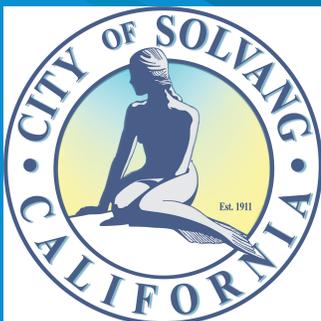


CITY OF SOLVANG

SPECIAL EVENTS GUIDE & APPLICATION



411 Second Street

Solvang, CA 93463

805-688-7529

specialevents@cityofsolvang.com

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VELKOMMEN / WELCOME!

Dear Event Organizer,

Solvang is a city that celebrates special events. From internationally renowned events to community-based festivals, parades and shows, the City of Solvang is proud to host many events each year. Our goal is to enhance the vitality, quality of life, and economic prosperity of Solvang for its residents and tourists by supporting special events. Thank you for choosing Solvang for your event location!

Freedom of speech/expressive activities are rights protected by the First Amendment of the United States Constitution and Article I, Section 2 of the California Constitution. These rights protect the expression of ideas and the right to protest and for peaceful assembly. The City of Solvang is committed to the preservation of these rights with the intent to avoid unnecessarily burdening free speech and to leave open ample opportunities for expression.

This document was developed to guide you through the City of Solvang special event permitting process and to provide the rules and regulations associated with organizing a special event within the City of Solvang. As you read this Special Event Guide and complete the Special Event Application, please be aware these documents were developed to address many types and elements of special events.

On behalf of the City of Solvang, thank you for contributing to the spirit and vitality of our community. To assist you with planning your special event and ensure proper use of City property and adequate planning for safe conduct of the activity and the general health and safety of the attendees and/or general public, contact the Special Event Coordinator.

Special Event Coordinator
(805) 688-7529 / specialevents@cityofsolvang.com

WHAT IS A SPECIAL EVENT?

Special Events are defined as:

Any temporary organized activity that takes place upon any public property, public right-of-way, sidewalks, parks, or streets in a manner that varies from its current land use or otherwise requires a permit. These events may include, but are not limited to, festivals, athletic events, fundraisers, concerts, public assemblies, or any organized formation, parade, procession, or assembly consisting of persons, animals, vehicles, or any combination thereof, traveling in unison with a common purpose on a public street, highway, alley, sidewalk, or other public right-of-way which does not comply with normal and usual traffic regulations or controls.

By their nature, Special Events require greater planning, review, and permitting from multiple City departments or other governmental agencies to ensure proper use of City property, adequate planning for safe conduct of the activity, and the overall health and safety of the attendees and/or the general public.

WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

A special event permit is required for all special events except those that fall under the freedom of speech/expressive activity category. A person or organization is qualified to apply for a special event permit if they are the special event organizer which is any person, group or organization who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event and has the personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions.

A special event permit is not required for an expressive activity. However, a special event permit is required for expressive activities that include any of the following:

- Erection of fencing, tents, stages, barricades, booths, or other structures.
- Includes the distribution or sale of food, beverages, and/or merchandise.
- Use of electricity.
- The closure of all or a portion of any street or sidewalk.
- Diversion or control of vehicular traffic in order to provide for the safety of participants.
- Special events on private property that utilize city resources.

SPECIAL EVENT DEFINITIONS

Before you get started planning a Special Event with the City of Solvang, please review the following terms that are commonly used in this guide.

City of Solvang Special Events Guide is a policy document containing the rules, regulations, forms and processes for special events that implements the requirements of this chapter. The City of Solvang Special Events Guide is published and approved by the City Manager and adopted by City Council resolution.

Clean-Up Activities are defined as, but not limited to, the proper disposal of waste and garbage throughout the special event, removal of all equipment, booths, signage, fencing, and decorations brought in by the special event organizer or contracted service providers of the special event organizer.

Expressive Activity is defined as conduct, the sole or principal object of which is the expression, dissemination, or communication of opinions, views, or ideas and for which no fee or donation is charged or is required as a condition of participation.

Highway is defined as a public right of way for the purpose of travel or transportation, including California State Route 246 which is maintained and operated by the California Department of Transportation.

Non-Vendor is defined as a person or organization that is not selling or offering to sell any goods, food, beverages, merchandise, or services within a special event venue. (An example of a non-vendor would be a booth passing out informational brochures only).

Public property is defined as any city streets, sidewalks, parking lots, parks, or any other property owned or controlled by the city.

Set-Up Activities are defined as, but not limited to, any equipment, booths, signage, fencing, and decorations brought in by the special event organizer or contracted services of the special event organizer.

Sidewalk is defined as a portion of a street, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

Sign is defined as any pennant, flag, banner, inflatable display, or other attention-seeking device.

