

# CITY OF DIXON SPECIAL EVENT & BLOCK PARTY PERMIT APPLICATION



## Deadlines & Requirements

A Special Event is defined as any assembly of persons of fifty (50) people or more on city property or right-of-way; or an event that obstructs the normal flow of pedestrian or vehicular traffic; or is a hazard to the public peace, health, safety or general welfare of the community.

Applications must be complete and include all attachments. The due dates are as follows:

- Block Party - 14 days in advance
- Special Event- 45 days in advance
- Highway 113 Closure- 120 days in advance

Any application submitted after the deadline is subject to denial based on lack of adequate time for approval. Any application that does not provide the minimum items required in each section is incomplete and the review may not be completed within the needed time for approval.

### Requirements:

- Complete Special Event Permit Application
- Attach City of Dixon Business License or proof of nonprofit tax ID number from the IRS.
- Attach a Certificate of Insurance with a CG206 Specific Endorsement. The certificate and specific endorsement both need to name the: City of Dixon, its officers, representatives, agents, and employees as additional insured. The minimum general liability coverage level is \$1 million for any events occurring in city parks, on city streets, on city sidewalks, in city parking lots, in city buildings, or taking place in any city facility.
- Attach a diagram of event including:
  - Show streets and map of the event location. Show street route plan for parades, races, & walks.
  - Show entry/exit points: Including barricades, fences, buildings, as tents, stage, booths, bleachers, trailers ticket booths and band location. Note aisles of at least 44" wide leading to 2 separate exits are required when fencing/barricading used around an open area.
  - Show all fueled equipment like BBQs, cooking equipment, generators, or heaters.
  - Show sanitation facilities include restrooms, portable toilets, hand-wash stations, gray water tanks, & dumpsters.
  - Identify the General Activity Areas, like "game area," "vendor area," "food area," "entertainment," and show dining tables and /or seating arrangements. Show booths/tents/canopies.
  - Show Parking Plan that identifies the parking areas to be used, including use of street parking, fields, and existing parking lots. Provide a count of spaces that could be used for the event attendees.
  - For performance events; show stage/performance area. Indicate if there are curtains and props (all must be fire retardant), a stage, (under 30" high or have a building permit), and show seating and aisle widths (aisles to be 44" wide if serving seats on both sides, or 36 inches wide if serving one side. Aisles to lead to each exit and restrooms). 2 exits minimum.
- Attach confirmation of park reservation or owner/lessee letter.
  - For city reserved parks or facility, please attach your confirmation receipt.
  - For use of a private owned land, parking lot, or building, please attach an owner/les approval letter. The letter must include permission for event, event date and time and contact information.

Attach a list of vendors and proof of their City of Dixon Business License.

Submit payment of \$81 fee (\$75 permit, \$6 technology fee)

Submit via email to [events@cityofdixon.us](mailto:events@cityofdixon.us) or by mail to 600 East A St. Dixon, CA 95620.

## Event Information

Date of Event: \_\_\_\_\_ Set up Time: \_\_\_\_\_

Actual Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Title of Event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Name of Location if Applicable: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Event Description:

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Parking Provided: On Street  Private Lot  Public Lot No Parking Signs Needed? \_\_\_\_\_

Sanitation provided by:  Restrooms in Building  Restrooms on Site  Portables (complete section below)

How many portables? \_\_\_\_\_ Portable Vendor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of Waste Receptacles: \_\_\_\_\_

Waste Receptacle Delivery Date/Time: \_\_\_\_\_ Pick up Date/Time: \_\_\_\_\_

Will tickets be sold?  Yes  No

Is the event open to the public? Yes  No  Age of attendees: All ages  18+  21+

Is this event identical to one held before:  Yes  No If yes last date held: \_\_\_ / \_\_\_ / \_\_\_, Permit # \_\_\_

## Applicant Information

Name of Applicant:

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of sponsoring group/business:

