City of Ukiah

APPLICATION/PERMIT FOR PARADE OR SPECIAL EVENT PERMIT

Return completed application, letter, insurance forms, and all other information to:

Lory Limbird
Administrative Assistant
City of Ukiah
300 Seminary Avenue
Ukiah, California 95482
707 467-5726
707 463-6204 fax
llimbird@cityofukiah.com

A. General Information

Event/Activity Name			
Sponsor Name			
Contact Person		Email	
Phone		Fax	
Address			
Emergency Contact On Site During Event		Means of Contact and Number (Cell/Radio/Etc.)	

B. Event Information

Date of Event		Time of Event (include set up and clean up time)	
Anticipated Number of Attendees		Clean-Up Arrangements	☐ Yes ☐ No
Toilet Facilities Arrangements	☐ Yes ☐ No	Comments	

List any special requirements (electrical, street closure, barricade locations, vendors, garbage service, etc.).
Please note: tents, banners, sale of alcoholic beverages require a separate permit; parks and facilities require a separate application.

Location of activity/parade route--parade details must be exact and approved by the fire and police department. (Please attach map)

Please submit a letter explaining in detail your upcoming event and any special event participations (event schedule/activity times, amplified music, DJ, live band, skateboarding, etc.) Please review the attached Noise Ordinance No. 1062 as it will be enforced.

City of Ukiah

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C. Agreement to Indemnify and Save Harmless the City of Ukiah

"PERMITTEE" agrees to waive any claim it might have against the City of Ukiah ("CITY") or its officers and employees for death to any person, personal injury, or property damage, resulting from the use of City right-of-way for the Special Event described on this Permit.

"PERMITTEE" agrees to indemnify and hold "CITY" and its officers and employees harmless from and against any claim by its members or third parties for death to any person, personal injury, or property damage, including all costs associated with defending against any such claim which arises out of Permittee's activities under this Permit, except for deaths, personal injuries, or property damage resulting solely and exclusively from the active negligence of City or its officers or employees.

D. Liability Assurances and Agreement

The obligations stated above shall apply not only to the City, but also to its officers, agents, employees, volunteers and contractors. Under its obligation to defend the city, the Permit Holder shall provide at its expense such attorneys, investigators, consultants, experts or other professionals as may be necessary to defend any such claim or demand and shall pay all expenses associated with such defense, including any expenses incurred by the City to assist or participate in such defense. If Permit Holder fails to provide competent representation when necessary to prevent any prejudice to the City's interests, the City may retain such services and incur such expenses as may be reasonably prudent to protect its interests and permit Holder shall pay any such expenses incurred by the City within 30 days of the date the City provides Permit Holder with written notice of the expense and demand for payment. In agreeing to indemnify City under this Agreement, Permit Holder shall pay any settlement or judgment resulting from a claim, cause of action, or suit covered by this Agreement

These obligations are not dependent on whether any insurance policies required by this Permit cover a claim or the insurance company agrees to indemnify the City and defend the claim.

Read this Application, its requirements, and information carefully.
Do not sign this Application unless you fully understand its contents and agree to its terms.
Please keep the Permit with you at the time of your event.
If requirements are not met, permit(s) can be revoked or not issued.

E. I have read and agree to the terms, conditions, and responsibilities outlined in the attached documents:
1) Application/Permit Information, 2) Street Closures, 3) Fire Department Standards.

Signature of Permittee _____ Title _____

Print Name _____ Date _____

DO NOT WRITE BELOW THIS LINE — For Official Use Only

City of Ukiah Police Department _____ Date _____

City of Ukiah Fire Department _____ Date _____

City of Ukiah Risk Manager _____ Date _____

Insurance Requirements Provided: **Certificate** ☐ **Yes** ☐ **No** **Endorsement** ☐ **Yes** ☐ **No**

City of Ukiah Special Event Parade Permit Coordinator _____ Date _____

Approved ☐ Yes ☐ No Date:

Revised 12/06

300 Seminary Avenue, Ukiah, CA 95482
707-463-6200 phone 707-463-6204 fax

Reproduction of Insurance Services Office, Inc. Form

CERTIFICATE OF INSURANCE
CITY OF UKIAH

ISSUE DATE (MM/DD/YY)

PRODUCER

INSURED

THIS CERTIFICATE OF INSURANCE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICES BELOW.

