



City of Delano
Community Development Department
1015 Eleventh Avenue
P.O. Box 3010
Delano, CA 93215

Staff Use Only

Date Received:
Received by:
Application No.: TOE 2024 -
Permit Fee: \$155 (Min. 20 Days prior to Event)
Late Fee : \$50 (Min. 10 Days prior to Event)
Applications submitted less than 10 days
before an event will NOT be accepted.

Temporary Outdoor Event Permit Application

Primary Contact: ☐ Applicant ☐ Owner ☐ Other (Specify) _____

Name/Company/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Number: _____

Property Owner's Information (Required) ☐ Same as above

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Number: _____

Name of the Event: _____

Property Address of site of the proposed temporary event

Date and Time of Temporary Event

Date(s): _____ Time: _____

Date(s): _____ Time: _____

Date(s): _____ Time: _____

Date(s): _____ Time: _____

CERTIFICATION AND SIGNATURE

As the property owner, I do hereby authorize the applicant to apply for this permit and is hereby designated to act as my representative during the application review process by City Staff and agencies.

Owner's Signature

Date

As the applicant, I do hereby declare under penalty of perjury that the facts and information contained in this application, including any supplemental forms and materials, are true and accurate to the best of my knowledge.

Applicant's Signature

Date

**Filing Permit Requirements
for Temporary Outdoor Event Permit
Checklist**

☐ Application

- Applicant's Signature
- Owner's Signature or written authorization (Subject to Verification)

☐ Certificate of Liability Insurance with Endorsement Page (Please see insurance sample page attached)

- Required Language
 - o Certificate Holder: City of Delano, its Officers, Employees, Boards and Commissions
 - o Minimum \$1,000,000 Coverage (Please see Insurance Matrix attached)

☐ Business License (Required)

- Pursuant to City of Delano Municipal Code 5.04.030 - Certificate and tax payment required.
- Temporary business license can be submitted with application (contact Finance Department for further information regarding business license)
- List of vendors for event

☐ Date of Event: [REDACTED]

☐ Application was submitted at least 20 days prior to the date of the event (Total Cost: \$155.00).

☐ Application was submitted at least 10 days prior to the date of the event (Total Cost \$205.00).

☐ Kern County Fire Department Permit

- Submit Questionnaire (Please see attached)
- Upon review, if required, pay KCFD permit fee.
- KCFD will conduct onsite inspection on the date of the event.

☐ Serving Food at Event: ☐ Yes ☐ No

- If serving food, permit is required from Kern County Environmental Health Department
- List of vendors for event

Serving Alcohol: ☐ Yes ☐ No

- If serving alcohol, permit is required from the State of California Alcoholic Beverage Control Department.

Security and/or Traffic Control Measures ☐ Yes ☐ No

- If so required, provide a written description of measures needed.
- Provide Security Contract

☐ Site Plan:

- Scale, north arrow, and date of drawing.
- Show approximate location and boundaries of the property.
- Location of all bordering streets and alleys, vehicular access, on-site parking, and loading.
- Location of trash bins
- Location of any temporary signs or banners (subject to City of Delano Municipal Code)
- Any other information may be required by the city or any other reviewing agency.



Additional Information regarding Temporary Outdoor Event Permits

1. A temporary outdoor event permit is required for outdoor events such as circuses, carnivals, festivals, or any similar outdoor events held on private property within Delano's city limits.
2. Temporary outdoor events are **ONLY** allowed in Commercial and Industrial Zones.
3. The maximum number of days per event is ten (10) per calendar year.
4. Temporary Outdoor Event Permits **DO NOT** include flea markets, swap meets or garage sales (Garage Sales for nonprofit groups are exempt pursuant to DMC 6.22.150)
5. Temporary Outdoor Event Permits **DO NOT** include Holiday Sales, Seasonal Sales, or Firework Sales. These types of permits are issued by way of a different type of permit.
6. Temporary Outdoor Event Permits are not transferable to other properties.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	☐ POLICY ☐ PRO-JECT ☐ LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						
	DED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ WC STATU-TORY LIMITS ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Delano, its Officers, Employees, Boards and Commissions 1015 Eleventh Avenue Delano, CA 93215	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Risk Category	Types of Events	Worker's Compensation	General Liability	Auto Liability	Liquor Liability
1 Very Low Risk	Small Carnivals Small Circus Birthday Parties no alcohol Dinners/Banquets/Meetings with no alcohol Weddings with no alcohol 5K Runs (less than 1500 people)	Statutory Employer's Liability \$1,000,000	\$1,000,000 per occurrence \$2,000,000 general Aggregate \$1,000,000 products/completed operation aggregate	\$1,000,000 Combined Single Limit	Yes if alcohol will be consumed
2 Intermediate	Large Carnivals Large Circus Parades / Processions Street Fairs Birthday Parties with alcohol Dinners/Banquets/Meetings with alcohol Weddings with alcohol Big Concerts Boxing Events 5K Runs (over 1500 people)	Statutory Employer's Liability \$1,000,000	\$2,000,000 per occurrence \$4,000,000 general Aggregate \$2,000,000 products/completed operation aggregate	\$2,000,000 Combined Single Limit	Yes if alcohol will be consumed
3 High Risk	Fireworks Shows Aerobic Shows	Statutory Employer's Liability \$1,000,000	\$5,000,000 per occurrence \$10,000,000 general Aggregate \$5,000,000 products/completed operation aggregate	\$5,000,000 Combined Single Limit	Yes if alcohol will be consumed
Other	Risk is Unique	Consult with RMA	Consult with RMA	Consult with RMA	Yes if alcohol will be consumed

Products/Completed operations aggregate is a type of liability policy that covers damage after a project has been completed.

**Office of the Fire Marshal
Kern County Fire Department
Fire Prevention Unit**



2820 M St. • Bakersfield, CA 93301 • www.kerncountyfire.org
Telephone 661-391-3310 • FAX 661-636-0466/67 • TTY Relay 800-735-2929

The Kern County Fire Department requires a permit for assemblies, events, carnivals, etc. The table below will assist you in determining which gatherings we would like to know more about.

Does the event:	YES	NO
Have an est. attendance of 1000 people?	☐	☐
Have an est. attendance of 300 people?	☐	☐
Involve road closures?	☐	☐
Involve rides?	☐	☐
Involve tent(s) greater than 400 sq. ft.?	☐	☐
Include any pyrotechnic usage?	☐	☐
Do you expect to have a planning meeting prior to event?	☐	☐
Is there a perceived concern for safety or has Law Enforcement warned of a possible threat?	☐	☐

If "yes" is indicated on any of the above items, the event applicant may need to obtain a permit from the Fire Department.

Date of Event:

Name of Event:

Location of Event:

Please include supporting documentation for event.

Please email form to: fireprevention@kerncountyfire.org

Proudly Serving the Cities of Arvin, Bakersfield, Delano, Maricopa, McFarland, Ridgecrest, Shafter, Taft, Tehachapi, Wasco, and all Unincorporated Areas of Kern County