



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? _____

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