COMPANIES	BEST'S RATING
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	
COMPANY LETTER E	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE 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.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY ☐ COMMERCIAL ☐ CLAIMS MADE ☐ OCCURRENCE ☐ OWNER'S & CONTRACTOR'S PROT. ☐ OTHER				GENERAL AGGREGATE	$
					PRODUCTS COMP/OPS AGGREGATE	$
					PERSONAL & ADVERTISING INJURY	$
					EACH OCCURANCE	$
					FIRE DAMAGE (any one fire)	$
					MEDICAL EXPENSES (any one person)	$
	AUTOMOTIVE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ GARAGE LIABILITY				COMBINED SINGLE LIMIT	$
					BODILY INJURY (per person)	$
					BODILY INJURY (per accident)	$
					PROPERTY DAMAGE	$
	EXCESS LIABILITY ☐ UMBRELLA ☐ OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	$
					AGGREGATE	$
	☐ WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY	
					EACH ACCIDENT	$
					DISEASE - POLICY LIMIT	$
					DISEASE - EACH EMPLOYEE	$
	PROPERTY DAMAGE ☐ COURSE OF CONSTRUCTION				AMOUNT OF INSURANCE	$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

THE FOLLOWING PROVISIONS APPLY:

1. None of the above-described policies will be canceled until after 30 day's written notice has been given to the City at the address indicated below.
2. The City, its officials, officers, employees, and volunteers are added as insureds on all Liability Insurance Policies listed above.
3. It is agreed that any insurance or self-insurance maintained by the City will apply in excess of and not contribute with, the insurance described above.
4. The City is named a loss payee on The Property Insurance Policies described above, if any.
5. All rights of subrogation under the Property Insurance Policy listed above have been waived against the City.
6. The Worker's Compensation Insurer named above, if any, agrees to waive all rights of subrogation against the City for injuries to employees of the insured resulting from work for the City or use of the City's premises or facilities.

City of Ukiah

Requirements, Important Information, Application, and Forms for Parade or Special Event Permit

Anytime a public right-of-way is closed or used and/or an event is open to the public, a Parade or Special Event Permit is required.

Due Date
Details, application forms (see yellow sheets), and required information should be completed and submitted to Lory Limbird, 300 Seminary Avenue, Ukiah, CA no later than 45 days prior to the proposed event.

Notifications
Permit Holder shall advise residents and businesses that may be affected by the event though press releases and/or paid advertisement at least 72 hours or more at the discretion of the authorities having jurisdiction prior to the event. Post no parking signs 24 hours prior to the event.

Clean Up, Recycling, and Toilet Facilities
If event exceeds three (3) hours duration, toilet facilities must be provided (one toilet per 100 people) by Permit Holder. Rental of portable chemical toilets and/or coordination with agreeable local businesses may satisfy this requirement.

Permit Holder will arrange for clean-up services following the event. The City of Ukiah is committed to providing recycling opportunities at all events on City property. We strongly urge that every possible effort be made to provide clearly marked recycling bins at the event. Assistance in the development of a recycling collection/disposal plan can be obtained by contacting Ukiah Solid Waste Systems at 707-462-8621.

Traffic Control
Permit Holder shall coordinate traffic control and security details with the Police Department, coordinate street closure requests with the Fire Department, and notification of Ambulance Services. Permit Holder will arrange for and setup barricades. Unless event is named by City Policy Resolution No. 30, applicant shall arrange for necessary approved type barricades through private rental agencies. Permit Holder may be billed for any costs incurred by any City Department at a rate of $35 per hour as a result of conditions created by the event. If no parking signs are needed for your event, the requirements and sample for reproduction will be provided at Permit Holder's request.

Security Details
Permit Holder shall arrange for private security guards at a rate of four (4) guards for the first 400 people in attendance and an additional guard for each 200 people in excess of 500.