Special Event is defined as: “Any temporary organized activity that takes place upon any public property, public right-of- way, sidewalks, parks, or streets in a manner that varies from its current land use or otherwise requires a permit. These events may include, but are not limited to, festivals, athletic events, fundraisers, concerts, public assemblies, or any organized formation, parade, procession, or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison with a common purpose on a public street, highway, alley, sidewalk, or other public right-of-way which does not comply with normal and usual traffic regulations or controls.”

Special Event Organizer is defined as any person, group or organization who conducts, manages, promotes, organizes, aids, hosts, or solicits attendance at a special event and has the personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions.

Special Event Permit is defined as a permit issued under this ordinance.

Special Event Venue is defined as an area or location for which a special event permit has been issued.

Street is defined as a way or place of whatever nature, publicly maintained and open to use of the public for purposes of vehicular travel.

Tax-Exempt Non-Profit Organization is defined as an organization that is exempt from payment of income taxes by federal or state law and which has been in existence for a minimum of three months preceding the date of application for a special event permit.

Vendor is defined as any person who sells or offers to sell, any goods, wares, personal property, food, beverages, merchandise, or services within a special event venue.

THE PERMITTING PROCESS

The special event permit application process has a number of steps that must be completed before approval and event set-up. During the process, the Special Event Coordinator is available to answer questions and provide assistance as necessary to ensure the success of your event and the safety of all attendees.

STEP 1

Email specialevents@cityofsolvang.com or call the Special Event Coordinator at 805-688-7529 to inquire if the proposed date of your event is available.

STEP 2

Submit a City of Solvang Special Events Application no less than ninety (90) calendar days before the first day of the event and no sooner than one (1) calendar year, along with the Special Event Application non-refundable fee of \$135. You can submit the application fee via cash or check to: 411 Second Street, Solvang CA 93463. All checks should be made out to the City of Solvang.

STEP 3

Review of the Special Event Application by Special Event Coordinator. Once received, the Special Event Coordinator will review the application to determine the permit fees and charges that will apply for use of the event venue. The application is also used to determine the additional permits and compliance items that may be required by county, state, and federal agencies. These fees and charges and additional requirements are based on the scope of your event as described in the application.

Visit the appropriate sections of this guide to view descriptions of the additional permits and compliance items that may be required for your event. Please be advised that there may be additional charges for these items.

STEP 4

Once the application review is completed, you will receive notification via email that your date has been secured and you are on the calendar of events for The City of Solvang. You will also receive a checklist detailing any additional items required.

You are not issued a countersigned special event permit until all fees and charges have been paid in full and any additional permits and compliance items that are required by other county, state, or federal agencies have been received. Payment in full is due a minimum of thirty (30) days prior to the first day of your event.

Should any event elements change after the original submittal of the Special Event Application, you are required to notify the Special Events Coordinator in writing with an amendment to your application.

Issuance of a Denial Letter

A denial letter indicates that your application is being denied, with reason(s) for denial included in the letter. Some potential denial reasons are listed in this guide under Permit Denial, Revocation, and Appeal Procedure.

PERMIT DENIAL, REVOCATION, AND APPEAL PROCEDURE

The City Manager or their designee shall deny a Special Event Permit Application or revoke a Special Event Permit only if they determine from a consideration of the application and/or other pertinent information that one or more of the following exists:

The Special Event Organizer has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process.

The Special Event Organizer fails to complete the application form after having been notified of the additional information or documents requested.

The Special Event Organizer does not satisfy or fails to meet the requirements of the City of Solvang Special Events Guide which include but are not limited to: failing to provide required insurance, indemnity, and/or applicable fees.

The Special Event Organizer has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior special event permit issued by the City.

The City previously received an application to hold another event at the same time and location requested by the Special Event Organizer, or so close in time and place as to cause undue traffic congestion or create an infeasible parking demand or the City is unable to meet the needs for necessary services for both special events.

The concentration of persons, animals, and vehicles at the special event venue is reasonably likely to prevent proper police, fire, or ambulance services to the event.

The special event venue is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place on the proposed special event venue or with a previously granted encroachment permit.

The special event is reasonably likely to occur at a time when school is in session at a location adjacent to the school, and the noise created by the activities of the special event would substantially disrupt the educational activities of the school or the ability to transport school age children to and from school.

The size, scope and duration of the proposed special event is not compatible with the special event venue or surrounding neighborhood.

There is insufficient time to plan or organize for the Special Event in a manner that is consistent with how the City permits Special Events and with the needs of public health and safety.

Whenever possible, rather than denying an application based on the above-stated reasons, the City shall request the applicant modify their event.

Should the City Manager or their designee deny an application for the special event permit or revoke a special event permit, the Special Event Organizer for such application or permit may appeal the decision consistent with Title 1, Chapter 6 of the Solvang Municipal Code.

MANDATORY MEETINGS

The City's Special Event Coordinator holds meetings throughout the year with event organizers for the purposes of pre-event coordination, post-event evaluation and discussion of special needs or issues unique to the event. These meetings will be coordinated with the event organizer. The number of meetings will depend on the size and scope of your event, whether the event is new or recurring, and/or if there have been issues in the past. The City's Special Event Coordinator will invite representatives from other City departments to these meetings as appropriate. You are encouraged to include appropriate event personnel in these meetings.

