"/> Large Room	<input type="checkbox"/> Small Room	<input type="checkbox"/> Outdoor Picnic Area <input type="checkbox"/> Warming Kitchen
Chairs available: 85	Tables available: 20	Chairs requested:	Tables requested:
Civic Center/Town Hall:	<input type="checkbox"/> Huerta Gymnasium	<input type="checkbox"/> Gym Kitchen	<input type="checkbox"/> Council Chambers
Huerta Gym Chairs available: 300	Huerta Gym Tables available: 34	Tables requested:	Chairs requested:
<i>Note: The Council Chambers is not a venue for meals. "Ready to serve" refreshments are acceptable.</i>			
Park Rental (refer to <a href="#">website</a> for additional information)			
<input type="checkbox"/> Esposti	<input type="checkbox"/> Hiram Lewis	<input type="checkbox"/> Keiser	<input type="checkbox"/> Lakewood Meadows <input type="checkbox"/> Pleasant Oak
<input type="checkbox"/> Vintage Oaks	<input type="checkbox"/> Wilson Ranch	<input type="checkbox"/> Town Green (not for profit organizations only)	<input type="checkbox"/> Other:
Please identify the area(s) of the park you are interested in reserving and the time(s):			
Area:	Time (from):	<input type="checkbox"/> am <input type="checkbox"/> pm	Time (to): <input type="checkbox"/> am <input type="checkbox"/> pm
Area:	Time (from):	<input type="checkbox"/> am <input type="checkbox"/> pm	Time (to): <input type="checkbox"/> am <input type="checkbox"/> pm
Area:	Time (from):	<input type="checkbox"/> am <input type="checkbox"/> pm	Time (to): <input type="checkbox"/> am <input type="checkbox"/> pm

### Event Details

**Describe the Event:** Provide a written description of the event as part of the permit application.

Is this a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will benefit?	Percentage of proceeds to be donated?
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Is the event open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No	By invitation only? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the cost of admission?
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How will admission be controlled?

How will access be controlled?

Estimated Number of Participants:	Estimated Number of Spectators/Attendees:	Estimated Number of Staff/Volunteers:
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Estimated Number Under Age 21:	Estimated Number of Children:
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Estimated Number of Adults:	Estimated Total Number of People:
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Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many years has the event been held?
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If yes, where have the previous events been held?

Does your event include alcohol (sales, tastings, service, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section A, page 4.
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Does your event include entertainment or similar activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section B, page 4.
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Does your event include amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section B, page 4.
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Does your event include food or beverage concessions or preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section C, page 5.
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Does your event include the sales of goods or merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section D, page 5.
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Will portable restrooms be provided at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section E, page 5.
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Does your event include security? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section F, page 5.
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Does your event require utilities (water, electrical, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section G, page 5.
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Does your event include the closure of a street(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section H, page 6.
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Does your event include the use of public parking spaces? <input type="checkbox"/> Yes <input type="checkbox"/> No Public parking includes on-street parking, parking spaces in public parking lots, parking spaces in parking lots at public facilities.	If yes, complete section I, page 6.
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Does your event include offsite parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete section J, page 6.
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### Emergency Contact Information

In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant, please provide the name and contact information below.

Name:	Mobile Phone/Pager Number:	Phone Number:
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**Insurance Requirements**

Applicant shall procure and maintain for the duration of this event, contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the applicants operation and use of the leased premises, or the operation and use by the applicant’s vendors, consultants, agents, representatives, employees or subcontractors. The cost of the insurance shall be borne by the applicant. Limits of insurance requirements vary depending on the type of event. Please visit our [Insurance Requirements](http://www.townofwindsor.com/insurance) (http://www.townofwindsor.com/insurance) web page for more information. Following submission of the application, you will be provided with the specific insurance requirements which will also be included as part of the permit.

**Indemnification Agreement**

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the Town of Windsor, its agents, officers, council members, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Windsor shall have the right to appear and defend its interests in any action through its Town Attorney or outside counsel. The applicant shall not be required to reimburse the Town for attorney’s fees incurred by Town Attorney or the Town’s outside counsel if the Town chooses to appear and defend itself in the litigation.

