CITY OF STOCKTON

SPECIAL EVENT GUIDE

WELCOME!

Thank you for considering a City of Stockton location for your upcoming event. The City of Stockton has some of the most extraordinary special events venues and rental facilities in the area. The city's Weber Point Events Center, Downtown Plazas, and Stockton Memorial Civic Auditorium can host a wide array of events.

This event guide and application will help you plan everything from the smallest to the largest event in the City of Stockton. The following pages will walk you through our special event permit process and provide information, rules and regulations important in planning your event.

Included at the end of this guide is our Special Event Permit Application. You may also fill out this application electronically by visiting www.stocktongov.com or obtain an application by visiting the Community Services Department. Please complete and return this application in person, mail or fax.

Our special event staff look forward to working with you on creating a successful and memorable event!

Where to submit or obtain an application:

Department of Community Services
605 North El Dorado Street, 2nd Floor
Stockton, CA 95202

For additional information, please call (209)937-8119

www.stocktongov.com

SPECIAL EVENT PERMIT APPLICATION AND EVENT PROCESS

INTRODUCTION

Permit applications must be received by the City of Stockton no later than forty-five (45) days prior to the actual date of your event and may be submitted as early as two (2) years before your event. With a late fee, staff may accept completed applications 44-30 days prior to an event if it is deemed the event's components and scale are not too large for the limited time provided. No date is guaranteed, nor permission granted, until a special event permit is issued and fees have been paid. We ask that you do not advertise or issue printed materials for your event until you have received written confirmation from City of Stockton personnel. Verbal discussions or tentative holds by staff will not confirm your reservation.

DEFINITIONS

Park Special Event – Any organized assembly of fifty (50) or more persons at any public park which is to gather for a common purpose under the direction and control of an organizer requires a permit. Examples include concerts, fairs, festivals, community events, and mass participation sports such as walks or runs and spectator sports such as volleyball tournaments.

Special or Temporary Activity – Any indoor/outdoor activity or unlicensed business activity on private property requires a permit. Examples include trade shows, craft shows or fairs, off-site public sales, and various charitable activities.

Special Event – Any organized formation, parade, procession or assembly consisting of fifty (50) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls requires a permit. Any other organized activity conducted for a common or collective use, purpose or benefit which involves the use of, or has an impact on, city property or facilities requires a permit. Examples include concerts, parades, circuses, fairs, festivals, community events, and mass participations sports such as marathons, running events and bicycle races or tours.

APPLICATION AND DEADLINES

The application is the first step in the permit process, and the city will only accept completed applications. Since event fees and requirements are based on what is provided on the application, we ask you to be as detailed as possible so city event staff and other departments can get an accurate picture of your event. Applicants should make extra effort to ensure that dates and times specified on the application are correct. Feel free to provide any additional information that's specific to your event but might not be asked on the application. Please be aware that the lack of detailed information or inaccurate information provided on the application may result in delays and/or possible cancellation of your event.

Based on our experience, we recommend that you apply for a reservation no later than:

- **6 months** prior for **Large** events (approximately 1,000 people or more)
- **4 months** prior for **Medium** events (approximately 300-1,000 people)
- **2 months** prior for **Small** events (approximately 300 people or less)

Keep in mind the "people factor" is only one measure of an event's size. Other factors, such as the scale of set-up, whether multiple set-up days are needed, or if you have special requests, may also determine whether an event is considered small, medium or large. The special event committee may decline a reservation if there is insufficient time to properly prepare the event set-up in a manner consistent with the needs of public health and safety.

Reservation priority is given to annual events. These events must submit the Annual Date Form at the conclusion of their event and re-apply within six (6) month after their event. If the date is not re-applied for, it may be opened up to first-time events.

If you wish to reserve a facility or public area on short notice, perhaps for a rally, demonstration or other time sensitive event, you may do so provided the facility or public area has not already been reserved. Staff will work with you to the extent we are able, however some event elements cannot be accommodated on short notice, i.e., extensive set-up of facilities where there is too little time available prior to the event to properly prepare for necessary equipment staging and other public health and safety arrangements cannot be made.