FEES AND PAYMENT DEADLINES

Special Event Application Fee

This is a non-refundable \$135 paperwork processing fee that is due at time of submittal of the application. Payment of the application fee does not guarantee that any or all aspects of the application will be approved.

City Maintenance Crew Assistance Fee

If Maintenance is deemed a requirement during your set-up, event hours, or break down, you will be charged at a rate of \$97 per hour per person with a minimum of a two-hour charge per person. For assistance needed at events held outside of normal business hours, a four-hour staff time minimum shall apply. You will receive an estimate of the anticipated costs for staff time prior to issuance of your permit.

Sheriff's Fees

A Santa Barbara County Sheriff's Service Agreement must be filled out for all events that include a parade or involve the distributing or selling of alcohol. The Sheriff's Department will provide a cost estimate for services or waive services if deemed appropriate. Such fees will be paid directly to the City on behalf of the Sheriff's Department. Sheriff fees must be paid no later than thirty (30) days prior to your event.

Vendor Fees

If your special event includes vendors selling or offering to sell any goods, wares, personal property, food, beverages, merchandise, or services each vendor must pay a \$50 vendor fee. The event organizer is responsible for collecting vendor fees and then submitting **one payment** for all vendors to the City the first business day after conclusion of event. Non-profit groups and those that hold a current City of Solvang business license are exempt from the \$50 vendor fee. As well as those vendors that are considered a non-vendor. (See definition of a non-vendor).

RULES AND REGULATIONS

Accessibility Requirements

As an event organizer, you are required to comply with all city, county, state and federal disability access requirements applicable to your event. All temporary structures, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. Disability access may include parking, restrooms, clear paths of travel, transportation, signage, accessible vendors, and booths. As an organizer, you may choose not to allow pets at your event. In these cases, accommodations must be made for service animals in accordance with the Americans with Disabilities Act. For more information, please visit: [Service Animals and the ADA](#) .

Alternate Transportation

The City requires all event organizers to advertise in any of their electronic media or printed event materials for the Santa Ynez Valley Transit as an alternative transportation option in order to ease the congestion and parking issues that occur when people drive their vehicles to an event. Also, other alternative transportation options should be encouraged which include carpooling, ridesharing, or encouraging people to walk, bike or take other forms of public transportation. Additionally, providing a shuttle service, offsite parking locations and dedicated drop-off and pick-up areas for rideshare drivers are strongly encouraged to lessen traffic congestion around your event.

Alcohol Requirements

If you plan to sell or distribute alcoholic beverages at your event, you will be required to obtain a permit from the State of California Department of Alcoholic Beverage Control (ABC). ABC requires an endorsement of their application from local law enforcement and approval from the property owner (the City) before issuing such a permit. Please see below for other requirements when selling or serving alcohol.

- Obtain a [Daily License Application](#) from the Alcohol Beverage Control (ABC). For information and licensing procedures visit: [ABC Information](#).
- At least one person serving alcohol in each conditioned area must be Responsible Beverage Service Training (RBS) trained and certified. This person must be present at the event and actively oversee the alcohol service for the entire duration of the event. The State of California Alcohol Beverage Control (ABC) offers a free RBS Training which can be found here: <https://www.abc.ca.gov/education/rbs/>.
- Indicate the designated conditioned area(s) on your site plan and include the dimensions of area(s) and mark the entrances and exits.
- Provide fencing for your conditioned area(s). Must include the appropriate number of emergency exits as determined by Santa Barbara County Fire Department.

- Check the identification of all persons entering such areas. Only those 21 years and older are allowed.
- “No alcohol beyond this point” signage at the exits.
- Use of glass beverage bottles and cups is prohibited.
- Alcohol service to stop 30 minutes before the end of an event.

Amplified Music and Sound

Amplified Music/Sound and/or Live Musical Performances during a special event are restricted to the hours of eight (8:00) am to nine (9:00) pm. Amplified Music/Sound and/or Live Musical Performances will not be allowed when there are competing uses in the same area.

Cancellations

All cancellations must be emailed to the Special Event Coordinator at specialevents@cityofsolvang.com. The permit application fee is non-refundable and non-transferable. Since most special events require months of pre-planning, we expect you to give prior consideration to the time of year chosen and that your event will occur “rain or shine.” However, if rain is predicted and you decide to cancel within five days prior to your event, no monetary refund will be given but we will work with you to reschedule your event to another available date.

Clean-Up Activities

As an event organizer, you must ensure the proper disposal of waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition which include but not limited to, the proper disposal of waste and garbage throughout the special event, removal of all equipment, booths, signage, fencing, and decorations brought in by the special event organizer or contracted service providers of the special event organizer. A cleaning crew, staffed with your organization’s personnel or volunteers, is required to clean during and at the end of each day of an event. Depending on the size and impact of your event, you may be required to hire a professional cleaning company to clean the streets, sidewalks, landscape areas or parking lots. The event area must be cleaned to the satisfaction of the City.

