



SPECIAL EVENT PROCESS

Introduction

Special events play a vital role in fostering community engagement, celebrating cultural diversity, and enhancing the overall quality of life. Whether hosted at public City parks and facilities or on private property, these events bring people together, creating memorable experiences that strengthen our community bonds.

To ensure the success and safety of these events, the City of American Canyon has established comprehensive procedures for planning, organizing, and executing events on public property. These procedures are designed to support event organizers in navigating the requirements while balancing the needs of the community, public safety, and preservation of neighborhood character.

This guide outlines steps, regulations, and resources available for hosting events on public property. It serves as a roadmap for event organizers, whether you are coordinating a large-scale community festival at a city park, a volunteer event, or a block party. Our goal is to assist you in creating successful events that are enjoyable, safe, and beneficial for all.

Definition of a Special Event

A special event is a planned gathering or activity that brings people together to celebrate, support, or engage in community-focused initiatives. These events may include cultural celebrations, holiday festivals, recreational programs, educational workshops, or organized volunteer events that promote civic engagement and community pride. Special Events are designed to foster a sense of connection, highlight local resources, and provide opportunities for individuals of all ages to come together, contribute, and enhance the overall well-being of the community.

Partnered Community Events

For public community events benefiting the entire community, nonprofit organizations, and community partners must be well-established within the American Canyon community and meet the City Council's definition of a "community-based event – benefiting the entire community" as outlined in Resolution 2024-24, Section 1, Number 6 "American Canyon nonprofit organizations and community partners are encouraged to host, coordinate, and manage community-based events for American Canyon residents at City parks and facilities. These community events provide a great community benefit (Tier 1 – within the Cost Recovery Pyramid Model) by enhancing our resident's quality of life, providing unique experiences that celebrate our community's cultural diversity, and showcasing our community's inclusivity."

The city values these relationships and partnerships. If the event or activity is approved by city staff during the application review, the city will provide a city park or facility at no charge to the nonprofit organization or community partner. All other community event rules and regulations, requirements, and refundable deposits apply. The city does not have the authority to waive fees from other organizations or bypass state, federal, or local rules and regulations.

The organization will work with City staff to plan large-scale events, managing all aspects including the coordination, expenses, and additional requirements – which are determined based on the event and the activity. Organizations must submit all required documents by the established deadline to secure their event. The city will not hold or block off any dates; failure to meet the deadline may result in the event not proceeding as planned. City staff will make every

effort to support and collaborate with our partners, including proactively reaching out to those with established events to initiate the planning process.

Private Event on Private Property

Private events held on private property, including those where a fee is charged, are managed by the Community Development Department. These events may involve organized gatherings or activities on privately owned land, such as a residence, business, or other private venue, where attendees are required to pay an entry fee, participation fee, or donation to access. Such events might include weddings, concerts, fundraisers, or other restricted-entry gatherings. Additionally, private invitation-only events – where attendance is limited to individuals personally invited by the host and no fee is charged, are also considered private events on private property. These could include private parties, family gatherings, or exclusive receptions. For either type of event, contact the Community Development Department to start the permit process.

Property Owner Permission

Organizers are required to have written permission from property owners to use their property or to conduct an event in front of or in proximity to their business before a permit is approved.

Permit Required

In accordance with the City of American Canyon's Municipal Code 5.05.030, it shall be unlawful for any person to conduct, operate, maintain, organize, advertise, or sell or furnish tickets to any special event or temporary promotion within the City of American Canyon without a valid permit for the event. This includes all community-based events on City property, as well as private events on private property.

Per the City of American Canyon's Municipal Code 5.05.020 a "Special Event" means:

1. Any temporary event not exceeding thirty days, whether indoors or outdoors, involving thirty or more persons, which is inconsistent with the permanent use to which the property may legally be put, or the occupancy levels permitted on property; or
2. Any public assembly defined in this section; or
3. Any event, regardless of the number of persons involved, required full or partial street closures, which occurs on a city street, sidewalk, alley, or other public right-of-way, and/or which is likely to obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic.

