



**CITY OF MARYSVILLE**  
**COMMUNITY DEVELOPMENT**  
 526 C STREET, MARYSVILLE, CA 95901  
 TEL: 530-7493902, FAX: 530-749-3991

PERMIT # \_\_\_\_\_

**SPECIAL EVENT PERMIT**

\_\_\_\_\_  
 Name of Applicant Today's Date: \_\_\_\_\_

\_\_\_\_\_  
 Address Phone #

\_\_\_\_\_  
 Name of Event:

\_\_\_\_\_  
 Street or sidewalk closure/assembly/parade on: \_\_\_\_\_  
 (Circle Applicable) Event Date (Street Closure Date and Time if Different)

\_\_\_\_\_  
 Route of travel or place of assembly:

\_\_\_\_\_  
 Type of Units (animals, vehicles, pedestrians, etc.):

\_\_\_\_\_  
 Number of Units: \_\_\_\_\_ Party Responsible for Clean Up: \_\_\_\_\_

\_\_\_\_\_  
 Special Requirements:

\_\_\_\_\_  
 Route of Travel on State Highway? \_\_\_\_\_ Yes \_\_\_\_\_ No Encroachment permit obtained? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If any portion of the intersection of 3rd Street at D Street is closed for a special event, an encroachment permit is needed from Cal Trans so that a CMS Changeable Message Sign trailer can be placed on N/B State route 70 north of Feather River Blvd. If any portion of the intersection of D Street at 8th Street is closed for a special event, an encroachment permit is needed from Cal Trans for the closure of the W/B turn lane onto S/B D Street and barricades needed on the south prolonged curb line of 9th Street.)

\_\_\_\_\_  
 Cooking, frying or grease laden operation \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
 Port-a-potty \_\_\_ Yes \_\_\_ No Environmental Health Certificate \_\_\_ Yes \_\_\_ No (required if preparing food)

\_\_\_\_\_  
 Provide proof of rental of Sanitation i.e. Port-a-potty (one must be ADA Complaint and hand washing station)

\_\_\_\_\_  
 Will alcoholic beverages be served or sold \_\_\_ Yes \_\_\_ No (ABC License Required)

\_\_\_\_\_  
 Deposit Required: \$40.00 Make check payable to: The City of Marysville

\_\_\_\_\_  
 Return this signed application along with the required deposit to: City of Marysville  
 526 C Street, Marysville, CA 95901

[ ] Provide Site Map Indicating Emergency Access/First Aid & Parking Areas and COVID 19 Safety Guidelines (sample attached)

[ ] Attach Non-Profit Papers.

[ ] Provide Certificate of Insurance Naming the City of Marysville, City Officers/Agents & Employees as Additional Insurance (Minimum \$2,000,000.00 Liability; Including Sub-Venders.

[ ] All vendors are required to have an Event City Business License.

**Attach a map showing position of barricade, and entire parade route/event area**

**NOTE:**

- Any event affecting state highways must have application submitted within 45 days of requested event date.
- All other applications are to be filed 30 days in advance.
- You may be required to pay for the hiring of any additional personnel for the safe operation of your event.
- Applicant is responsible for replacement of any traffic control devices/barricades damaged or not returned after event.

\_\_\_\_\_  
 Signature of Applicant  
 Applicant signee agrees to hold the City, it's Employers and Officials harmless against damages including those caused by the applicant's subvendors.

\_\_\_\_\_  
 Denied due to \_\_\_\_\_

\_\_\_\_\_  
 Approved \_\_\_\_\_ Approved pending ratification of listed stipulations:

\_\_\_\_\_  
 Additional Stipulations: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**RENTAL FEES**

Administrative Fee Closure	\$ _____ (**Non-refundable reservation fee**)
for Parade	\$ _____ (\$75.00 per 3 blocks)
Closure for Street Dance	\$ _____ (\$25.00 per block)
Closure Neighborhood	\$ _____ (\$25.00 per block)
Event Closure for Special	\$ _____ (\$50.00 per block)
Event Electrical Fee	\$ _____
Key Deposit	\$ _____ Refunded: _____
Clean-up Deposit	\$ _____ Refunded: _____
Other	\$ _____
Police Officers Needed _____ Y _____ N	\$ _____ (\$68/hr ea officer / \$83 if in vehicle)
Traffic Control Needed _____ Y _____ N	\$ _____
Fire Department Needed _____ Y _____ N	\$ _____
Fire Department Standby _____ Y _____ N	\$ _____