Compliance with the Law

Event Organizers and participants in special events must comply with all applicable laws, ordinances and regulations adopted or established by Federal, State or local government agencies or bodies.

Interference with a Special Event Prohibited

It is unlawful for any person to willfully interfere with or disrupt a special event. SMC 8-9-10

Special Event Standards

The following standards shall apply to all issued special event permits:

Duration/Number of Days

- The maximum duration of a special event shall be three (3) consecutive days, including time for set-up activities and clean-up activities.

Repetitions

- Any one (1) special event organizer shall be limited to two (2) special event permits per calendar year.

Duration/Hours

- Special events may occur between the hours of (7:00) am and ten (10) pm, including set-up activities and clean-up activities, but public attendance at a special event shall be limited to the hours between eight (8:00) am and nine (9:00) pm.

Frequency

- Special events that close city streets must have a minimum of two (2) weeks between the special events.

Usage of Solvang Park

- Special events shall not occupy more than seventy-five percent (75%) of Solvang Park including the picnic benches, so that non-event participants can concurrently use the park.

Variations

The City Manager or their designee may grant variations from these standards if the following findings are made:

- The variation is required due to a special circumstance applicable to the special event that does not create a public health and safety issue.
- The variation will not conflict with the intent and purpose of this guide or any applicable ordinances and policies.
- The special event organizer agrees to comply with all additional conditions imposed by the City Manager or their designee in granting variations from these standards.

Use of Stakes

To protect turf and irrigation, the use of stakes to anchor tents, canopies, inflatable bouncers, stages, etc. is strictly prohibited. If you are planning to have anything that needs to be anchored down, please plan accordingly. Exceptions to this policy may be granted under certain conditions.

PERMITS AND COMPLIANCE ITEMS

There are a number of different special event-related permits that may be required in conjunction with a dually countersigned special event permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permits. The City of Solvang maintains sole discretion to determine the required permits for the proposed venue and/or components of your event. Below is a list of the most common permit types you may be required to obtain. Your special event permit will list any supplemental permits and provisions that will be required. These permits and “compliance” items must be received no later than 30 days prior to your event before issuance of your countersigned special event permit.

Indemnification Requirements

Event Organizers agree to indemnify, hold harmless and defend the City of Solvang, its Council and all of its officers, agents, members of its commissions, volunteers and employees from and against any and all liabilities, damages, judgments, actions, costs, claims and expenses, including legal fees, on account of personal injury or death or damage to or loss of property arising out of or resulting from, in any way, any act or omission, negligence, fault or violation of law or ordinance of the Event Organizer, of its representatives, employees, agents, subcontractors, patrons, vendors, or invites or any other person entering the special event venue with implied or express permission of the Event Organizer or its representatives in connection with the use of City property permitted under this Agreement or adjacent properties. Event Organizer shall give to the City prompt and timely written notice of any claim made or suit instituted coming to its knowledge which may in any way directly or indirectly, contingently or otherwise affect either the City or Event Organizer related to, arising out of, or resulting from in any way the Event Organizers use of City property under this Agreement or use of adjacent properties, and both parties shall have the right to participate in the defense of same to the extent of its own interest. Approval of insurance policies by the City shall in no way affect or change the terms and conditions of this indemnity.

Insurance Requirements

- All event organizers must provide insurance coverage that is maintained for the duration of the event including set-up and dismantle dates not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

General Liability Insurance

- General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Commercial General Liability

- Commercial general liability insurance with coverage at least as broad as in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

Waiver of Subrogation

- All insurance coverage maintained or procured pursuant to the Special Event Application shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Event Organizer or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. The Event Organizer hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its vendors.

Primary/Non-Contributing

- Coverage provided by Event Organizer shall be primary, and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance policies shall include or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Duration of Coverage

- The Event Organizer shall procure and maintain for the duration of the event, insurance against claims for injuries to persons or damages to property, which may arise from the Event Organizer's use or occupancy of any public property and adjoining property.

The City reserves the right to require additional lines of insurance, such as:

Automobile Liability Insurance

- Event Organizer shall maintain automobile insurance covering bodily injury and property damage for all activities of the Event Organizer arising out of or in connection with the event, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Third Party Insurance

- If Event Organizer contracts with a third-party service provider (e.g., caterer), Event Organizer will require the service provider to procure and maintain at its sole cost and expense comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, and if applicable, liquor liability coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, or other lines of coverage the City requires. Both The City of Solvang and Event Organizer shall be endorsed as additional insureds.

Liquor Liability Insurance

- Event Organizer shall maintain full liquor liability insurance coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.

