

## Special Event and/or Parade Rules

All Special Events and/or Parades require the submission of an application. Any Special Events and/or Parades that involve County of El Dorado and/or the City of Placerville ~~facilities-properties~~ will require the submission of an separate applications to both agencies.

- Applications must be submitted at least sixty (60) days prior to the event and as early as one (1) year in advance. Annual Events are encouraged to be booked early since applications are accepted on a first come first serve basis.
- Acceptance of a completed application does not guarantee approval.
- An application fee for each event is required. The application fees are as follows; County of El Dorado - \$20.00, City of Placerville - \$100.00. For events requiring Public Safety review/coordination/response, additional fees may be required. Any changes or modifications to an application once it has been submitted may also be subject to additional fees.
- Use of public facilities (buildings, streets, parks, etc.) will require compliance with County/City policies and may cause additional use fees.
- Street closures or closures of public places will require approval by the County Board of Supervisors/County Sheriff ~~(?)~~ and/or Placerville Chief of Police/City Council. Additional fees may be required.
- A map of the parade route will be required. Also a map or diagram depicting the event area is required.
- Events held on the City of Placerville's portion of the El Dorado Trail may only be held on the third weekend of each month between the hours of 8:00 a.m. and 12 Noon. The events held on the County's portion of the El Dorado Trail are available on a first come first served basis. Event activities should be related to fitness such as, but not limited to, fun runs, walking, cycling or equestrian events.
- Tax exempt organizations must submit proof of tax exempt status.
- Food and/or beverage service may require County Health Department approval.
- Serving alcohol will require approval by the Placerville Chief of Police and/or County Sheriff and issuance of a license by the State of California Alcoholic Beverage Control. Event in the City may also require approval by the Placerville City Council.
- Depending on the size, location, and duration of the event, you may be required to supply toilet facilities. The portable toilet ratio is one (1) toilet per one hundred (100) attendees and the American with Disabilities Act requires that 10% of all portable toilets be ADA accessible.
- Clean up of the site and removal of all waste will be required. Please refer to County and/or City specific rules and information.
- Mitigation of parking impacts are the responsibility of the applicant.
- Events may require crowd control and /or encroachments permits. This would be the responsibility of the applicant and could involve additional costs.
- Events with amplified sound may require review and approval of City Public Safety and Community Development Departments and/or County Sheriff's Department.
- Placement of signs advertising the event will be subject to City Community Development Department and/or County Community Development Agency approval. Placement of fliers on parked cars or on utility poles is prohibited.
- Proper liability insurance levels will be required and the City/County will need to be named as an additional insured on insurance policies. Indemnity and hold harmless agreements in favor of the City/County will be required. Please see insurance requirements on application.
- Other insurances and/or approvals may be required for high risk events.
- Public Notices will be provided and/or posted by applicant upon the request ~~of the City and/or the County~~ (we need to perhaps define to whom they will be provided to & to where they will be posted)
- Applicants may be required to attend a meeting of the City of Placerville's Recreation and Parks Commission and/or the County's Parks and Recreation Commission.
- As applicable, applications must be submitted to:

*City of Placerville  
Community Services Department  
549 Main Street  
Placerville, Ca 95667*

*El Dorado County  
Parks Division  
330 Fair Lane, Bldg A  
Placerville, CA 95667*

\*\*\*\*Also include links to State ABC for liquor licenses and any other helpful sites

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**COUNTY OF EL DORADO/CITY OF PLACERVILLE  
SPECIAL EVENT AND/OR PARADE APPLICATION**

(For Non-County/City Sponsored Events)

Completed application must be received by El Dorado County and/or the City of Placerville

At least 60 days prior to event

Please Type or Print Legibly

Purpose/Title of Event or Parade: \_\_\_\_\_

Detailed Description of Event/Parade: \_\_\_\_\_

\_\_\_\_\_

Additional Equipment/Props (Equipment, Animals, Vehicles etc.): \_\_\_\_\_

\_\_\_\_\_

Date of Event/Parade: \_\_\_\_\_ Alternate Rain Date: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_ Event Tear Down Time: \_\_\_\_\_

Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Street Closure Time: \_\_\_\_\_ Street Opening Time: \_\_\_\_\_

Designated Event Location/Parade Route/Facility/Park (provide detailed map): \_\_\_\_\_

\_\_\_\_\_

Parking/Assembly Area: \_\_\_\_\_

Name of Applicant/Organization: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Applicant/Organization Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Is Organization Non-Profit: \_\_\_\_\_ Non-Profit # \_\_\_\_\_

Will the event be open to the public? \_\_\_\_\_

Are you willing to provide/post public notices upon request? \_\_\_\_\_

Number in Attendance: \_\_\_\_\_ (Spectators) \_\_\_\_\_ (Participants) \_\_\_\_\_ (Employees)

\_\_\_\_\_ (Volunteers) \_\_\_\_\_ (Vehicles) \_\_\_\_\_ (Animals – Must be on leash)

Will admission/fee be charged? Yes \_\_\_\_\_ No \_\_\_\_\_ Will there be amplified music? Yes \_\_\_\_\_ No \_\_\_\_\_

Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, will there be a charge? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be food served? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, will there be a charge? Yes \_\_\_\_\_ No \_\_\_\_\_

Will event block sidewalk/right-of ways? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you requesting volunteer traffic control? (STAR/Shield/Cadets) Yes \_\_\_\_\_ No \_\_\_\_\_

A \$1,000,000 Liability Policy naming El Dorado County and/or the City of Placerville as additionally insured (Form 20 26) is required within 30 days of the event.

Liability Insurance Policies are available for purchase through the County and/or City.

All personal and/or rental property will be removed at the conclusion of the event. The County of El Dorado/City of Placerville are not responsible for any damage or theft of personal and/or rental property.

I have read and understand the Special Event and/or Parade Rules. \_\_\_\_\_ (please initial)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please print name)