



Permit No: _____

COMMUNITY AND SPECIAL EVENT PERMIT APPLICATION

Application for a community/special event permit must be completed with all supplemental materials and submitted 60 days prior to the proposed event. Failure to comply with this provision are grounds for denial of a community/special event permit.

Name of Event: _____ **Application Date:** _____

Description of Event: _____

Location of Event: _____

Dates of Event: _____ **Event Hours of Operation:** _____

Set-up Hours: _____ **Close-Down Hours:** _____

Estimated Attendance: _____ **Admission Fee (if applicable):** _____

Applicant: _____ **Email:** _____

Address: _____ **Phone:** _____

Sponsoring Organization: _____

Address: _____

* If Non-Profit, please attach proof of Non-Profit status; for use of parks & public open spaces it is required to be a Non-Profit organization.

Event Organizer: _____

Address: _____

Phone: _____ **Email:** _____

Type of Event

- | | |
|---|---|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Parade/March |
| <input type="checkbox"/> Carnival/Festival | <input type="checkbox"/> Race/Walk/Run |
| <input type="checkbox"/> Merchandise Sales | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Medical Screening/Services | <input type="checkbox"/> Other: _____ |

Event Activities

- | | |
|--|--|
| <input type="checkbox"/> Food Sales | <input type="checkbox"/> Games |
| <input type="checkbox"/> Fireworks/Firecrackers | <input type="checkbox"/> Live Animals |
| <input type="checkbox"/> PA System/Live Music/DJ | <input type="checkbox"/> Inflatables/Bounce Houses |
| <input type="checkbox"/> Drawing/ Raffle | <input type="checkbox"/> Other: _____ |

Is this event open to the public? Yes No

Will any public property be affected during this event (streets, sidewalks, schools, etc.)? Yes No

If yes, please describe all such public property and provide proof of authorization from property owner:



The following plans must be submitted with this application:

A Parking Plan sufficient for 125% of the estimated attendance along with authorization from property owner or public agency whose parking facility will be utilized. (Offsite parking may not be counted for purposes of meeting the parking requirement, unless approved by the City).

A complete Security Plan detailing all necessary preparations and staffing for crowd control, site security, and limited access areas. The city may require Police staff to be assigned at the expense of the organization.

A detailed Electrical Plan for the event site including all load calculations and panel schedules.

A detailed Site Plan depicting the following information:

- All property lines and dimensions.
- Location of all structures, facilities, and equipment along with their distance from property lines and existing or proposed structures. Identify fire extinguishers where applicable by GGFD.
- Vehicular, pedestrian, disabled, and emergency access points, parking spaces, drive aisles, and traffic circulation pattern. Demonstrate clear fire lane access minimum 20 ft.
- Identify all tents and/or canopies (ez-ups) and demonstrate anchorage on site plan with detail.
- Detailed seating chart if applicable.

Complete plans and specifications certified by a licensed architect or engineer are required for the following:

- Stages (requires a Building Permit)
- Tents and/or canopies covering over 400 Sq. ft (requires a Fire Permit)

<https://ggcity.org/fire/special-events-permit-application>

Additional information required to be submitted with application:

Applicant is required to obtain insurance certificate for the event naming the City, its officers and employees as additional insured. For minimum required coverage and additional information, contact Risk Management at (714) 741-5057.

Applicant will be required to obtain a county health certificate for sale and sampling of food products. For information, contact OC Health department at (714) 433-6000.

Applicant must maintain the event area in a neat and sanitary condition at all times and provide trash receptacles for the proper disposal of waste products.

Applicant must provide a listing of all persons or groups participating in the event along with an individual's name, address, and telephone number responsible for their activity.

THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:

- Sale, service, or consumption of alcohol
- Fireworks (unless otherwise approved by the Fire Department)
<https://ggcity.org/fire/special-events-permit-application>
- Discharging of firearms
- Helicopter Rides
- Open Fires
- Gambling
- Nudity

Applicant Name: _____ Date: _____

Signature: _____