**Applicant Acknowledgement**

I/we have read and completed the Special Event Permit application. I/we have included a detailed description of the event and any required diagrams, plans, or maps, with this application. I/we understand that after review of our application package additional information may be requested and/or conditions and requirements may be imposed. A fully executed copy of the permit, including all rules, regulations, conditions, and pertinent information will be issued upon approval of the event application. I understand that certain aspects of the event may require permits from the Sonoma County Department of Health Services or other outside agencies and I/we are responsible for obtaining those permits, separate from any of Town of Windsor requirements.

I have read and agree to the requirements of the cancellation policy:  Yes  No

I have read and agree with all of the above.

**Applicant Name (Print):**

**Organization Name:**

**Applicant Signature:**

**Date:**

**Date:**

**Staff Use Only**

**Application Accepted By:**

**Date:**

**Permit Application Fee:**

**Deposit Paid:**

**Date Paid:**

**File/Permit Number:**

\$

\$

**Notes:**

**A. Alcoholic Beverages**

Use of alcoholic beverages is generally not permitted in Town Parks. A Special Use Permit allowing alcoholic beverages at organized group events may be issued on a case-by-case basis.

Alcohol Sales       Free Tasting       Charge for Tasting       Host Alcohol Served

Type of alcohol (check all that apply):     Beer       Wine       Mixed Drinks

Hours of Alcohol Service (no alcohol is permitted after 10:00 pm):

From (date and time):

To (date and time):

Who will benefit?

Percent to be Donated:

If serving alcohol, please provide a copy of the required Alcoholic Beverage Control (ABC) license and insurance coverage. Security guards and/or Police Officers may be required.

**B. Entertainment and Related Activities**

**Note:** No amplified sound is allowed in Neighborhood Parks with the exception of Town co-sponsored events. Events are required to comply with the Town of Windsor Noise Ordinance unless an Amplified Sound Permit is approved for the event.

Types of entertainment (check all that apply):

Live Music     DJ – Live     DJ – Pre-recorded     Voice Only     Other:

Number of Bands/Performers:

Number of Stages:

Number of Tables:

Number of Chairs:

Performer Name:

Type of Performance:

Performer Name:

Type of Performance:

Performer Name:

Type of Performance:

Performer Name:

Type of Performance:

Times of performances:

Times of amplified sound:

Will sound checks be conducted prior to the event?     Yes     No

If yes, start and end times.

Start Time:

End Time:

Please describe any amplified music or announcements that will take place and the sound equipment that will be used for the event:

Will generators be used?     Yes     No    If yes, complete the following and show location(s) on the site plan.

Type:

How Many?

Number of tents, canopies, and/or booths (show location on site plan/route map):

Number of Canopies:

Number of Tents:

Number of Booths:

Size of tents, canopies, and/or booths (note size on site plan/route map):

Size of Canopies:

Size of Tents:

Size of Booths:

**Note:** No alcohol is allowed in Town Parks without Town Council approval. Please check the ABC Guidelines regarding the type of license required for your event. Applicant is responsible for making sure that alcohol is not supplied to minors and that the Responsible Hospitality Guidelines are followed. Alcohol use and consumption is limited to date and hours approved in the Permit. The Police Department has the authority to stop any alcohol sales or use not in compliance with the Permit.

**C. Food Concessions or Preparation**

Check all that apply:  On-site Food Concession(s)  On-site Food Preparation  Caterer

Will a caterer or food vendor be preparing and/or serving food on-site?  Yes  No

**If yes, contact the Central Fire District at 707-838-1170 a minimum of 30 days prior to the event.**

**D. Merchandise/Selling of Goods or Services**

**Describe the goods/services to be sold:**

Notes: 1) Seller's Permit and Business License may be required to sell goods and/or services in the Town of Windsor. Please contact the Administrative Services Department at 707-838-5330 to determine if a Sellers Permit and/or Business License is required. 2) All vendors are required to complete and sign the indemnification form. 3) It is the applicant's responsibility to assure that all participants selling goods and/or services adhere to local requirements.