Permit Holder Inspections
Prior to the Event, Permit Holder shall inspect the event site and all adjacent curbs, gutters, and sidewalks, ("adjacent areas"). Not less than five (5) working days prior to the start of the event, Permit Holder shall notify the City Public Works Director in writing of any conditions on the event site or adjacent areas that poses a risk of injury to pedestrians or persons present in those areas.

City of Ukiah

Requirements, Important Information, Application, and Forms for Parade or Special Event Permit

Liability, Indemnity, and Hold Harmless Agreements
Permit Holder must provide indemnification and hold harmless and liability assurances and agreements to the City of Ukiah ("City") as a condition of receiving a permit to conduct its "Event."

Permit Holder agrees to indemnify and hold City harmless from any cost, liability or expense arising from the injury to any person or the damage to or loss of any property on the event site or in adjacent areas, unless the injury or damage was caused by a condition previously identified by Permit Holder and reported to the Public Works Director (see "Permit Holder Inspections" paragraph above).

Insurance Requirements
A Certificate of Liability Insurance in the amount of $1,000,000 in General Liability covering bodily injury, property damage or personal and advertising injury arising out of "your operations." The specific name and date of the event should be included on the certification. The Certification must be accompanied by an "Additional Insured" endorsement which:

- Names the City of Ukiah, its officers, employees, agents and volunteers as additional insured;
- Indicates that policy is primary insurance as respects to the City and that any insurance or self-insurance maintained by City shall be in excess of the Named Insured's Insurance and not contribute with it.
- Indicates that the City will be notified within 30 days of insurance cancellation or within 10 days for non-payment.

Depending upon the event type, a higher level or additional coverage may be required. Your insurance agent must complete the insurance forms. Sample forms are provided in this packet.

Permit Revocations or Denials
If requirements are not met in a timely manner, permit(s) can be revoked or not issued.

A copy of completed Application/Permit for Parade or Special Event Permit will be retuned to Applicant/Permit Holder upon approval by the City of Ukiah.

For approval and validation of this permit, return all yellow forms and required information to:
Lory Limbird, Public Works/Human Resources, 300 Seminary Avenue, Ukiah, CA 95482.

Contacts

City of Ukiah	Lory Limbird	707-467-5726	Parade/Special Event Permit Coordinator
Public Works Director	Tim Eriksen	707-463-6280	Permit Holder Inspections
Police Department	Captain Sean Kaeser	707-463-6254	Traffic Control and Security Details
Fire Department	Fire Marshal	707-463-6271	Street Closures and Tent Permits
Ukiah Ambulance	As Needed	707-462-3001	
ABC	As Needed	707-476-2165	Sale of Alcoholic Beverages
Community Services	As Needed	707-463-6231	Banner Permits
Conference Center	As Needed	707-463-6700	Facility and Park Rental

City of Ukiah

Requirements, Important Information, Application, and Forms for Parade or Special Event Permit

GUIDELINES AND REQUIREMENTS FOR STREET CLOSURE, PUBLIC FUNCTIONS, DISPLAYS, AND PARADES ON DOWNTOWN STREETS

1. "Application for Parade/Special Event Permit" to be submitted to Lory Limbird, City of Ukiah.

2. Streets may be closed in either a North-South or East-West configuration, but not both simultaneously; though access for emergency equipment will be maintained by keeping lateral streets accessible, even if barricaded; intersections will be accessible and not blocked for through emergency traffic from the accessible lateral street; if East-West streets are to be closed for an event, in addition to School Street, School Street must have a twenty-foot open passageway maintained throughout the length of the street closure (specific locations to be identified).

3. Location of Barricades shall be indicated on map and provided to the Fire Department. Barricades shall be readily movable. Barricades may need to be constantly attended for specific conditions.

4. Event monitors shall be assigned by the sponsoring organization, and shall be present at all times during the event: a responsible party shall be appointed who shall be available for contact by the Fire Department in the event of emergency, or to assist in compliance with fire safety and medical requirements.