Workers' Compensation Insurance

- Event Organizer shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance (with limits of at least \$1,000,000). Event Organizer shall submit to the City along with the certificate of insurance, a waiver of subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Notice of Cancellation of Insurance

- Event Organizer agrees to oblige its insurance agent or broker and insurers to provide The City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.
- The Event Organizer agrees to oblige its insurance agent or broker and insurers to provide the City with thirty (30) day notice of any change of coverage or limits.

Acceptable Insurers

- All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by City.

Enforcement of Agreement Provisions (Non Estoppel)

- Event Organizer acknowledges and agrees that any actual or alleged failure on the part of the City to inform Event Organizer of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder

Requirements Not Limiting.

- Requirements of specific coverage features, or limits contained in this section, are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Event Organizer maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Event Organizer. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

Right to Revise Specifications

- The City reserves the right at any time during the term of the event to change the amounts and types of insurance required by giving the Event Organizer at least thirty (30) days' advance written notice of such a change.
- However, the City reserves the right to give less than thirty (30) days' notice if the City first becomes aware of an issue and needs to change the amounts and types of insurance within thirty (30) days of the scheduled event.

Timely Notice of Claims

- Event Organizer shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Event Organizers use or occupancy of the special event venue and adjoining property, and that involve, or may involve, coverage under any of the required liability policies.

Notification of Event

Should your event require the closure or restriction of any public right-of-way, such as a sidewalk, alley, or street, you will be required to inform the public, including businesses and residences, within 500 feet of any closure or restriction at least two weeks prior to the event. The notification should include such details as the name of the event, the name and number of the event organization and/or applicant and the event coordinator (if applicable), the hours of the event and a description of the type of impacts the residents and businesses may experience. Notification must be approved by the Special Event Coordinator before distribution.

Medical Plan

Medical plans must include a detailed plan of first aid and medical stations. Please include the locations of such stations on the site map and the hours of operation. Please list the types of services that will be provided and the staff/volunteers' names and contact numbers.

Parades

The City has pre-approved routes you will be required to use and are listed on the application. Please indicate which route you are requesting. The Public Works Director and the Sheriff's Department must approve any such request. The following is also required for parades:

- A Caltrans Encroachment Permit is required for routes that use Mission Dr/Highway 246. Caltrans Encroachment Permits will be handled by the Director of Public Works.
- The Sheriff's Department will provide a estimate for services to monitor the parade route. Such costs will be paid directly to the City on behalf of the Sheriff's Department. Sheriff fees must be paid no later than thirty (30) days prior to your parade.
- Event Organizer MUST provide volunteers to assist with traffic control and undertake activities related to traffic control. The Public Works Department will let you know the number of volunteers required. A list of the names of volunteers along with their contact details and assigned shifts is mandatory and must be submitted to the City a minimum of a week prior to your parade. If the required volunteer list is not received and/or failure of volunteers report to assigned post prior to parade, this may result in cancellation of the parade and/or shortening of parade route. Parades that start late or run over time will incur additional costs.
- A street sweeper must be contracted to clean the route immediately following the conclusion of the parade when animals are included as part of the parade or is deemed necessary by the City.

Portable Toilet Contract

Depending on the size of your event, its duration, and whether food and/or beverages are served, you may be required to provide portable toilets at the rate of one chemical toilet for every 150 - 250 expected attendees. Please note that at least 10% of the toilets must be handicapped-accessible. Some events may be required to service their toilets during the day, depending on the volume of people and the duration of the event. Please keep in mind that permanent bathrooms on site are not factored in when determining the number of restrooms needed. Permanent restrooms are intended for the normal activity of public spaces and hours of operation and are not intended to accommodate public events. A copy of a contract from the portable toilet vendor, including delivery and pick-up times that fall within the permit period, must be provided two weeks prior to your event as proof of compliance.

Professional Cleaning Contract

Cleaning during and after an event by a professional company may be required for events, if determined by City staff that there is past history of poor cleanup and/or use of event staff and volunteers was insufficient to accomplish the task successfully. Requirements for professional services may include the following:

- Pickup of any overflowing trash from trash/recycle containers (cardboard event boxes and permanent trash/recycle receptacles) within the event area.
- Thorough clean-up of any residual trash/litter from event area, including all streets sidewalks, gutters, drain inlets, catch basins and planters.
- Power washing with a water collection system (if required). A copy of a contract from the cleaning company must be provided one week prior to your event as proof of compliance.

A copy of a contract from the professional cleaning company, including delivery and pick-up times that fall within the permit period, must be provided one week prior to your event as proof of compliance.

Should you fail to perform adequate cleanup or damage occurs to City of Solvang property and/or facilities due to your event, you will be billed at full recovery rate plus overhead for cleanup and repair.