Per the City of American Canyon's Municipal Code 5.05.035, a special event permit is required for any special event, as defined in Section 5.05.020, having any of the following characteristics:

1. Involves the use of public property or facilities or has a substantial impact on traffic, public property or facilities in a way that may require the provision of city public services in response; and/or
2. Creates noise in excess of the standards set forth in Chapter 8.12 ("Noise Control"); and/or
3. Involves the use of any pyrotechnic device as defined in the California Health and Safety Code; and/or
4. Involves the construction or installation of any temporary or permanent tents, canopies or other structures, if the construction or installation requires permit from the City's Community Development Department or from the American Canyon Fire Protection District; and/or
5. Involves the use of any exotic or non-domesticated animals, or mechanical amusement rides.

Generally, any activity organized by an individual, group, or outside entity that involves the use of, or having an impact upon, public property, public facilities, parks, sidewalks, and street areas, requires a permit. Special events are generally significant in scale and often involve an invitation to the community at large.

Special Event Application

Special Event Applications are accepted up to one year in advance of the event date, but no less than six months prior. Applicants must be at least 18 years of age to submit an application. Submission of a completed application does not guarantee approval of a Special Event Permit, as all applications are reviewed on a first-come, first-served basis by City staff. Depending on the nature of the event, additional paperwork and requirements may apply and must be submitted no less than 30 days before the event date. Failure to meet these requirements may result in the cancellation of the event or the need to select a different date.

It is the applicant's responsibility to fulfill all requirements to conduct a special event on public property including securing liability insurance, business licenses for vendors, etc. Additionally, applicants may also be responsible for taxation and revenue reporting, such as obtaining a business license if products are sold at the event and collecting and reporting sales tax unless exempt under state and federal law. City staff will guide applicants through the permit process, including securing any additional permits (such as fire or health department) and paying all applicable fees based on the nature of the event. Multiple City departments may review the special event application to ensure compliance with federal, state, and county regulations.

Incomplete applications will not be accepted, and this may delay the review and approval process, potentially impacting the availability of the preferred date and location. Use "N/A" for any sections of the application that do not apply to the event. Once a completed application is received, City staff will contact the applicant.

Special Event Permit Fee

To begin the application process, a nonrefundable \$250 Application Fee is required when submitting a special event application for City review. Please note that this fee is non-refundable, and the City is not obligated to approve the event. This fee does not apply to Partnered Community Events.

Special Event Permit

A Special Event Permit will be issued to the organization once the City receives a completed Special Event Application, along with all required documentation and any additional materials specific to the event. The permit, issued by the Parks and Recreation Department, will be valid for the approved dates and times of the event. Any changes to the event must be made in writing and submitted no less than 30 days prior to the event date.

Block Party

A gathering, sponsored solely by owners, residents, or tenants of properties fronting a public street, requires a Special Event Street Closure Permit. A block party is a closure of not more than one block of a public roadway to vehicular traffic and use of the street for a gathering of less than 100 persons. As part of the application process, the applicant will be required to obtain signatures from all residents and property owners on the block, and those directly affected by the street closure. The signature sheet must include each property owner's name, property address, and contact information, acknowledging and understanding of the proposed street closure, and must be submitted with the application for processing. Failure to provide these signatures may result in delays or denial of the application. It is the applicant's responsibility to communicate clearly with the affected parties and address any concerns prior to submitting the application.

Special Event Street Closure Application

Organizers planning to close a public street as part of their special event are required to submit a Special Event Street Closure Application at least 60 days prior to the event. This process ensures that all necessary permits and approvals are in place for the temporary use of public roadways, promoting safe event operations while minimizing disruption to the community. However, submitting an application does not guarantee permit approval. Each application undergoes a thorough review by city departments, with decisions based on factors such as public safety, traffic impact, and compliance with local regulations. Organizers will be notified once a decision has been made, and if approved, the event organizer will receive a permit authorizing the public street closure. The city will manage the street closure, which will occur 30 minutes before the permitted closure time, and reopen 30 minutes after the permitted reopen time on the application.