5. An "Event Emergency Plan" will be provided, indicating:
   - Access routes for emergency vehicles
   - Communications procedure, shall include procedures for notification of emergency services
   - Crowd control procedures
   - Traffic control

6. Fire safety conditions will be maintained at all times during an event:
   No open fires are permitted (controlled barbecue fires are excepted)
   No public fireworks demonstrations are permitted

7. Cooking operations at outdoor events will comply with "Ukiah Fire Department Standard for Outdoors Carnivals and Fairs" as indicated by the Ukiah Fire Department.

8. Any tent or membrane structure with an occupant load of ten (10) or more persons, or in which ten (10) or more persons will assemble, shall comply with requirements of Chapter 31E of the Uniform Building Code, and Article 32 of the Uniform Fire Code. Tents must be fire resistive treated and certified by California Fire Marshal. (**Note:** A separate Permit and Fee are required for tents.)

9. Inspections of event configurations and operations may be conducted by a representative of the Fire Department at any time; orders of fire officers will be adhered to, and unsafe operations will be corrected or ordered to cease.

10. At the discretion of the Fire Chief, applicants may be required to provide off duty, qualified Fire Fighters to provide safety.

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City of Ukiah

Requirements, Important Information, Application, and Forms for Parade or Special Event Permit

UKIAH FIRE DEPARTMENT STANDARD FOR OUTDOOR CARNIVALS AND FAIRS

(Outside festival, cooking booths shall comply with Section 2504, Outdoor Carnivals and Fairs, of the California Fire Code and the following guidelines.)

SCOPE

This standard shall apply to individual tents, temporary structures or membrane structures less than 200 square feet in area and canopies less than 400 square feet in area used as outdoor carnival and fair booths.

PERMITS AND APPROVAL

The authority having jurisdiction may require permits and approval.

DEFINITIONS

Cooking Booths are booths where food is prepared by a heating or cooking process such as but not limited to grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming, boiling, and microwave cooking.

Vendor Booths include all booths except cooking booths.

COOKING BOOTH CONSTRUCTION AND LOCATION

1. **All fabrics or membranes covering cooking booths must be certified flame retardant or treated with a fire retardant paint or spray. Certificate or proof of application to be available upon request.**

2. Decorative materials must be inherently fire resistive, or must be treated with a fire-retardant paint or spray.

3. Flooring material used within a cooking booth and under cooking equipment shall be non-combustible or fire-retardant treated.

   Exception: 3/8" or thicker plywood or similar material.

Note: For items 1, 2, and 3, a flame test may be required for non-certified flame retardant or treated materials. A field flame test will require a sample of material measuring 2 inches by 12 inches.

4. Each cooking booth shall have at least one exit way, minimum 3' wide by 6' 8" in height (booth frame shall not intersect exit path).

5. Cooking booth shall have a minimum clearance of 10 feet or at least two sides with clearance of at least 10 feet from any vendor booth.

6. A 10-foot wide separation shall be provided for every 10 connected cooking booths, or 100 lineal feet of continuous cooking booths.

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UKIAH FIRE DEPARTMENT STANDARD FOR OUTDOOR CARNIVALS AND FAIRS Cont.

COOKING EQUIPMENT

1. All interior cooking equipment shall be of an approved type and open flame cooking shall be a minimum of 18 inches from booth back/side drop materials.

2. Coleman stove (white gas/gasoline) or equivalent may be used only with approved fuel.
   - There shall be no additional adding of liquid fuels in booth/cooking area.
   - No additional fuel storage will be allowed inside booth.
   - Refueling must be done away from ignition sources, done in conjunction with manufacturer's safe practices requirements, and must only be done to appliances that are cooled from cooking use.
   - Heaters are not allowed in sales booths.