Site Plan

The site plan you include with your special event application is a visual representation of all the infrastructure and operational event elements that you describe throughout your application. This is required of all events. All events are required to provide a rough event site plan and/or route map with the special event application in order for the Special Events Coordinator to set fees and requirements correctly. The final site plan/route map must be provided one month prior to your event. The site plan must show the total dimensions of the event footprint and all items placed inside the footprint, including but not limited to:

- **Tent Structures**
- **Stages**
- **Canopies**
- **Generators**
- **Tables**
- **Bleachers**
- **Medical Station**
- **Food, Merchandise, and Information Booths**
- **Beer/Wine Garden(s)**
- **Fence around the conditioned area**
- **Equipment/vehicle parking areas**
- **Kids' Activities (Inflatables, Face Painter etc.)**
- **Sheriff Placement**
- **Interior and perimeter fencing, with dimensions**

- **Portable Toilets**
- **Trash Cans**
- **Dumpsters**
- **Storage Trailers**
- **Light Towers**

Temporary Food Facility Permit

All Event Organizers are required to submit a signed and completed application at least two weeks prior to the start of the event to County of Santa Barbara Public Health for events where food and/or beverages will be sold or distributed. (Food Trucks are exempt.) See link for instructions. [Temporary Food Facility Permit](#)

Tent Permit

If you are planning to use a tent larger than 400 sq. ft. with walls or a tent larger than 700 sq. ft. with no walls, or multiple tents that exceed 700 sq. ft., you will need to obtain a tent permit from the Santa Barbara County Fire Department (SBCFD). Open flames are prohibited in tents. Application for a tent, canopy, or temporary membrane structure, can be found [here](#).

Email applications to Inspection.Services@sbcfire.com and cc specialevents@cityofsolvang.com.

Traffic Control Plan

All traffic control must be in accordance with the California Manual on Uniform Traffic Control Devices and must also highlight volunteers and police personnel where appropriate. Should your event require the closure or restriction of any public right-of-way, such as a sidewalk, alley, or street, you must submit a traffic control plan with your application.

Trash/Recycling Contract

Event is responsible to provide trash cans and recycling containers throughout the event site. Events with 300 or more people may be required to provide at least one trash dumpster and a recycling dumpster may also be required if cardboard and other recyclables generated from food and beverage are a large part of your event.

Vendors

The City of Solvang encourages the use of local vendors in all special events. All vendors must sign a Vendor Hold Harmless and if selling of any sort will be conducted, the vendor(s) must provide and pay a special events Vendor Fee and provide liability insurance naming the City of Solvang as additionally insured if the vendor(s) is/are not covered by event organization. Non-profit vendors or those that currently hold a Solvang Business License do not need to pay a vendor fee. A list of all vendors must be submitted to the Special Event Coordinator before the first day of the event.



City of Solvang Special Event Application

Applicant Name: _____

Legal Name/ Event Organization: _____

If Non-Profit, Tax ID # _____

Name of Event: _____

Date(s) of Event: _____

Primary Contact: _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

Mailing address: _____

Event Website (if applicable): _____

Type of Event:

- Auto Show Bike Ride Walk / Run Athletic Event
- Festival / Carnival Concert / Performance Parade Other

If other, please describe:

Event Times

Set-Up Day/Date - Day 1: _____

Setup Times: _____

Event Day/Date - Day 1: _____

Event Times: _____

Event Day/Date - Day 2: _____

Event Times: _____

Event Day/Date - Day 3: _____

Event Times: _____

Breakdown Day/ Date - Day 3: _____

Breakdown Times: _____

Anticipated Attendance

Anticipated # of event personnel per day (vendors, staff, volunteers working the event): _____

Anticipated # of event attendees/spectators per day: _____

Grand total of anticipated # of people per day: _____

Traffic Control

Requesting to close a city street and/or public area for event? Yes ___ No ___

List all streets and/or public areas and describe what will be set up in those areas. A city street map highlighting requested areas is mandatory.

Your street closure will require a contract with the Sheriff Department and/or City Maintenance Staff for traffic control service plans and proper placement of traffic control devices (TCD). All events will need to submit a traffic control plan. Please give details below on your plans for traffic control. You may submit in a separate document if necessary.

Details of your Event

Will there be selling and/or informational vendors at your event? Yes ___ No ___

of Vendors selling food only ___ # of Vendors selling merchandise/services only ___

of Non-Vendors passing out information only (no vendor fee required) ___

Will there be kid activities at your event? Yes ___ No ___

of Inflatable Bouncer Houses/Slides ___ Dimensions _____ How will they be weighted _____

Rock climbing wall ___ Height _____

Arts & crafts (i.e., craft making, face painting, etc.) ___ Specify: _____

Petting zoo ___ Specify animals: _____

Carnival games/rides ___ Specify: _____

Other _____

Will there be any entertainment features, musical, etc., included in your event? Yes ___ No ___

Please list.

Will there be amplified music or announcements at any time during your event? Yes ___ No ___

Any additional elements unique to your event but not asked above? Yes ___ No ___

Describe _____

Trash/Recycling/Portable Toilets

Contracting with trash/recycling vendor? Yes ___ No ___ Please note, it may be required.