CONFIRMATION

Once your application and attachments have been received, you will be contacted to review your application. Once the review is completed and all questions are answered, a confirmation packet will be sent to you. This packet contains a letter outlining fees, deadlines, a list of conditions of use/requirements for your event, and a checklist showing any required supplemental permits such as health permit and/or alcohol (ABC) permit. You will then be contacted for any pre-event meetings or site walkthroughs.

APPLICATION DENIALS

Event reservation requests may be denied or revoked for the following reasons:

1. A scheduling conflict where more than one group desires to reserve and use the same park or facility at the same, or nearly the same time, and the adequate and safe coordination of the two events is not reasonably possible.
2. An event is proposing to conduct an activity which is not allowed by law or regulation, or does not comply with provisions of the City of Stockton's Special Events Ordinance.
3. The event proposes to use temporary facilities and equipment and there is insufficient planning time to set up and properly inspect equipment in a manner which is consistent with the needs of public health and safety.
4. The facility requested is not available for reservation because the City of Stockton has set it aside for a scheduled city produced event, i.e., Movies at the Point Series, Spooktacular Movie Night.
5. The applicant fails to comply with event requirements such as paying fees, submitting the required insurance, securing all required permits, obtaining security, or missing identified deadlines. All requirements and fees must be submitted no later than 20 days prior to an event. Failure to comply with this deadline will result in a rejection of the special event permit.

Whenever possible, rather than denying an application, the City of Stockton will request the applicant to modify or relocate their event or plans.

COMMUNICATION

The applicant is the person legally responsible for the event. Usually the applicant is the coordinator of the event, but in some cases this is not true. Please be sure to list your coordinator's name on the application. Our staff can only work with one designated person (usually the applicant). This person will be responsible for providing all the required items and for understanding all communication up to and throughout the event day.

MEETINGS

You will be contacted regarding times and dates for necessary pre and post event meetings.

Large and first-time events may be required to have a "pre-event" meeting, which is typically scheduled no later than 45 days prior to the actual event date. The goal of this meeting is to provide information to all City of Stockton departments involved or impacted by the event. It is important that you try to make the designated times, as several people are usually scheduled for these meetings. If you cannot make the designated times, please call in advance to reschedule.

Large events at Weber Point Events Center usually require an "event site walkthrough" at least two (2) months prior to the actual event date. A final site map must be presented at this time.

Civic Auditorium events also require a "walkthrough" at least 45 days prior to the actual event date. A "post-event walkthrough" is scheduled at the request of the client, and the condition of the site or any damages can be assessed at this time.

First-time events that expect to be reoccurring/annual may also be required to attend a post event meeting, generally held no later than four (4) weeks after the event. This is a time to discuss any issues or event changes for the next time the event is to occur.

FEES

Special event fees are based on several factors, including size of the event, the scope of your set-up, the degree of impact to the facility, the number of event days, and if set-up or break-down days are needed. Fees usually consist of:

- **Rental Reservation Fee** – Charged for each day of your actual event based on fees for each facility venue: Weber Point Events Center, Stockton Memorial Civic Auditorium, Downtown Plazas, Rose Garden, Showmobile.
- **Load-in and/or Load-out Day Fee** – Charged for each day of set-up or break-down based on fees for each facility venue.
- **Security Damage Deposit Fee** – Required to reserve a date. Amount depends on size and scope of event. Fee is refundable within one month after the event if facility was left undamaged and no extra cleaning was required following the event.
- **Direct Service Fees** – Charged for City of Stockton direct services provided for the event such as electrician, police, and fire personnel costs.

Payment can be made by cash, check, money order, or credit card (MasterCard or Visa only). **Fees may be quoted but not confirmed until the application is reviewed.** When your confirmation packet is sent out, your fees and the payment schedule will be included. The security damage deposit fee is required with your application in order to reserve your date. The remainder of your fees are generally due **(20) twenty days** prior to your event. To make the event process smoother, staff recommend submission of all fees and requirements well in advance of the deadlines provided. For a detailed list of fees adopted by the City of Stockton City Council please visit www.stocktongov.com/fees.