Public road closures must always allow access to emergency vehicles to protect life and property. This includes the fire department, police, Sheriff, Highway Patrol, ambulances, and other emergency responders. No vehicles or objects are allowed to block roadways or fire hydrants. You must leave at least one lane (15 feet minimum) open for emergency vehicles. This means no vehicles, tables, chairs, barbeques, stages, or other items can be placed in this lane. The lane can be used by participants as long as it can be quickly cleared for emergency vehicles if needed.

Parades

Parades are classified as special events requiring a Special Event Permit from the City of American Canyon. Organizers must follow the Special Event Permit Process, submit a Special Event Street Closure Application, and meet all requirements in the City's Parade Procedures. Permits will not be issued to those who do not meet these criteria.

Refundable Deposit

Organizers will be required to pay a \$500 Refundable Deposit for each event. This deposit serves as a security measure to ensure compliance with the City's Special Event Process and cover any potential damages. If necessary, the deposit may be withheld at any time. Should the deposit be insufficient to cover the damages, the applicant will be billed for the remaining balance, which must be paid within 72 hours of receiving the invoice. Refunds will be processed two weeks after the rental concludes, provided all rental guidelines are followed and no damage is found. In the event of rule violation or damage, the deposit may be partially or fully withheld to cover the associated costs. For organizations that host more than one event per year, this deposit may be transferred to the next event.

City Parks and Facility Fees

Permission to use the City of American Canyon's parks, facilities, and public right away is coordinated through the Parks and Recreation Department via an application process. Reservation fees apply for using these spaces, and the City staff do not have the authorization to waive fees for events or facility usage. All fees must be paid in full no less than 30 days prior to the event date. Failure to do so may result in the event being canceled, with any previously paid fees, including the refundable deposit and application fees to be forfeited.

Cancellations

Cancellation of an approved special event must be submitted to the City of American Canyon's Parks and Recreation Department no less than five (5) business days prior to the event date. The organizer is responsible for any labor or direct City costs incurred up until the time of cancellation. All fees paid to the City, including the Refundable Deposit, will be forfeited.

ADA Compliance

All special events are required to be ADA-compliant to ensure accessibility for individuals of all abilities. Organizers must plan and implement accommodations for attendees with disabilities, including accessible entry and exit points, pathways, designated seating,

restrooms, and parking spaces. Event materials and signage are essential to promote inclusivity and meet federal and local accessibility standards, providing all guests with a safe and enjoyable experience.

Commitment to Inclusivity

All special events must be inclusive, ensuring a welcoming environment for individuals of all backgrounds, abilities, and identities. Organizers are responsible for creating an environment that promotes diversity, equity, and accessibility. This includes planning for physical accommodations, such as accessible pathways, seating, and restrooms, as well as fostering a respectful and safe atmosphere for all participants. Inclusive events celebrate the unique contributions of each attendee and reflect our community's commitment to embracing diversity and ensuring equal opportunity for everyone to participate fully.

Business License

All vendors selling in an event held in the City of American Canyon must obtain a current business license. For more information about the City of American Canyon's Business License requirements visit www.americancanyon.gov/work/business-services.

Indemnification

The organizer must agree to indemnify and hold harmless the City of American Canyon, its officers, agents, volunteers, and employees from any and all claims, damages, or suits that may arise by the granting of a Special Event Permit.

Insurance

Community Groups, businesses, and nonprofit organizations are required to provide General Liability Insurance with a minimum of one million (\$1,000,000) per occurrence, and two million (\$2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. All such Liability Insurance shall name the City of American Canyon, inclusive of its employees, volunteers, representatives, and agents as additionally insured by separate Scheduled Endorsement.

Alcohol Liability: For events selling or serving alcoholic beverages, organizations will be required to provide a Commercial General Liability policy with Liquor Liability in the amount of one million dollars (\$1,000,000).

Nature of the Event: Depending on the nature of the event including total attendance, activity, location, and duration, Commercial General Liability insurance limits may change. Additional insurance fees will be at the expense of the event organizer.