Company _____ How many? Trash cans ___ Dumpsters ___

Recycling Containers ___

Contracting with portable toilet vendor? Yes ___ No ___ Please note, it may be required.

Company _____ How many? Regular ___ ADA ___

Load-in Day & Time: _____

Load-out Day & Time: _____

Medical Station

Medical station to be staffed by event staff/volunteer? Yes ___ No ___

First Aid/CPR Certified? Yes ___ No ___

First aid station to be staffed by professional company? Yes ___ No ___ Company _____

Parking and Alternative Transportation

Using nearby free parking lot(s)? Yes ___ No ___

Is there a shuttle plan? Yes ___ No ___ Describe _____

Will there be other alternative transportation? Yes ___ No ___ Describe _____

Food / Beverage Vendor

Will food and/or non-alcoholic beverages be prepared at this event? Yes ___ No ___

of expected vendors: ___

Will Liquid Propane Gas (LPG), Open Flame, or Generators be used? Yes ___ No ___

Alcohol Service:

Will you be serving or selling alcoholic beverages at your event? Yes ___ No ___

What type of alcohol are you planning to serve? ___ Beer ___ Wine

How will IDs be checked? _____

What is the maximum number of drinks allowed per person? _____

How will this be monitored? Describe.

What materials are you planning to use as a perimeter of the beer/wine garden conditioned area? _____

What will the dimensions of the beer/wine garden conditioned area be? _____

How will the beer/wine garden conditioned area be monitored?

Parades:

Does your event include a parade? Yes _____ No _____

If yes, which route will you be using?

Route A: Begins at Veteran's Memorial Building. Right on Mission Drive, **Left on Fourth Place**, Left on Copenhagen Drive, Left on Alisal Road, Right on Mission Drive, returning to Veteran's Memorial Building Parking Lot.

15 volunteers required - Caltrans Encroachment Permit WILL be required.

Route B: Begins at Veteran's Memorial Building. Right on Mission Drive, **Left on Atterdag Road**, Left on Copenhagen Drive, Left on Alisal Road, Right on Mission Drive, returning to Veteran's Memorial Building Parking Lot.

10 volunteers required - Caltrans Encroachment Permit WILL be required.

Route C: Route to be determined by City Staff based on the size/scope of parade.

Site Plan:

To ensure your application is reviewed promptly, please attach your site/route plan depicting the proposed layout for your event. Please refer to the Special Event Guide for details of what should be included in your site/route plan on page 17.

Tents:

Does your event include a tent, canopy, or temporary membrane structure? Yes _____ No _____

How many? _____ Tents and canopies require Santa Barbara County Fire Department approval.

Affidavit of Applicant

I certify that the information contained in the forgoing application is true and correct to the best of my knowledge and that I have read, understood, and agree to abide by the guidelines governing the proposed Special Event under the City of Solvang Municipal Code. I understand that this application is subject to the rules and regulations established by the City Council and/or the City Manager or their designee. I agree to comply with all other requirements of the City, County, State, Federal, and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Event Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Solvang and contracted services.

I agree to all conditions stated in the Special Event Guide and Application:

Legal Name of Organization: _____

Applicant
Signature: _____

Print Name: _____

Title: _____

Phone: _____

Email: _____

VENDOR HOLD HARMLESS AND AGREEMENT NOT TO SUE

Name of Event: _____

Date(s) of Event: _____

Primary contact: _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

I, _____ (FULL NAME), fully understand that my participation in the _____ (hereinafter "event") exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of Solvang for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event from whatever cause, including the active or passive negligence of any participants in the event. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the event, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless the City of Solvang from any and all claims, demands actions or suits arising out of or in connection with my participation in the event.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Date

Applicant Signature

SANTA BARBARA COUNTY SHERIFF'S DEPARTMENT SOLVANG CITY POLICE SERVICE AGREEMENT

The below named applicant and/or event organization hereby agrees to have the Santa Barbara County Sheriff's Department provide Police Security/Traffic Control on the following date and time, at the following event and location:

NAME OF APPLICANT / CONTACT: _____ PHONE: _____

APPLICANT ADDRESS: _____

EVENT ORGANIZATION: _____

TYPE OF EVENT/SERVICE NEEDED: _____

ESTIMATED ATTENDANCE: _____

LOCATION: _____

DAY / DATE: _____

TIME OF SERVICE: FROM ____ TO ____

ALCOHOL SERVED/SOLD YES ____ NO ____ FROM ____ TO ____

I further understand that this is not an agreement to rent any buildings or equipment, but only an agreement to provide a police service. Deputies will start one-half hour **prior** to serving alcohol and/or before the start of the event and finish one-half hour after the conclusion of the event, except when additional time is required by activities related to the event. Payment for police service fees must be received by the City of Solvang, 30 days prior to the event, or upon reservation if made less than 30 days before the event. Police services cannot be guaranteed if received less than 5 days prior to the event.