TOTAL	\$ _____	
Less Deposit \$ _____	Date paid: _____	Receipt # _____
Balance Due \$ _____	Date paid: _____	Receipt # _____

- Equipment Required "No Parking" Signs \_\_\_\_\_ Yes \_\_\_\_\_ No
- Barricades \_\_\_\_\_ Yes \_\_\_\_\_ No
- "No Parking" flyers to businesses and residence? \_\_\_\_\_ Yes \_\_\_\_\_ No
- "No Parking" signs to be posted 72 hours in advance? \_\_\_\_\_ Yes \_\_\_\_\_ No

**DEPARTMENT REVIEW**

*Initials/Date*

*Recommendations:*

\_\_\_\_ Police Chief  
\_\_\_\_ CD Director  
\_\_\_\_ Fire Chief  
\_\_\_\_ PW Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# City of Marysville

526 C Street  
Marysville. CA 95901

## **Insurance Requirements for Facility Rentals**

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

*Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.*

If the Renter maintains higher limits than the minimums shown above, the City of Marysville (City) requires and shall be entitled to coverage for the higher limits maintained by the Renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

#### ***Primary Coverage***

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Renter's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

### ***Waiver of Subrogation***

Renter hereby grants to City a waiver of any right to subrogation which any insurer of said Renter may acquire against the City by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

### ***Verification of Coverage***

Renter shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City *at least fourteen days* before Renter commences activities.

### **Liquor Liability**

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

### **Homeowners Insurance**

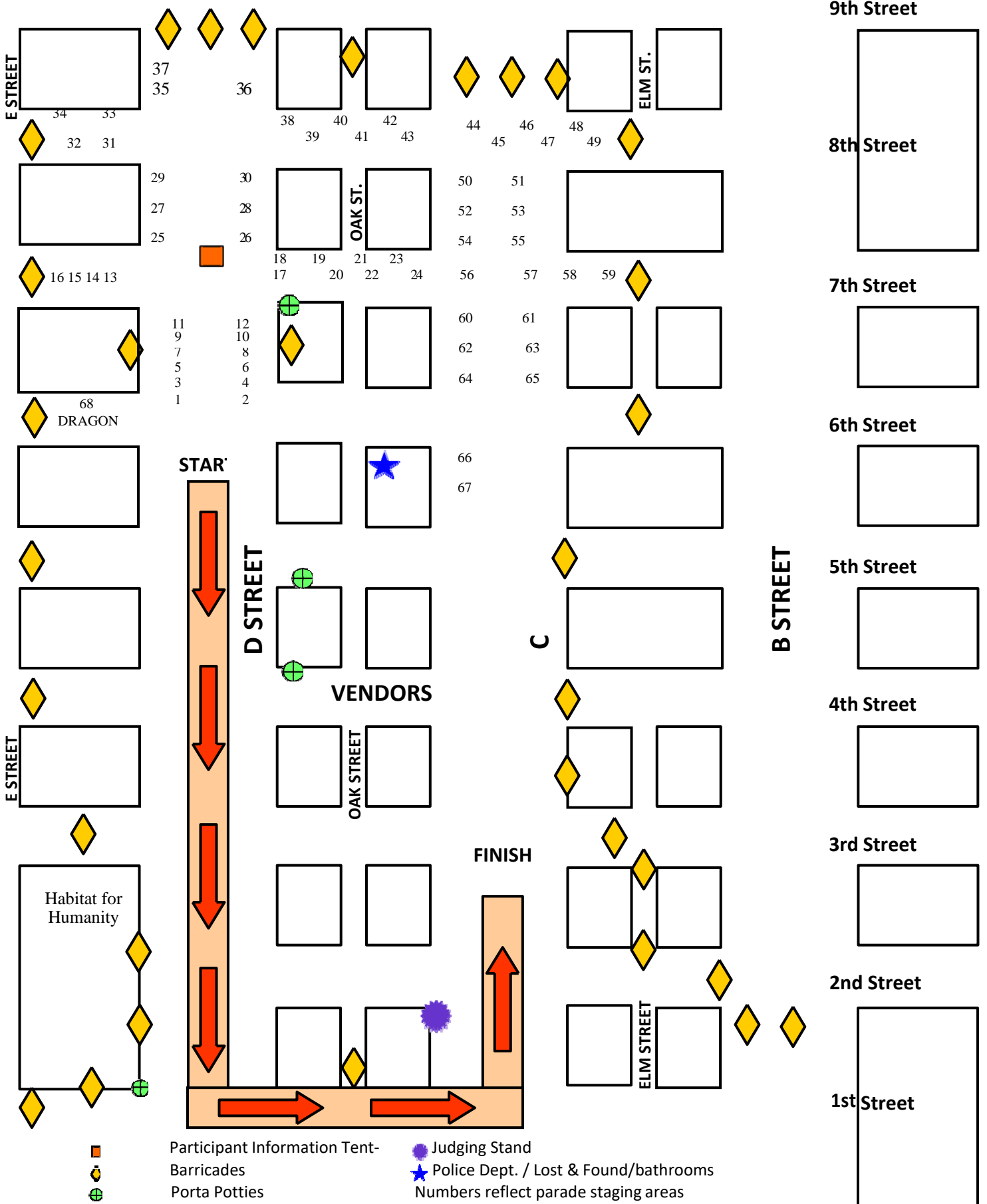
In some cases the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the City.