Vehicles: For vehicles used during an event, the driver will be required to provide proof of valid auto insurance for the make and model of the vehicle with a minimum limit of \$250,000 per person, \$500,000 per accident Bodily Injury Liability, and \$100,000 Property Damage.

Workers Compensation: All events that involve hired workers or volunteers supporting the event must have and maintain Workers' Compensation (Statutory Limits) and employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Organizers shall submit to the City, along with a certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Nonprofits

Nonprofit organizations are required to submit a copy of their California nonprofit 501 (C)(3) certificate to the City to receive nonprofit status. This provision does not apply to for-profit events.

Crowd Control and Security

Organizers are responsible for ensuring a safe and secure environment for their event through careful planning and anticipation of potential issues and emergencies. Depending on the nature of the event, professional licensed security may be required. The City of American Canyon will determine if security is necessary. If required, security services must be arranged at least 30 days prior to the event, and the City must be provided with the security's name, point of contact, and total number of staff.

Traffic Control and Parking Plan

Organizers must submit a clear and legible traffic control and parking plan. The plan must include a detailed diagram showing detours, delay warnings, approved road closures, routing, event parking, vendor parking, no-parking zones, and traffic monitors. This plan must be approved by the City of American Canyon's Public Works Department and public safety personnel before the event can proceed. The organizer may be required to purchase additional barricades, and directional and event signage to support their plan.

Site Plan

Organizers must submit a clear and legible site plan that details the layout of the event. The plan needs to include the location of tents, stages, portable restrooms and handwashing stations, vendors, and any other items that will be used to support the event. For parades, runs, walks, and cycling events, the site plan must also outline the path of travel or routes, the location of monitors, stations, staging areas, start and finish lines, and dispersal areas.

Medical Plan and First Aid Stations

Organizers are required to submit a comprehensive medical plan for the event, which must include a map of medical stations, their locations, a list of first-aid supplies, and dedicated medical staff or volunteers onsite. Certain events may require a first-aid station staff with certified emergency medical personnel, who must provide all necessary first-aid equipment, including an Automated External Defibrillator (AED) unit. These supplies and equipment must be readily accessible at all times throughout the event. The City of American Canyon will determine if a first aid station is necessary. If required, emergency medical services must be arranged at least 30 days prior to the event, and the City must be provided with the company's name, point of contact, and total number of staff. For your convenience, the following contact information is provided:

Napa County AMR
841 Latour Court, Suite D
Napa, CA 94558

Phone: (707)501-5280 / Email: amr.napa.county@amr.net

Waste Management Plan

Organizers are required to submit a waste management plan that outlines strategies for collecting and managing waste during the event. This plan should detail how waste materials will be handled to minimize the amount sent to the landfill, emphasizing the proper separation of materials into recycling, compost, and landfill categories. Recycling and composting are mandatory, and it is the event organizer's responsibility to ensure these streams remain uncontaminated. Additionally, the plan must specify outline how the waste will be collected and managed throughout the event, as well as the procedures for properly disposing of waste once the event concludes.

Food Vendors at Temporary Events

All food vendors are required to have a health permit issued by the Napa County Health Department. Food vendors must submit their application and pay the required fees to the

County. The type of permit, policies, procedures, and fees depend on the nature of the event and duration. For your convenience the following contact information is provided:

County of Napa
Department of Environmental Health
1195 Third Street, Suite 101
Napa, CA 94558
Phone: (707)253-4471

Alcohol

Anyone involved in the sale or serving of alcoholic beverages at an event must be 21 years of age or older and must have a Responsible Beverage Services (RBS) certificate and daily license from the State of California Department of Alcoholic and Beverage Control. ABC license requires a signature from the City of American Canyon (Property Owner), and the American Canyon Police Department. For your convenience, the following contact information is provided:

Department of Alcoholic Beverage Control
50 D Street, Suite 400
Santa Rosa, CA 95404
Phone: (707)576-2165 / Website: www.abc.ca.gov/permits/permits.html

Portable Toilets and Hand Washing Sinks

Organizers are required to provide one portable restroom and handwashing station for every 60 attendees. Additional facilities may be required depending on the nature of the event, as determined by City staff. The placement and total number of facilities must be coordinated with and approved by the City of American Canyon's Parks and Recreation Department, and contact details must be provided a minimum of 30 days prior to the event.

