



APPLICATION FOR PUBLIC GATHERING OR SPECIAL EVENT

Name of applicant: _____

Applicant address: _____

Applicant phone: _____

Applicant email: _____

Address and legal description of premises upon which the gathering is proposed:

Are copies of all leases, license, contracts, and other consents of owner(s) of the premises attached to this application? Y ____ or N ____

Names and addresses of all promoters, organizers, presenters, proprietors, and financial backers of the proposed gathering: (attach additional sheets as necessary)

Are copies of financial statements of all promoters, organizers, presenters, proprietors and financial backers of the proposed gathering attached? Y ____ or N ____

Detailed description of the program, agenda, or plan of activities of the proposed gathering, including dates and hours:

Estimated maximum number of persons who may reasonably be expected to attend the proposed event: _____ (max.)

Office Use Only

Date Rec'd _____ Rec'd by _____ Permit Processing Fee Rec'd _____ Receipt # _____

Detailed descriptions of each of the following items proposed by the applicant for the proposed gathering must be attached:

1. Certificate of general liability insurance coverage for a minimum of \$1,000,000.00 with the City of Yorba Linda named as an additional insured by means of an endorsement to the policy is required before approval.
2. A copy of each proposed advertisement.
3. A description of all proposed publicity.
4. A plan of the proposed access and traffic flow routes of ingress and egress.
5. A proposed directional signing, traffic barriers, traffic control officers, and pedestrian control officers plan.
6. A proposed parking plan.
7. A proposed sanitation plan, including provisions for toilets and drinking water.
8. A proposed plan for medical first aid assistance.
9. A proposed plan for fire protection.
10. A description of existing or proposed physical improvements, including fences, gates, ticket/food/other booths, stages, light/sound towers, and/or grandstands.
11. A Waste Management Plan for reducing and recycling waste. (required if 2000 or more persons including workers, per day)
12. A proposed plan of cleanup of the premises, adjacent areas, and routes of access for ingress and egress.
13. A proposed plan for providing food and drinks, evidence of ABC approval if alcoholic beverages are to be served.
14. A proposed plan for illumination of all areas of the premises and the routes of access for ingress and egress.
15. A proposed plan of dust control for all areas of the premises and routes of access for ingress and egress.
16. A proposed plan of sound amplification systems.
17. Property owner consent. Written and signed release to use the property for the event.

Date: _____ Signature of Applicant: _____

Reviewed by:		Office use only		Signature:
		Denied:	Approved:	
City Manager		☐	☐	
Building				
Administrative/Waste Management				
Engineering	Public Works Storm Water Traffic			
Planning				
Parks & Recreation				
Community Preservation				
O.C.S.D				
O.C. Fire Authority				
O.C.H.D				
O.C.A.C				