



City of Orland

Special Event Permit Application

All Special Event Permit applications must be submitted at least **twenty-one (21) business days** prior to the event date (or first day of a multi-day event).

Applicants are responsible for providing **notice to all residences and businesses within 500 feet** of the event location. Notices must be distributed at least **fourteen (14) days** prior to the event, and **proof of distribution** must be submitted to the Planning Department at the time of mailing or hand delivery. Event applications must receive approval from **all applicable City departments** prior to issuance of the permit. If the event is being held on **private property**, an **Administrative Use Permit** will also be required. **Please note:** For **parades**, permit applications must be submitted at least **forty-five (45) days** in advance.

For questions, please call the Orland Police Department at (530) 865-1616.

Name of Applicant/Contact Person

Today's Date

Organization Name (if applicable)

Event Date

Home, Organization or Company Address

Name of Event

City, State and Zip

Location/Building of Event/Activity

Contact Phone Number

Description of Event (Parade, walk/run, etc.)

Alternate Phone Number

From: am/pm **To:** am/pm
Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

From: am/pm **To:** am/pm
Time of Event Only

Alternate Contact Name and Number

Estimated Number of Attendees & Participants

Please answer the following questions:

Circle:

Is this an annual event? How many years have you been holding this event? _____

Yes / No

Is there patron admission, entry or participant fee(s) required for your event? _____

Yes / No

Will there be amplified sound/music at event? Specify Type: _____

Yes / No

Will there be any entertainment apparatus? (Stage, etc.) Band Name: _____
Specify: _____

Yes / No

- Please note you will need to provide your own power source in order to operate.

Will there be any vendors at this event? If "yes" please provide a separate list.

Yes / No

Will there be any alcohol served at this event? If "yes" by who? _____

Yes / No

Please answer the following questions:**Circle:**

Will any part of the event take place in the public right of way? (sidewalks, streets, etc.)

Yes / No

- If "yes" please attach a completed Encroachment Permit application.

Will any part of the event require use of any state highway? (Walker St./HWY 32)

Yes / No

- If "yes", what is the encroachment permit number from CAL-Trans? _____

**** Will there be food vendors at your event?** If so, you are required to complete a Temporary Food Event Coordinator Permit with Glenn County. Please contact Glenn County Environmental Health at **(530) 934-6102** or email **environmental@countyofglenn.net** for more information.

PLEASE NOTE: ANY AND ALL NOISE AND LIGHTING MUST CEASE PRIOR TO 10 PM

Please include any other information regarding the event that the City of Orland may need to know about.

Park Rules

- Park Hours: 6 am to 11 pm. Quiet hours go into effect at 10 pm.
- **Horses, golfing/putting and driving on the park grass is prohibited.**
- Glass is **NOT** permitted in the parks.
- Smoking is only permitted in marked designated areas.

PLEASE NOTE: THE POLICE DEPARTMENT HOLDS THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME PER A PENAL CODE VIOLATION OR ORLAND MUNICIPAL CODE 5.28.040

Insurance

Do you have insurance coverage for this event? Yes / No

Insurance Company/Policy Number: _____

NOTE: PLEASE SEE **ATTACHMENT A** FOR INSURANCE REQUIREMENTS.*(Attach copy of certificate of Insurance)*_____
Signature of Applicant_____
Print/Type Name_____
Date

For Department Use Only

Requirements & Remarks

Police Department

NO ONE UNDER 21 IS ALLOWED TO CONSUME ALCOHOL.

Security Officers Needed _____

Public Works Department

Fire Department

Recreation Department

Planning Department

Building Department

Administration Department

Authorizing Signature – Police Department

Date

Authorizing Signature – Public Works Department

Date

Authorizing Signature – Recreation Department

Date

Authorizing Signature – Fire Department

Date

Authorizing Signature – Planning Department

Date

Authorizing Signature – Building Department

Date

Authorizing Signature – Administration Department

Date