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### APPLICATION FOR SPECIAL EVENT PERMIT

Shafter Municipal Code 17.02.100 permits short-term placement of activities on privately or publicly owned property with appropriate regulations so that such activities are compatible with the surrounding areas.

The City’s Project Assistance Team is authorized to approve a special event permit if the event is expected to accommodate less than 50 persons. City Council approval is required if more than 50 persons will attend.

Complete applications must be received a minimum of 30 days prior to the event. If errors or omissions are discovered, the application will be deemed incomplete and will be returned to the applicant for revision. Acceptance of your application is not a guarantee of approval. After the initial intake of your completed application, other City permits may be required. Application Fees are due at the time of submittal and are non-refundable.

**APPLICANT:** Name (Contact Person): \_\_\_\_\_

Name of Business or Organization (if applicable): \_\_\_\_\_

If Organization, what type:       Service Club       Church       Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**TYPE OF EVENT** (concert, reception, parade, party, promotion, rally, wedding, parade, etc.)

\_\_\_\_\_

**DATE(S) OF EVENT:**      From: \_\_\_\_\_      To: \_\_\_\_\_

**TIME OF EVENT:**      From: \_\_\_\_\_      To: \_\_\_\_\_

**TIME SET-UP STARTS:** \_\_\_\_\_      **TIME CLEAN-UP ENDS:** \_\_\_\_\_

**NUMBER OF ATTENDEES:** \_\_\_\_\_      **ADMISSION FEE?**     Yes     No

**LOCATION OF EVENT:** \_\_\_\_\_  
Name of Facility/Address

Name of Property Owner: \_\_\_\_\_

**FULL DESCRIPTION OF ACTIVITY:** (check all that apply)

- Amplified speech or music     Food Beverages served/sold\*\*     Banners/Flags to be used     Public Dance
- Street closure (attach map)     Barricades (attach map)     Equipment to be brought in (specify below)
- Food Vendors **\*\*a copy of the Community Event Permit issued by Kern County Public Health must be attached**
- Alcoholic Beverage **\*\* the event organizer must obtain an ABC licensed issued by Alcoholic Beverage Control**

**EVENT ORGANIZERS ARE RESPONSIBLE FOR ENSURING ALL VENDORS ARE PROPERLY LICENSED.**

Additional Pertinent Information (attach additional sheet if necessary): \_\_\_\_\_

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

**GENERAL REQUIREMENTS:**

1. Execute a Hold Harmless Agreement.
2. Provide a Certificate of Insurance with an Endorsement for the City of Shafter, if required. See “Insurance Requirement” below.
3. There shall be no disruption in normal vehicular traffic flow.
4. All City noise regulations must be observed.
5. Parking must be in authorized parking spaces only.
6. There shall be no alcoholic beverages at event without prior City Council approval.
7. Carefully observe Hours of Event, as stated on permit.
7. All set-up and clean-up is the responsibility of the permit-holder. Following the event, all facilities must be left in a clean and orderly condition.
8. If indicated, comply with any additional conditions that may have been imposed as Conditions of Approval following review of your application for a Special Event Permit.
9. Do not advertise your event until the application is approved.
10. Application fees are non-refundable.

***INSURANCE REQUIREMENTS ONLY IF THE EVENT WILL BE HELD ON A CITY OWNED FACILITY OR ON CITY RIGHT-OF-WAY:***

- |                              |                              |                             |
|------------------------------|------------------------------|-----------------------------|
| 1. Open to the Public        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Fundraising               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. More than 100 persons     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Amplification             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Alcohol to be served/sold | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any one or more of the boxes above are marked YES, a Certificate of Insurance must be filed two weeks prior to the event. The Certificate of Insurance alone is not an acceptable proof of coverage and must be accompanied by an Endorsement page naming: “**The City of Shafter, it’s Officers, Employees, City Council members, Agents, Boards and Commissions**” as additional insured. The insurance coverage accepted is \$1,000,000 per occurrence and \$2,000,000 general aggregate. In addition, if Alcohol is present or sold, a host liquor liability in the amount of \$2,000,000 per occurrence and \$4,000,000 general aggregate must be produced.

The following Hold Harmless Agreement is also required:

This is to certify that \_\_\_\_\_ agrees to indemnify and hold harmless the City of Shafter, its Employees, City Council members, Agents, Boards and Commissions from and against any and all claims, liability loss, costs, damages, fees of attorneys, and other expenses which the City may sustain or incur by reason of, or in consequence of, the use of City streets and land, including but not limited to, sums paid on liability judgments in relation to use of land and streets.

Furthermore, I certify that I am the applicant or authorized agent and that the information filed is true and correct to the best of my knowledge. I understand that additional Conditions of Approval may be imposed on my event by the Project Assistance Team or the City Council, and I agree to comply with any conditions that may be required.

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF OF POLICE:**       Approved       Approved with Conditions Listed Below       Denied

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

**PROJECT ASSISTANCE TEAM:**       Approved       Approved with Conditions Listed Below       Denied

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

**CITY COUNCIL:**       Approved       Approved with Conditions Listed Below       Denied

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

**CONDITIONS OF APPROVAL**

As part of the approval process for a Special Event Permit application, conditions may be imposed that are deemed necessary to ensure that the permit will be applied in accordance with the criteria outlined in the City Zoning Ordinance. These conditions may involve any factors affecting the operation of the temporary use or event. Conditions of Approval include the following items circled:

1. Provision of temporary parking facilities, including vehicular ingress and egress.
2. Regulation of nuisance factors such as, but not limited to, prevention of glare or direct illumination of adjacent properties, noise, vibration, smoke, dirt, odors, gases, and heat.
3. Regulation of temporary buildings, structures, and facilities, including placement, height and size, location or equipment and open spaces including buffer areas and other yards.
4. Provision of sanitary and medical facilities.
5. Provision of solid waste collection and disposal.
6. Police and fire concerns.
7. Provision of security and safety measures.
8. Regulation of operating hours and days, including limitation of the duration of the special event to a shorter time period than requested.
9. Submission of a performance bond or other surety device to assure that any temporary facilities or structures used for the proposed special event will be removed from the site within a reasonable time following the event and that the property will be restored to its former conditions.
10. Submission of a site plan indicating any information required by the Zoning Ordinance.
11. A requirement that the approval of the requested special event permit is contingent upon compliance with the Zoning Ordinance and with other applicable provision of other ordinances, resolutions, or regulations.
12. Other conditions that will ensure the operation of the proposed special event in an orderly and efficient manner and in accordance with the intent and purpose of the Zoning Ordinance.
13. Additional Conditions of Approval: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_ Zoning of Property \_\_\_\_\_

Fee Waived:  Yes  No Fee: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Check No. \_\_\_\_\_

Yes  NA Park Use Permit Issued       Yes  NA Insurance Certificate Filed

Yes  NA Encroachment Permit Issued       Yes  NA ABC License