**E. Restrooms**

**Who will be providing this service (name and contact information):**

**Total number of portable toilets?**

**Total number of ADA accessible portable toilets?**

**Total number of handwashing stations?**

**Total number of ADA accessible handwashing stations?**

**Delivery Date:**

**Delivery Time:**

**Pick-up Date:**

**Pick-up Time:**

**For multi-day events, provide service schedule:**

Note: Restrooms are available in community parks, but may not be serviced during your event.

**F. Security Information**

All events with alcohol require security. Security may be required for any event based on Windsor Police Department's review of the event. Private security may be required and rates vary depending on the company. **If using private security, a copy of the security contract must be provided to the Town within a minimum of 45 days of the event.**

**Type of security provided (check all that apply)?**

Town of Windsor police officers

Private Security (licensed and bonded)

**Number of Windsor Police Officers:**

**Time (From):**

**Time (To):**

**Number of Private Security:**

**Time (From):**

**Time (To):**

**Name of Private Security Company:**

**Business Phone Number:**

**Street Address:**

**Mobile Phone Number:**

**City/State/Zip Code:**

**Fax Number:**

**Private Patrol Operators' License Number:**

**License to Carry Fire Arms:**  Yes  No

**G. Utilities**

All utilities, including electric, water, generators, etc., shall be reviewed by the Town's Building Official and all required permits obtained prior to the event.

**Electrical:**

Yes  No

110v  220v

**Location(s):**

**Hose bibs:**

Yes  No

**If yes, explain:**

**Gray water disposal:**

Yes  No

**If yes, explain:**

**H. Street Closure** (Show the location of the street closure(s) on the site plan/route map.)

Refer to the Submittal Requirements Checklist and Site and Route Map at the end of the application.

**Complete Street Closure:** Complete street closures do not allow vehicles within the perimeter of the event and prevent access by vehicle to residences and/or businesses.

**Rolling Street Closure:** In a rolling street closure, traffic and pedestrians co-exist as listed on the proposed site plan and route map and there will be disruptions to vehicle access to residences and/or businesses.

Type of closure requested (check all that apply):  Complete Closure  Rolling Closure

**Complete Closure**

Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):

**Rolling Closure**

Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):

**Note:** Events that include road closures are required to provide written notification of the event and associated closures to businesses and residences along the approved route. The written notice shall include: the name and type of event; date and time of the event; date and time of the road closure; and contact person and phone number.

**I. Use of Public Parking** (Show the location of the public parking on the site plan/route map.)

Refer to the Submittal Requirements Checklist and Site and Route Map at the end of the application.

Name of Street:	Date of Use:	Time of Use (start):	Time of Use (end):	Number of Spaces:
Name of Street:	Date of Use:	Time of Use (start):	Time of Use (end):	Number of Spaces:
Name of Street:	Date of Use:	Time of Use (start):	Time of Use (end):	Number of Spaces:

**J. Off-Site Parking** (Show the location of proposed offsite parking on the site plan/route map.)

Refer to the Submittal Requirements Checklist and Site and Route Map at the end of the application.

Will you be using shuttles to transport participants to/front the event to the offsite parking?  Yes  No

If yes, complete the remainder of this section.

Name of Shuttle Company:	Company Phone Number:	Company Email:
Number of Shuttles/Buses:	Shuttle/Bus Parking Location (show on site plan):	
Shuttle/Bus Times:		
Shuttle/Bus Pick-up and Drop-off Locations (show on site plan):		

### Submittal Requirements Checklist

A Special Event Permit application requires the submittal of all of the following items as applicable to the specific event and the completion of the applicable sections below. If you are unsure if a specific item is required as part of the application, please contact Town staff.

