



**CITY OF EL CAJON
SPECIAL EVENT IN THE COMMUNITY
APPLICATION AND PERMIT INFORMATION**

If you are planning to host an event in the public right-of-way, please complete this form and petition, and submit your completed application at least 30 days prior to the event, along with a traffic plan.

Please bring it in person to the City Manager's Office at 200 Civic Center Way, El Cajon, or send it via e-mail to tbussey@cityofelcajon.us.

If you have any questions about the process, please do not hesitate to contact the City Manager's Office directly at 619-441-1718.



**CITY OF EL CAJON
SPECIAL EVENT IN THE COMMUNITY
APPLICATION AND PERMIT**

Type of event: ___ Community / Promotional Event on public property
 ___ Community / Promotional Event in the public right-of-way
 ___ Block Party

Application date: _____ Date of Event: _____ Time of event: _____

Location: _____

Please complete and attach the CHECKLIST FOR SPECIAL EVENTS IN THE COMMUNITY

Description of the proposed event: (purpose, number of people expected, type and nature of any vehicles, equipment or other apparatus to be used in connection with the event, any special or unusual requirements that may be created by the proposed event)

Sponsor of the event: _____

Business license number: (if sponsor is a business or commercial enterprise) _____

Responsible person who will be at the site for the duration of the event and who will be the contact person for City Officials if necessary: (this person must be 18 years or older)

Name: _____ Phone: _____ Cell/Pager: _____

Address: _____

Name(s) and phone numbers of other(s) that will be available: _____

Agreement to compensate City: The applicant agrees to compensate the City of El Cajon for any loss or damage to public property as a result of this event. Also, the applicant will provide the City with a deposit for the City's estimated costs no later than ten (10) days prior to the event. The applicant agrees that if the actual costs exceed the deposit, the applicant will pay the City the difference within fifteen (15) days of the date of the bill from the City. A refund will be issued by the City within fifteen (15) days if the deposit exceeds the costs. Applicant agrees to clean and restore site within 24 hours after event.

Applicant's name (please type or print) _____

Applicant's signature _____ Date _____

Applicant's address _____ Phone _____

FOR CITY USE ONLY:

REVIEW COMMITTEE: Approved Denied Revoked Date: _____

Reason(s) for denial/revocation: _____

Check list complete? Yes No (Missing item(s): _____)

Submitted 30 days prior to event? _____ (If not, City Manager or designee's approval _____)

Special requirements: _____

Estimate \$ _____ Deposited on _____ Receipt No. _____
Act. Costs \$ _____ Billed \$ _____ on _____ Paid? _____
 Refunded \$ _____ on _____

CHECK LIST FOR SPECIAL EVENTS IN THE COMMUNITY

This check list is to be filled out by the applicant and attached to the application

Event date: _____

Event Location: _____

(attach a sketch or diagram incidating the site or route, number and location of available parking spaces and handicapped parking spaces, number and location of sanitation facilities, number, location and amplifying range of any sound amplifying systems, location of all traffic and pedestrian control devices to be used)

Attached: _____ **Dated:** _____

_____ **Community/Promotional event on public property**

- _____ Permission from the City Council or Redevelopment Agency attached
- _____ Adequate potable water will be provided
- _____ One toilet for every 250 people will be provided if the event will have over 1000 participants and last more than 3 hours
- _____ Adequate trash and recycling receptacles will be provided
- _____ One security person will be provided for every 250 persons attending the event
- _____ Communications equipment will be provided to the event monitors
- _____ First aid provisions and trained personnel will be provided
- _____ If this is a sporting event, it will be conducted during daylight hours
- _____ Certificate of insurance provided in accordance with Council Policy D-3

_____ **Community/Promotional event in the public right-of-way**

- _____ Proposed traffic control plan attached
- _____ Street will have the least impact on vehicular and pedestrian traffic
- _____ Street will create the least inconvenience for the merchants or residents in the area
- _____ Street will provide the maximum public safety
- _____ Time of the event will have the least impact on the vehicular traffic
- _____ Adequate potable water will be provided
- _____ One toilet for every 250 people will be provided if the event will have over 1000 participants and last more than 3 hours
- _____ Adequate trash and recycling receptacles will be provided
- _____ One security person will be provided for every 250 persons attending event
- _____ Adequate traffic barricades and signing will be provided
- _____ Communications equipment will be provided to the event monitors
- _____ First aid provisions and trained personnel will be provided
- _____ If this is a sporting event it will be conducted during daylight hours
- _____ Certificate of insurance provided in accordance with Council Policy D-3

_____ **Block Party**

- _____ Petition signed by the majority of the residents in the affected area and who live on the street to be blocked
- _____ The party will commence after 10:00 a.m. and not continue after 10:00 p.m.
- _____ Music and/or sound amplification will be kept at an acceptable level (ECMC Sec. 9.44)
- _____ Lighted barricades will be provided along with any additional traffic control devices required
- _____ Adult supervision will be provided at all times during the party

Do not write below this line

All applicable conditions met? _____

Hold Harmless Agreement: (Prepared by the City Attorney) **Applicable?** _____ **Prepared?** _____

Notes:

**CITY OF EL CAJON
CLOSURE OF PUBLIC RIGHT-OF-WAY FOR PRIVATE EVENT
PETITION OF RESIDENT**

Instructions to Applicant: A majority of residents affected by closure of street(s) for a private event must approve it by signing this petition. Submit petition with application for closure of street(s).

We the undersigned, do hereby agree to the closure of _____
[Name of Street(s)]
in El Cajon, CA for the purpose of a private event to be held on _____
(Date of Event)
from _____ to _____. We understand that access to our homes may be blocked as a result of the noted event. We will cooperate with other area residents and the City of El Cajon to ensure the safety of all residents. We, the undersigned, do hereby certify that we are residents at the addresses noted below and may be reached at the indicated telephone numbers.

| | <u>Name</u> | <u>Address</u> | <u>Telephone</u> | <u>Signature</u> |
|-----|-------------|----------------|------------------|------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ |
| 11. | _____ | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ | _____ |
| 13. | _____ | _____ | _____ | _____ |
| 14. | _____ | _____ | _____ | _____ |
| 15. | _____ | _____ | _____ | _____ |