LOAD-IN/ LOAD-OUT DAYS

A "load-in fee" and/or "load out fee" will be charged if any set-up occurs any day(s) prior to your actual event or break-down occurs after the actual day. This also includes when items from your event are left at the facility. All dumpsters and portable toilets must be picked up the day immediately following your event.

RESERVATIONS, PERMITS AND COMPLIANCE ITEMS

Your confirmation letter will list any supplemental permits and provisions that will be required. These permits and compliance items must be received no later than **(20) twenty days prior to your event** before issuance of your final permit is approved.

Insurance – According to Stockton Municipal Code Section (the Municipal Code) 12.472.210 the "event organizer of a special event must provide and obtain comprehensive general liability insurance in the amount deemed appropriate by the Risk Manager to protect the City against loss from liability imposed by law for damages on account of bodily injury and/or property damage arising from any aspect of the event." The Municipal Code also requires that any vendors, suppliers, and/or entertainers provide appropriate insurance and proof of insurance. The City will accept a "blanket event" insurance policy acquired by the event's promoter and covering all vendors, suppliers and entertainers, which shall be indicated on the certificate of insurance under the "description of operations." The types and levels of coverage required will be based on criteria that are included in the City Special Event Insurance Matrix ("Matrix"), the coverage inclusions/exclusions in the City's excess general liability policy, the specific nature of the event, local policy and statutes, and any other factor that may impact to exposure to the City of liability. While the Matrix will most often be easily applied, there will be instances where some deviation may occur due to extenuating circumstances. Please refer to the Municipal Code for additional information.

Health Permit – If you plan to prepare, sell or serve food and/or beverages, a temporary event application will be required. This is required whether you are serving food prepared on-site, food prepared off-site, or food already pre-packaged. The application can be obtained from the San Joaquin County Environmental Health Department at (209) 468-3420 or on their website at www.sjgov.org/ehd. The application must be completed and returned to Environmental Health Department no later than two weeks prior to the event.

Street Closure Permit – If your event closes or impacts traffic on city streets or sidewalks, or if you want to post "no parking" signs on streets that normally allow street parking, a permit will be required. This can be obtained from the city's Special Event Coordinator and must be submitted no later than 45 days prior to your actual event.

Fire Permit – If you are planning to use heat lamps, propane or butane tanks, a tent larger than 20'x10' (200 sq. ft.) or a canopy larger than 20'x20' (400 sq. ft.), you will need to obtain a fire permit. An application to request a fire permit can be obtained through the City of Stockton Fire Prevention Office at (209) 937-8271. The fee for this permit is $294.00.

Medical and Safety – The Stockton Fire Department will determine the emergency medical services and/or the fire and rescue requirements for all special events held in the City of Stockton. These requirements are based on ability of SFD to provide appropriate levels of service for the event without diminishing the day-to-day level of service to our citizens and visitors. The promoter is responsible for all fees and will be billed separately from other service cost. SFD medical costs are based on an estimate of $150.00 per team, per hour. If an event requires two (2) or more teams, a supervisor will be required at a rate of $75.00 per supervisor, per hour. The number of teams is based on factors such as weather, the presence of alcohol, number of attendees, etc. The final determination will be made by SFD personnel once the pre-event meeting has occurred.

Alcohol Permit – If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State Department of Alcoholic Beverage Control (ABC). An application from ABC at (209) 948-7739 must be submitted before issuance of a permit. In many areas of the City, the public consumption of alcohol is illegal. The Police Department will determine if a separate confined area (Beer Garden) will be required for alcohol consumption. If your event includes the use of alcohol on City property, liquor liability coverage must be included on your certificate of insurance.

