



City of
Los Banos
At the Crossroads of California

Community & Economic
Development Department
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2445
www.losbanos.org

SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS

- ☐ Completed application, including:
 - Name, address and telephone number of the applicant and an alternative contact person
 - If the event is proposed to be sponsored by an organization, the name, address and telephone number of the organization, the authorized head of the organization, and written authorization to apply for the special event permit by an officer of the organization
 - Name, address and telephone number of the person who will be present and in charge of the event on the day of the event
 - Nature/purpose of the event
 - Date and time (starting and ending) of the event, including necessary setup/takedown time
 - Location of the event
 - Estimated number of participants in the event
 - Type and number of vehicles, animals, and structures which will be used at the event
 - Whether there will be water aid stations at the event
 - Description of any sound amplification equipment which will be used at the event
 - Whether any food or beverages will be sold at the event.
 - Whether any alcoholic beverages will be present or sold at the event.
 - Whether monitors will be employed at the event
 - Parking requirements for the event
 - Additional information required for parades and other events occurring along a route, including:
 - The assembly point for the event, the time at which units of the parade or other event will begin to assemble
 - The route to be traveled
 - Whether the parade or other event will occupy all or only a portion of the streets proposed to be transversed
 - The number, type, size and material of any floats or banners
- ☐ Site Plan
 - 8.5" x 11" format

- Depicting the location of the event, including its boundaries
- Depicting where there will be water aid stations at the event
- Depicting parking for the event
- Additional information required for parades and other events occurring along a route:
 - Assembly point for the event
 - Route to be traveled
 - Parade staging/overflow areas, if applicable
- Copy of Certificate of Liability Insurance Policy and endorsement naming the City and the City's officers, employees, and agents as additional insureds and providing minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate (\$2,000,000 per occurrence and \$4,000,000 aggregate for parades/processions) for injury or death arising out of the operation of the event
 - If your organization does not have an insurance policy or is having difficulty obtaining insurance coverage, you can go to www.rvnuccio.com to purchase a Certificate of Liability Insurance Policy for the event.
- Executed Hold Harmless & Indemnification Agreement
- Application fee - \$311.14 major events; \$109.33 minor events
- Departmental services charges due prior to the release of the permit:
 - Processions (no more than 1.25 miles, one way) - \$444.22
 - Street closures (3 blocks or less) - \$229.60
 - Parades (standard May Day Parade route) - \$1,517.64

Please Note: Applicable department service charges will be charged to the applicant based on the standard types of Special Events and due prior to the issuance of the permit. Intensifications from the standard types of Special Events shall require the applicant to enter into a Cost Recovery Contract with the City of Los Banos to recoup full cost of departmental service charges. See City Council Resolution No. 5871 for details.