Address of Sponsoring Group: \_\_\_\_\_

Phone Number of Sponsoring Group: \_\_\_\_\_

Name of Main Contact Person During Event: \_\_\_\_\_

Contact's Address: \_\_\_\_\_

Cell Phone Number (must be available during event): \_\_\_\_\_

## Permit Information (to be completed by staff)

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

| Event Description / Details |   |                                    | Standard Conditions   | Staff Conditions / Comments   |
|-----------------------------|---|------------------------------------|---|---|
| 1.                          | Alcohol Consumption:<br>Details:  | Yes No                             | <i>If selling, needs ABC license to be filled with the City, contact ABC at 925-602-7715. License application available <a href="#">online</a>.</i>   |   |
| 2.                          | Alcohol Sales:<br>Details:  | Yes No                             | <i>If yes, may need a Business License. Please contact the City of Dixon's Finance Dept. at 707-678-7000.</i>   |   |
| 3                           | Will admission be charged:<br><br>If yes, Ticket Booth:<br><br>Ticket Presales:                               | Yes No<br><br>Yes No<br><br>Yes No |   |   |
| 4.                          | Live Band – Concert:<br>Details:  | Yes No                             |   | <i>Must follow requirements outlined in Ordinance 22-006.</i>   |
| 5.                          | Bounce House, Slides or Rides:<br>Details:  | Yes No                             |   |   |
| 6.                          | Outdoor Amplified Sound/Music:<br>Details:  | Yes No                             | <i>Must follow requirements outlined in Ordinance 22-006.</i>   |   |
| 7.                          | Public Street Use/Street Blockage:<br>Details:  | Yes No                             | <i>If block party, needs Neighborhood Notification Form completed, post streets 72 hrs in advance, and have a traffic control plan. Requires Fire Dept. approval. Highway 113 requires an approved Cal Trans encroachment permit.</i>   |   |
| 8.                          | Parade/Run/Walk/Bike Race:<br>Details:  | Yes No                             |   |   |
| 9.                          | Street Fair and/or Car Show:<br>Details:  | Yes No                             |   |   |
| 10.                         | City barricades and/or traffic signs requested (Downtown Events Only):<br>Details:                            | Yes No                             |   | <i>If yes, Public Works needs 2 weeks' notice with an already approved Traffic Control Plan. If event is in a park, Public Works approval required.</i> |
| 11.                         | Use of City Temporary No Parking Signs:<br>Details:   | Yes No                             | <i>If yes, please contact the Public Works 707-678-7051. Charges may apply for signage and staff time.</i>  |   |
| 12.                         | Food (pre-packaged/cooking/preppin/demonstrating/distribution/vendors/catered/donated/sales):<br><br>Details: | <br><br>Yes No                     | <i>If yes, needs, a Health Dept. Temp Food Permit, call 707-784-6765. Please Note: No open flames allowed in tents.</i>   |   |
| 13.                         | Stage or platform:<br>Details including height:   | Yes No                             | <i>Stages contain overhanging curtains, drops, scenery or stage effects other than lighting or sound and platforms do not have any of these items overhead. Temporary (30 days or less) platforms can be constructed with any material listed within the code and the space below the platform and the floor may only be used for plumbing and electrical wiring serving the platform. Stages over 30" require a building permit. Ramps may be required based on use.</i> |   |