Waste Management and Site Clean Up – Portable restrooms, trash receptacles, recycling bins, dumpster(s) and other waste management resources may be required at your event. The City's Events Coordinator will determine and notify you of the waste management requirements for your event based on the number of people in attendance and if food or alcohol is being served. State law requires our City to recycle 50% of its waste. In order to help us achieve this goal, you must do your part to ensure recyclables generated by your event (plastic, cardboard, glass and aluminum) are properly recycled. All events are required to provide recycling container boxes next to each trash container. A "recycling" dumpster may also be required if cardboard and other recyclables generated from food and beverage are a large part of your event. Waste management contracts must be provided one week prior to your event as proof of compliance. For more information or assistance with recycling issues, please contact City of Stockton Public Works Department at (209) 937-7848.

Portable Restrooms – All events are required to provide portable restroom facilities and hand washing stations unless you can substantiate the sufficient availability of accessible and non-accessible facilities in the immediate area of the event site that will be available to the public. When required, the City of Stockton Community Services Department requests the following guidelines to be met:

Please see the chart below for ratio of portable toilet to attendance.

100	250	500	1000	5000
1	2	4	5	25

Ten percent (10%) of these facilities must be ADA accessible. The City of Stockton may determine that total number of required restroom facilities on a case by case basis.

Security and Police Services – Security is required for all events at a one per one hundred ratio (1 - 100). The Stockton Police Department will determine the minimum number of licensed private security guards and/or police officers required to adequately staff your event. Additionally, if set-up includes overnight occupying of a facility, a professional security guard will be required. A copy of the security company contract showing the hours of service must be submitted no later than one week prior to your event as proof of compliance. Refer to city's approved security list when choosing your security company. If SPD personnel are required at an event, the promoter can expected to be charged an estimated $64.00 to $85.00 per officer, per hour. Variables such as size of the event, past history, the presence of alcohol, type of event, etc. will be reviewed by SPD to determine appropriate levels.

Marketing and Advertising – Ensure that you have conditional approval of your event before you begin to promote, market or advertise the event. Conditional approval may be made after your special event application has been submitted to the City of Stockton and initially screened by your city liaison and the pre-event meeting has been held. Acceptance of your special event application by the city is not a guarantee of the date and location, or an automatic approval of your event. If the permit is not granted and the event if therefore cancelled, you may not hold the City of Stockton responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Site Map – To ensure the appropriate review of your event, it is preferred that you submit a site map of your event. First-time events are required to submit a rough site map with their application in order for the Events Coordinator to set fees and requirements correctly. The site map should be as detailed as possible and list any and all equipment that will be brought on site, i.e., stage, tents, canopies, kid activities, dumpsters, portable toilets, information booths, vendors, etc. Returning events should provide a final site map at the scheduled event site walkthrough meeting.

RAIN DAY POLICY

Since most special events require months of planning, we expect that event organizers will have given prior consideration to the time of year and date chosen, or that you are planning to hold your event "rain or shine." However, if rain is predicted and you decide to cancel, no monetary refund will be given.

CANCELLATION POLICY

If you cancel your event, the City will take the following action:

More than 120 days prior to event – will refund all fees paid, minus a $50.00 processing fee.

Less than 120 days prior to event – forfeit rental and/or deposit. If rental fees have been paid, they will be forfeited; deposit will be refunded. If rental fees have not been paid, deposit will be forfeited and you will be billed for the remaining balance due. If the facility is rented by another applicant on your cancelled date, all fees will be refunded minus a $50.00 processing fee.

PARKING

Parking is not included with your reservation fee. If your event is located at Weber Point Events Center, at a downtown plaza, or Victory Park Rose Garden, parking is very limited. We recommend informing guests or patrons to arrive early and to take advantage of street parking and the various paid parking structures in the area. The Civic North Parking Lot per day rental (102 parking spaces), rates can be found in the parking section of the fee schedule listed under "Daily Parking – Designated Lots Only" at www.stocktongov.com/fees.

Please keep this guide for future reference.
Best wishes for a successful and memorable event!