3. Butane or Propane equipment
   - Cooking appliances must have an on-off valve and the fuel source must be far enough away to be shut off in case of fire.
   - Shut-off valves must be provided at each fuel source.
   - Hoses must be protected from damage and tanks secured in an upright position.
   - No storage of extra butane or propane tanks is allowed within the booth.
   - Tanks not in use must be turned **OFF**. Tanks must have an approved plug installed in the threaded hose receiving area of the valve, to prevent gas from bleeding if the valve should leak.
   - Maximum quantity for use **inside** booths is 10 gallons.
   - Fuel cylinders must be in good condition, all tanks must be checked and certified 12 years from the manufacturer's date and every 5 years thereafter. As of April 2002 all tanks must be equipped with an **O.P.D.** valve.

4. If there is a fire suppression system for a cooking range, the applicant shall also have a "type K" extinguisher that meets the requirements for serviceability according to the California State Fire Marshal.

Note: Specialized-cooking equipment, used outside of the both may have larger tanks, when approved by the authority having jurisdiction.

VENDOR BOOTH CONSTRUCTION AND LOCATION

1. Each vendor booth shall have at least one exit way, minimum 3' wide by 6' 8" height (booth frame shall not intersect exit path).

2. Vendor booths shall have a minimum clearance of 20 feet on at least one side with clearance of at least 10 feet form any cooking booth.

3. A 10-foot wide separation shall be provided for every 200 lineal foot of vendor booths.

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Requirements, Important Information, Application, and Forms for Parade or Special Event Permit

UKIAH FIRE DEPARTMENT STANDARD FOR OUTDOOR CARNIVALS AND FAIRS Cont.

ELECTRICAL POWER

1. Generators shall be placed in approved locations for festival use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored in the area during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet of the refueling site.
4. Extension cords shall be of a grounded type and approved for exterior use. All cords that may present a trip and/or fall hazard must be secured, covered, or taped down in a manor to prevent an accident.

CHARCOAL COOKING

1. Use only an electric starter or commercially sold lighter fluid.
2. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
3. Charcoal cooking shall be located a minimum of 15 feet away from booths and in areas away from public access.
4. Charcoal cooking shall be located a minimum of 15 feet away from combustible structures and parked vehicles.
5. Coals and ash shall be disposed of in metal containers approved by the authority having jurisdiction. Coals and ash must be free of combustion and heat prior to disposal.

DEEP FAT FRYING/FLAMBÉ/OPEN FLAME COOKING

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Deep fat frying, flambé or open flame cooking operations **shall be located outside the booth** and no closer than 18 inches from any combustible material.
3. The cooking area shall not be accessible by the general public.
4. Deep fat frying equipment must be equipped with a temperature-regulating device or other method of regulating temperatures approved by the authority having jurisdiction.
5. Separation shall be maintained with a minimum of three feet clearance between deep fat frying and flambé or open flame cooking.

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UKIAH FIRE DEPARTMENT STANDARD FOR OUTDOOR CARNIVALS AND FAIRS Cont.

FIRE EXTINGUISHERS

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of **2A-10BC**. Booths with deep fat frying or flambé cooking shall be equipped with a "type K" extinguisher that meets the requirements for serviceability according to the California State Fire Marshal.

2. For vendor booth, fire extinguisher(s) shall be located within the booth area and the maximum travel distance to a fire extinguisher with a minimum rating of **2A-10BC** shall not exceed 75 feet.

3. Fire extinguishers shall be mounted adjacent to the booth exit and must be visible and accessible to workers.

4. Fire extinguishers shall be serviced annually by a State of California Licensed Operator and must be tagged and sealed accordingly. If new, the Fire Extinguisher sales receipt must be on hand to show proof of date of purchase. Non-serviced Extinguishers over one year from date of purchase will not be allowed.

5. Each generator shall be provided with a fire extinguisher with a minimum **40B** rating. The extinguisher shall be located near the generator and accessible at all times.

MISCELLANEOUS

1. All compressed gas cylinders shall be secured in an upright position to a stable fixture.

2. Clean all cooking areas regularly to prevent build-up of grease and cooking debris.

FIRE SAFETY TIPS

1. Know where the fire extinguisher is and how to use it.

2. **Do Not** leave cooking unattended.

3. **Do Not** wear loose fitting clothing while cooking.

4. Remove trash accumulation regularly.

NOTE: The event sponsor is responsible for compliance of these regulations.

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