| Event Description / Details |  |     |    | Standard Conditions   | Staff Conditions / Comments |
|-----------------------------|--|-----|----|---|-----------------------------|
| 14.                         | Open Flames, deep frying, or wood fires:<br>Details: | Yes | No | <i>If yes, needs to be 10' from combustibles and have a fire extinguisher. May require Fire Permit. If event in park, Public Works approval required.</i>   |                             |
| 15.                         | Power generators, Light strings:<br>Details:         | Yes | No | <i>May require Fire Permit. Generator may require <a href="#">Yolo-Solano Air Quality Management District</a> approval. All cords in walkways need to be secured.</i>   |                             |
| 16.                         | Hazardous Materials (fuels/chemicals):<br>Details:   | Yes | No | <i>If yes, needs a Hazmat Permit, contact Fire Marshal.</i>   |                             |
| 17.                         | Tents/Canopy:<br>Details (include size, number):     | Yes | No | <i>If yes, may need a Tent Permit. No stakes can be used in parks. If event is on City property, Public Works approval required.</i>  |                             |
| 18.                         | Non-Profit Retail/Food Sales Booths:<br>Details:     | Yes | No | <i>If yes, may need a Sellers Permit/Sub-Permit for each vendor or a BOE-410D, as well as Business License to cover event. Please contact the State Board of Equalization at 800-400-7115 and City of Dixon's Finance Dept. at 707-678-7000 for a Business License.</i> |                             |
| 19.                         | For-Profit Retail/Food Sales Booths :<br>Details:    | Yes | No |   |                             |
| 20.                         | Table/chairs setup for food consumption:<br>Details: | Yes | No |   |                             |
| 21.                         | Use of Public Park or Building:<br>Details:          | Yes | No | <i>If yes, needs a reservation from the Recreation Division / letter from Owner.</i>  |                             |
| 22.                         | Hazardous Materials (fuels/chemicals):<br>Details:   | Yes | No | <i>If yes, needs a Hazmat Permit, contact Fire Marshal.</i>   |                             |
| 23.                         | Carnival, Fair, Circus:<br>Details:                  | Yes | No | <i>If yes, needs City Council Approval 60 days advance. Contact City Clerk to Schedule. Fire Permit required. May require a Temporary Use Permit.</i>   |                             |
| 24.                         | Use of Animals:<br>Details:                          | Yes | No | <i>If yes, please describe.</i>   |                             |
| 25.                         | Use/need of city potable water:<br>Details:          | Yes | No | <i>If yes, contact Finance Dept. at 707-678-7000. If potable water is not available from a metered water service, fees for a hydrant meter may apply.</i>   |                             |

**Standard Conditions:** Read and Sign Bottom of Page. ALL of the following Standard Permit Conditions apply. Also see pages 2, 3 AND 4 or attachments for specified conditions.

This PERMIT is ONLY for the event, date(s) and time(s) as specified on this application and is not transferable.

1. The event shall be kept in a clean and orderly manner free from trash, wastewater run-off and hazards.
2. The location shall be cleaned up afterward with no trash, debris or equipment left behind.
3. Any parade or procession, street closure or use is restricted to the route(s), location(s) and checkpoint(s) as shown/attached to this application.
4. Participant(s) in this activity agree to comply with restrictions applied to said activity by the California Department of Transportation (CALTRANS) or any other agency with applicable jurisdiction.
5. The movement of emergency vehicles shall have priority.
6. Any noise or music at this event shall be operated at a sound level not to exceed applicable City standards. Applicant(s) understand that any complaints of sound disturbance may result in cancellation of this permit.
7. Mobile sound devices will be operated only on the main arterials and will not go into residential districts.
8. Barricades and signs shall be obtained from a private supplier, unless arranged with Public Works Department in advance. The placement of said barricades and signs must be coordinated with the Dixon Police Department and Public Works Department. Barricades and signs shall be in accordance with the approved Traffic Control Plan.
9. Equipment and lighting used for said event shall not obstruct vehicular traffic.
10. The number of participants in proposed event shall be restricted to that stated on the application.
11. The applicant(s) agrees to obey all traffic laws applied to proposed activity as determined by the City of Dixon.
12. Applicant(s) understand and agree that security and traffic control may be required by the Dixon Police Department.
13. Applicant(s) understand and agree that any permit required from the County Health Department is the responsibility of the applicant to obtain. Note: County Health can have food not meeting health standards destroyed immediately.
14. Do not place event signage on any public street, signpost, fence, sound-wall, pole or other public property without prior approval. This includes anywhere within 10 feet of the street curb. Signage on private property is subject to property owner approval.
15. The approved Special Event Permit package must be available on-site during each approved event and must be presented to city staff upon request.

**Hold Harmless Applicant agrees to terms and all conditions of permit.**

I understand and agree that the City of Dixon will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.

I understand that I must submit insurance documents / policies naming the City as "additional insured," if required.