Smoke/Vape Free

In accordance with the City of American Canyon's Municipal Code Chapter 12.04, titled "Parks and Recreation Area Use", the City prohibits smoking in city parks and recreation facilities, including electronic cigarettes and similar tobacco products. This prohibition is in place to protect public health, promote a safe and clean environment, and ensure that these spaces remain enjoyable for all visitors. Violations of this code may result in fines or other enforcement actions as outlined in the Municipal Code.

Temporary Structure Approval

The use of canopies must be indicated on the application. Canopies or event tents up to 10x10 feet are permitted without additional requirements. However, any canopy or event tent larger than this may require additional permits and inspection by the Fire Marshal. Event organizers will be required to secure all event tents with sandbag weights; staking into the ground or buckets of water is not permitted.

Temporary Banners, Signage, and Markings

All temporary banners, signage, and markings – broadly defined as "signage", must be reviewed and approved by the City of American Canyon before being displayed on public property. Signage that is demeaning or disparaging to individuals or groups, promotes the use or sale of tobacco and tobacco products, or serves as political campaign materials will not be permitted. Any unapproved signage will be removed immediately. Organizers must remove all signage once the event concludes. The use of spray paint or other semi-permanent materials is strictly prohibited. In the event these items are not removed after the event, the applicant will be charged \$50 per hour, per staff member, billed in full-hour increments for their removal and disposal. These charges will be deducted from the

refundable deposit; if the deposit is insufficient, the organizer will be billed, with payment due within 24 hours of issuing.

Film/Photography

Film and photography activities, including commercial still photography, motion picture filming, television shows, and commercials in any medium – whether film, tape, or digital – require a City of American Canyon Film/Photography Permit. This permit will be included in the Special Event Permit if the application is approved.

Pyrotechnic Approval

All activities involving pyrotechnics required special approval from the American Canyon Fire Protection District and the City of American Canyon. Requests must be submitted at least two months prior to the event. If approved, the organizer will be required to meet with the approval authorities to plan and organize logistics – two months prior, one month prior, seven days prior, and on the day of the event. Organizers are responsible for ensuring the launch zone is thoroughly cleaned and all debris is removed once the event concludes. Failure to do so will result in a cleanup fee, as outlined in the Cleanup and Incidentals section.

Notification Letter

The organizer may be required to distribute a notification letter to all residences and businesses within a one-block area of the event or greater with information about the event. The letter shall include but not be limited to information regarding event location, impact on access, areas of parking and traffic restrictions, and whom to contact should issues arise. The letter must be reviewed and approved by city staff and be distributed to residences and homes no later than 72 hours prior to the event.

Sound

Applicants must indicate on the application whether music will be used during the event and specify the type of music. Additionally, applicants must comply with the City of American Canyon's Noise Ordinance outlined in Chapter 8.12 of the Municipal Code titled "Community Noise".

City Staff

City staff including the American Canyon Police Department, will not be available to support special events. Organizers are required to be fully self-sufficient in all aspects, including coordination, planning, event-day logistics, and cleanup. For security support specifically for the event, please refer to the Crowd Control and Security section.

Cleanup and Incidentals

The organizer is responsible for the cleanup of their event. Failure to do so will result in a cleanup fee of \$50 per hour per staff member, billed in full-hour increments, to restore the facility to its pre-event condition. If City staff are required to assist with planning, coordination, or event-day-of logistics, the organizers will be charged the same rate of \$50 per hour, per staff member, billed in full-hour increments. These fees will be deducted from the refundable deposit. If the deposit is insufficient, the City will bill the organizers, and all fees must be paid within 24 hours of receiving the bill.