<input type="checkbox"/>	<b>Application Form</b> – Completed and Signed
<input type="checkbox"/>	<b>Application Fee</b> (check made payable to the Town of Windsor)
<input type="checkbox"/>	<b>Indemnification Form</b> – Completed and Signed
<input type="checkbox"/>	<b>Special Event Alcohol Policy</b> – Reviewed and Signed
<input type="checkbox"/>	<b>Property Owner Authorization Form</b> – Completed and Signed <i>Required if event is held on private property that is owned by someone other than the applicant for the Special Event Permit</i>
<input type="checkbox"/>	<b>Insurance</b> (with appropriate limits and endorsements) <i>Please refer to <a href="http://www.ci.windsor.ca.us/index.aspx?nid=118">Insurance Requirements</a> (<a href="http://www.ci.windsor.ca.us/index.aspx?nid=118">http://www.ci.windsor.ca.us/index.aspx?nid=118</a>)</i>
<input type="checkbox"/>	<b>Detailed Written Event Description</b>
<input type="checkbox"/>	<b>Detailed Schedule of Events</b> (include a detailed schedule for all event dates)
<input type="checkbox"/>	<b>List of Event Personnel</b> (staff for initial setup, receipt of equipment/materials, event staffing, and event cleanup)
<input type="checkbox"/>	<b>Detailed Site Plan and Route Map</b> (include the location of oak trees and protection methods)
<input type="checkbox"/>	<b>Parking Plan</b> <i>Required for events using parking spaces for the event rather than vehicle parking</i>
<input type="checkbox"/>	<b>Street Closure Plan</b> <i>Required for events with complete or rolling street closure(s)</i>
<input type="checkbox"/>	<b>Traffic Control Plan</b> <i>Required for events that use public streets, sidewalks, or other public rights-of-way</i>
<input type="checkbox"/>	<b>Security Plan/Emergency Plan</b>
<input type="checkbox"/>	<b>Vendor List</b>
<input type="checkbox"/>	<b>Copy of IRS 501(c)3 Tax Exemption Letter</b> <i>Required for non-profit applicants</i>
<input type="checkbox"/>	<b>Copy of Permits from Other Agencies</b> (such as Alcoholic Beverage Control, Environmental Health)
<input type="checkbox"/>	<b>Copy of Agreement with Private Security Firm</b> <i>Required for events with private security</i>

### Site Plan and Route Map

A complete site plan/route plan is required with your application. The site plan/route map is required to include the information listed below.

<input type="checkbox"/>	Perimeter of the entire event venue, including the names of adjacent streets
<input type="checkbox"/>	Route of the event (such as a parade), including the direction and time of travel
<input type="checkbox"/>	Use of streets, parking spaces, or public sidewalks (i.e. street closures, blocking off parking spaces, tables on sidewalks, electric cords crossing sidewalks, etc.)
<input type="checkbox"/>	Location of all parking spaces to be closed and posted "No Parking"
<input type="checkbox"/>	Location of oak trees and their driplines, protection methods, and staff personnel that will be responsible for ensuring no encroachment into the dripline occurs <i>Note: Oak trees are protected in the Town of Windsor. Parking or driving on or near the dripline is strictly prohibited. Electrical cords, banners, or similar items shall not be hung or affixed to oak trees. It is the responsibility of event officials to ensure that these prohibitions are strictly enforced. Event coordinators will be responsible for any damage to oak trees due to neglect or flagrant disregard for these prohibitions.</i>
<input type="checkbox"/>	Location of temporary structures (i.e. stages, bleachers, other seating areas, tables, canopies, tents, portable toilets, vendor or activity booths, cooking/food services areas, alcohol service areas, trash and recycling containers, etc.)
<input type="checkbox"/>	Location of portable toilets
<input type="checkbox"/>	Location of power source (i.e., generator, electrical plug(s), etc.), portable lighting, propane, water, grey water disposal, irrigation

**Site Plan and Route Map Continued**

<input type="checkbox"/>	Location of first aid facility, information booth, vendor spaces, event spaces (rides, activities, etc.), and entertainment (i.e., bands, performers, etc.)
<input type="checkbox"/>	Location of vehicles and trailers
<input type="checkbox"/>	Location of entrances/exits for outdoor fenced events or within tents or temporary structures
<input type="checkbox"/>	Parking Plan (show the location of off-site parking, public parking proposed to be used for the event, and parking spaces to be posted "No Parking")
<input type="checkbox"/>	Trash and Recycling Plan
<input type="checkbox"/>	For events open to the public, Americans with Disabilities accessibility requirements (i.e., accessible parking, passenger loading/unloading areas, restrooms, seating, paths of travel, etc.).

I:\90 - Parks and Recreation\Special Events\Application