Any violation of the standard or added conditions may result in immediate revocation of permit and may be grounds for closure of the event and possibly subject to Administrative Citation.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all the information given herein is true, accurate and complete. I have the rights to use the property for this event.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply.

I have read and understand all of the above:

Signed: \_\_\_\_\_

On Behalf of: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Block Party Conditions

1. ALL addresses within the block party perimeter/boundary have been informed about the block party and have signed the attached Neighborhood Notification Sheet (see page 7).
2. Neighborhood Notification Sheet(s) must be completed and submitted with this Special Event Permit Application.
3. Road Closure requires a Traffic Control Plan to be submitted with this Application.
  - CA MUTCD-approved signs, barricades, cones, etc. shall be used for all roadway closures. See attached "Traffic Control Plan Guidelines" for additional information.
4. Emergency Vehicle Access shall be maintained at all times. Do not park cars or place obstructions that prevent emergency vehicle access.
5. On-street parking shall not block driveways, fire hydrants, or travel lanes at all times.
6. Illegal fireworks are not allowed. Legal fireworks – "Safe and Sane" – shall only be allowed July 1 through July 4 but not in areas posted as Hazardous Fire Areas.
7. Tents over 200 sq. ft., Canopies over 400 sq. ft., and Deep Pit BBQs require additional permits from Fire Department.
8. Alcoholic Beverages shall not be sold or served on public property.
9. No activity shall be conducted that conflicts with Federal, State, County, and/or City regulations.
10. NO PLACEMENT(S) OF BARRICADE(S) BEFORE 6:00 PM ON WEEKDAYS OR NO EARLIER THAN 12:00 PM ON WEEKENDS. (HOLIDAYS ARE NOT EXCEPTIONS).
11. BLOCK PARTY SHALL END AT 10:00 P.M.
12. All party refuse, materials, etc. shall be cleaned from streets, sidewalks, and front yards. If the City is required to clean any block party areas, the applicant shall be charged for any and all expenses incurred.
13. Applicant agrees that the City of Dixon and its official representatives shall not be held responsible for any and all claims or losses, which may occur as a result of said block party.
14. The City of Dixon will evaluate the conformance to these regulations, which may effect future applications for a "Block Party" at said location.
15. The APPROVED Block Party Application and Permit shall be available on-site upon demand from any City of Dixon Official. Failure to do so shall terminate party immediately.
16. In most cases Residential Block Parties do not require an Insurance/Endorsement, however, due to some activities/conditions, one may requested.

The undersigned represents the applicant in said "Block Party" and agrees to abide by ALL conditions of the application.

I have read and understand all of the above: Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Traffic Control Plan Guidelines

If closing city streets, you must submit a CA Manual on Uniform Traffic Control Devices (CAMUTCD) compliant traffic control plan. Please see below for a list of resources.

- CA Manual on Uniform Traffic Control Devices (CAMUTCD)
  - <https://dot.ca.gov/programs/safety-programs/camutcd>
  - See Part 6 for temporary traffic control
- Caltrans Standard Plans
  - <https://dot.ca.gov/programs/design/october-2022-ccs-standard-plans-and-standard-specifications>
  - See sheets T9-T17 for traffic control plan templates
- California Temporary Traffic Control Handbook
  - <https://www.sce.com/sites/default/files/inline-files/tcm.pdf>
  - See pages 33-81 for traffic control plan templates

**NEIGHBORHOOD NOTIFICATION SHEET  
For Block Parties Only**

**Obtain signatures from all addresses affected by street closures or event.  
For live music or DJ's include addresses within a 100 yard radius.  
(Please make appropriate copies)**

| ADDRESS | NAME/SIGNATURE | DATE | Approval   | If No, Why? / Notes |
|---------|----------------|------|--|---------------------|
|         |                |      | Yes <input type="checkbox"/> / No <input type="checkbox"/> |                     |
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|         |                |      | Yes <input type="checkbox"/> / No <input type="checkbox"/> |                     |

If unable to secure a signature from tenant(s), please indicate address and a reason in the notes column.