Revocation of Permit

Any permit granted pursuant to this section may be revoked at any time by the City of American Canyon for good cause. The City reserves the right to immediately revoke the rights and privileges granted by the permit, in whole or in part, at its sole discretion. This may occur for reasons including, but not limited to: 1) ensuring public health and safety, or 2) violation of any terms or conditions of the permit.



PARKS AND RECREATION DEPARTMENT
4381 BROADWAY STREET, SUITE 106
AMERICAN CANYON, CA 94503
P: (707)648-7275
E: PARKSINFO@AMERICANCANYON.GOV

SPECIAL EVENT APPLICATION

(APPLICANT MUST BE 18+ YEARS. Please complete the application in its entirety or the permit process may be delayed)

Public Facility Location: _____

Event Date: _____ Day of the Week: _____ Event Time: _____ am/pm to _____ am/pm

Setup Time: _____ am/pm to _____ am/pm Cleanup Time: _____ am/pm to _____ am/pm Total Hours: _____

*Rental hours must include all-time needed for decorating, setup, event time, and cleanup.

Type of Event: ☐ Community ☐ Festival/Celebration ☐ Private (invitation only)
☐ For Profit ☐ Concert/Performance ☐ Block Party
☐ Parade/Procession/March ☐ Athletic/Recreation ☐ Farmer/Outdoor Market
☐ Race/Run ☐ Other: _____

Is the event open to the public? ☐ Yes ☐ No

Event Description: _____

Total Expected Attendance: _____ ☐ New Event ☐ Recurring Event

Applicant Name: (main contact for rental): _____

Name of Organization: _____

Is the Organization an American Canyon Nonprofit? Yes ___ No ___ Nonprofit #: _____

Address: _____

City/State: _____ Zip: _____ Phone Number: _____

Email: _____

ADMISSION/FEES

Are you charging admission or a fee to participate? ☐ Yes ☐ No

If yes, what is that fee: _____ Any additional fees: _____

Why is there a fee(s): _____

AMPLIFIED SOUND

Amplified Sound: ☐ Yes ☐ No If yes, complete the following:

Type of Sound Equipment: _____

Location of Sound Equipment: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Description: ☐ Stereo ☐ Band/Live ☐ DJ ☐ Microphone/PA System

If you have a Band/Live Music or DJ – You will be required to provide a List of Music Vendors.

Owner of Amplified Music System: _____

First Name

Last Name

Business/Organization Name: _____ Phone Number: _____

Will a vehicle be used? ☐ Yes ☐ No If yes, License Plate Number: _____

Vehicle Make: _____ Vehicle Year: _____

Max Power: _____ watts Max Volume: _____ Decibels Dist. Of Audible Sound: _____ feet

STAGE

Stage: ☐ Yes ☐ No If yes, complete the following:

Size of Stage: _____ Location of Stage: _____

Stage Company Name: _____ Phone Number: _____

Will a vehicle be used? ☐ Yes ☐ No If yes, License Plate Number: _____

Vehicle Make: _____ Vehicle Year: _____

PERFORMERS

Performers: ☐ Yes ☐ No If yes, what kind of performers? _____

You will be required to provide a detailed Performer Vendor List.

FOOD

Food: ☐ Yes ☐ No Food Sales: ☐ Yes ☐ No If yes to these questions, complete the following:

Type of Vendors: ☐ Food Truck ☐ Catered ☐ BBQ/Grill Stations
☐ Beverage Carts ☐ Snack Carts ☐ Tent / Pop-up / Stall Vendor
☐ Pizza Ovens ☐ Kettle/Pop Corn ☐ Juice Bar/Boba/Coffee/Smoothies
☐ Other: _____

Total Number of Food Vendors: _____ A list of food vendors will be required.