Note: A minimum of two (2) deputies is required for an event, each working a minimum of three (3) hours, for a total of (6) hours minimum.

I understand that I must contact the City of Solvang and meet all terms and conditions for this event.

A copy of this agreement must be returned to the City for billing purposes. The Sheriff's Department requires a 48-hour notice of cancellation to avoid fees.

I certify that I have read, understand, and agree to this contract agreement, and the answers given herein are true and complete to the best of my knowledge.

APPLICANT SIGNATURE _____ DATE _____

-----SHERIFF'S DEPARTMENT -----

Number of Deputies _____ x _____ HOURS per Deputy = _____ TOTAL HOURS

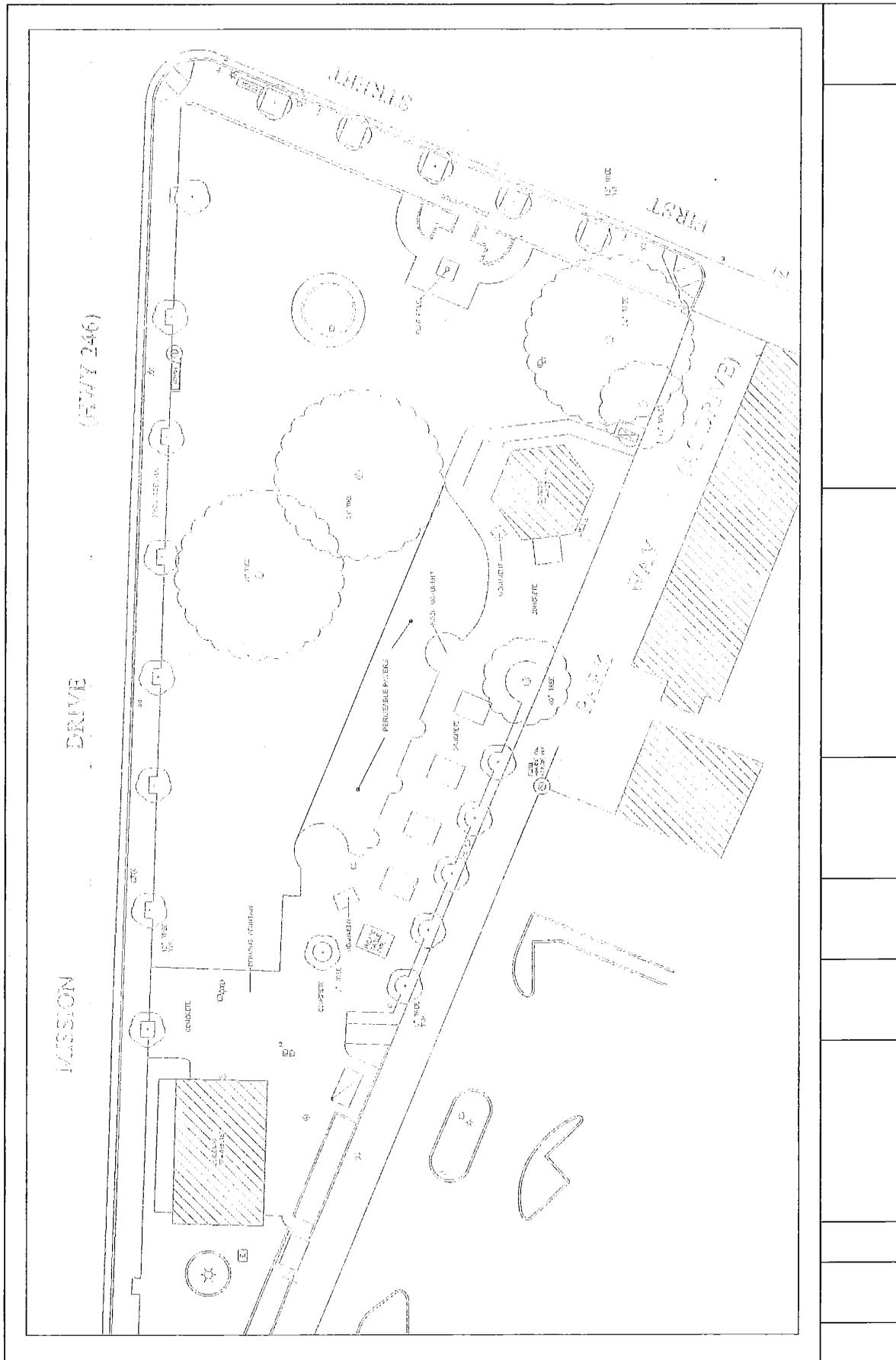
TOTAL HOURS OF DEPUTIES _____ HRS x (\$_____/HRS) = _____

Total Security Deposit = \$_____

SIGNATURE _____ TODAY'S DATE _____

RETURNED TO SOLVANG CITY BY _____ DATE _____

Solvang Park Map



Solvang Parking Lot 2 Map

Solvang Parking Lot 2