### **Special Risks or Circumstances**

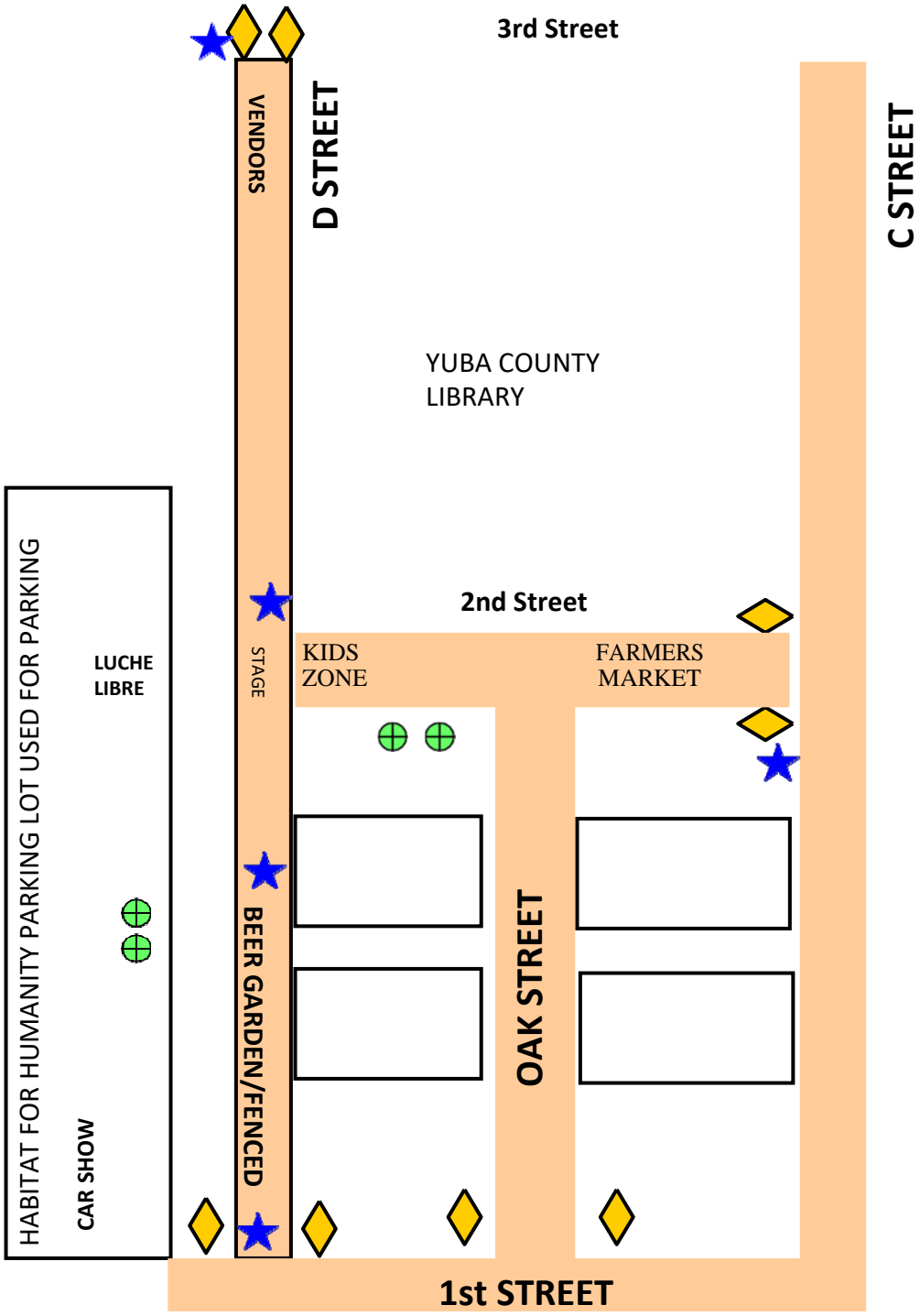
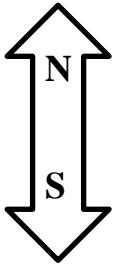
City reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.