ALCOHOL

Alcoholic Beverages: ☐ Yes ☐ No Alcohol Distribution: ☐ No Host ☐ For Sale

Type of Alcohol: ☐ Spirits ☐ Beer ☐ Wine ☐ Cocktails

*ABC License and Napa County Serving Certificate Required

VENDORS

Vendors: ☐ Yes ☐ No **If yes, complete the following:**

Type of Vendors: ☐ Informational ☐ Nonprofit/Community Organization
 ☐ Children's Activities ☐ Artisan and Crafts
 ☐ Experience & Activities ☐ Wellness & Lifestyles
 ☐ Businesses ☐ Agricultural & Artisan Foods
 ☐ Other: _____

Total Number of Vendors: _____

Are any of the vendors selling items/products? ☐ Yes ☐ No

Are any of the vendors collecting a fee to Participate? ☐ Yes ☐ No

A detailed vendor list will be required. If you answered yes to any of the above, vendors will be required to have a City of American Canyon Business License.

STREET CLOSURE

Street Closure: ☐ Yes ☐ No **If yes, complete the following:**

Name of the street to be closed: _____

Closure Starting At: _____ **AM/PM** **Closure Ends At:** _____ **AM/PM** **Total Hours of Closure:** _____

Do you need City staff assistance?: ☐ Yes ☐ No

Street closures require a Special Event Street Closure Permit.

EVENT TENTS

Tent: ☐ Yes ☐ No **If yes, complete the following:**

Total Number of Tents: _____ **Sizes of Tents:** _____

Purpose of Tents: _____

Site Plan will be required including the location of these tents.

EVENT PROMOTIONS

Event Promotions: ☐ Yes ☐ No **If yes, complete the following:**

Type of promotional materials: ☐ Flyers ☐ Social Media ☐ Newspaper
 ☐ Banners ☐ Printed Materials ☐ Digital Materials
 ☐ Other: _____

AGREEMENT AND RELEASE OF LIABILITY

I certify that I, the Applicant reserving with the City of American Canyon (City), am at least 18 years of age. The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct and that the undersigned has read and understood the Special Event Process as set forth by the City pertaining to the use of City facilities. I understand that I or an appointed representative must be present at the beginning of the rental time and must be present at the end of the rental time for inspection. I agree to do a full facility evaluation walk-through with City staff of all areas listed on the evaluation form prior to and after the event to review any current or new damages to the facility with may have occurred during my rental. I understand that failure to comply with the Special Event Process may lead to losing portions and/or all of my

rental deposit and fees, which in some cases may exceed the rental deposit amount. I further understand that if I delegate my applicant responsibilities to other members or service agencies for which I have contracted, I still have the ultimate responsibility of the facility during my rental.

It is further agreed that the Applicant shall indemnify, defend, and hold harmless the City its officers, employees, and agents from any and all losses, costs, expenses, claims, litigation, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the Applicant's use or occupancy of a facility or property controlled by the City, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

Force Majeure: Notwithstanding anything to the contrary contained in this agreement, the City shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemics, epidemic, civil disturbance, acts of terrorism, regulation of public authority, inclement weather, the loss or unavailability of electrical power such as in a Public Safety Power Shutoff event, and other causes beyond their control. The undersigned waives any right of recovery against the City, including waiver of incidental and/or consequential damages, and the undersigned shall not charge or seek recovery for damages resulting from "acts of God" or Force Majeure Events from or against the City, its officers, employees, or agents.

Applicant Name: _____ Signature: _____ Date: _____



DAY-OF EVENT VENDOR LIST

NAME AND DATE OF EVENT: _____

	VENDOR	TYPE OF BUSINESS	SELLERS PERMIT #	NON-PROFIT?	FOOD TRUCK: NAPA COUNTY HEALTH PERMIT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

By signing below, I certify that, to the best of my knowledge, all information provided above is accurate. I have also verified that each listed vendor possesses the necessary permits required for their respective business operations.

Signature: _____



SERVICE PROVIDERS LIST

NAME AND DATE OF EVENT: _____

	SERVICE PROVIDED	BUSINESS NAME	FULL ADDRESS	PHONE NUMBER
	EXAMPLE: FENCING, SECURITY, RENTAL EQUIPMENT, STAGES			
1				
2				
3				
4				
5				
6				
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By signing below, I certify that, to the best of my knowledge, all information provided above is accurate. I have also verified that each listed vendor possesses the necessary permits required for their respective business operations.

Signature: _____