# Sample Parade Map



# SAMPLE EVENT STREET CLOSURE



 Security	 Barricades
 Porta Potties	

**CITY OF MARYSVILLE  
Process for Fee Waiver**

**Criteria for Fee Waiver\*:**

1. The event for which the service or resource used is organized and wholly sponsored by the City.
2. The waiver of fees is necessary to meet the mission of the City.
3. The authority for waiver is specified within the Fee Schedule.

\*adopted by City Council 5/18/99

Name of Event: \_\_\_\_\_

Date / Time of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested Facility: \_\_\_\_\_

**To be filled out by applicant:**

If any of the answers are "NO", the applicant may use the space available to explain why a fee waiver should still be considered.

- |    |   |                                 |                                |
|----|---|---------------------------------|--------------------------------|
| 1. | Does the primary business, non profit or person sponsoring the event own property or live within the incorporated City Limits?  | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
|    | _____<br>_____<br>_____<br>_____  |                                 |                                |
| 2. | Do any other participants or sponsors actively involved in the event live or own property within the incorporated Citylimits?   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
|    | _____<br>_____<br>_____<br>_____  |                                 |                                |
| 3. | Does the sponsoring organization provide services or facilities without charge to the residents, businesses, or governmental organizations in Marysville, or Yuba County? | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
|    | _____<br>_____<br>_____<br>_____  |                                 |                                |



4. Is the event sponsor a not-for-profit, 501 C 3, or other recognized non-profit organization? YES NO

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Do all net proceeds for the event go to a local charity or non-profit? YES NO

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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<b>FEES TO BE WAIVED:</b>		
	<b>Fees</b>	<b>Fees Waived</b>
Administrative Fee	\$ _____	\$ _____
User Fee	\$ _____	\$ _____
Electrical Fee	\$ _____	\$ _____
Clean-up Deposit	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>TOTAL FEES WAIVED</b>	\$ _____	\$ _____

**APPROVED BY:**

\_\_\_\_\_  
 CITY MANAGER

\_\_\_\_\_  
 DATE

## COVID 19 EVENT SAFETY GUIDELINES

**FIRST, PLEASE STAY HOME IF YOU ARE SICK OR NOT FEELING WELL.**

- Event participants will maintain a minimum of six feet distance. If not possible, event participants will be required to wear a mask.
- All Event staff will be required to wear a mask at all times.
- Multiple soap, sanitizer and disinfectant stations will be provided.
- The temperature of all event participants and event staff will be taken when first entering the event.
- Event areas will be sanitized after each use (e.g., counters).
- Other frequently touched areas will be cleaned and sanitized regularly.
- Disposable food service items, including utensils and dishes, will be used for all food sold at the event.
- Physical guides will be established to ensure individuals remain at least six feet apart, such as: tape on floors or sidewalks; signs on walls, posts, and sandwich boards; and guides that create one-way routes and reduce touching the same exits multiple times by the same individuals.