



County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070

MATT MACHADO
DEPUTY CAO
DIRECTOR OF PUBLIC WORKS

SPECIAL EVENT PERMIT APPLICATION PACKAGE

General Information

1. Applications must be completed and returned to the Santa Cruz County Department of Public Works, Attention: Event Permits, 701 Ocean Street, Room 410, Santa Cruz, California 95060. Applications must be complete and submitted to Public Works at least 90 days prior to the event date.
2. An event permit is required for all parade road closures, races, triathlons, running or walking events and all bicycle events that will mark or sign the County right-of-way or significantly impact the traveling public.
3. The applicant shall provide Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability and (e) cross-liability. All insurance forms must be submitted to Public Works no later than thirty (30) days prior to the event.
4. The applicant shall provide Automobile Liability Insurance for each vehicle used in the parade or bicycle event, including but not limited to owned, non-owned (e.g., not owned by the Applicant, its staff, employees, or volunteers), leased or hired vehicles, in the minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage. All insurance forms must be submitted to Public Works no later than thirty (30) days prior to the event.
5. All required Automobile and Comprehensive Commercial Liability Insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects to the operations and activities of, or on behalf of, the named insured performed under Permit with the County of Santa Cruz.”
6. All required insurance policies shall be endorsed to contain the following clause:

“This insurance policy shall not be cancelled until after thirty (30) days prior written notice has been given to: County of Santa Cruz, Department of Public Works, Road Operations, Senior Civil Engineer, 701 Ocean Street, Room 410, Santa Cruz, CA 95060.”
7. For all bicycle, walking and running events, turn by turn directions for all routes to be used shall be provided with the application, as well as 8 ½”x11” legible maps that are reproducible.

8. For all parades, races and triathlons, an 8 ½"x11" barricade plan and/or map showing streets to be closed and detours to be used shall be provided with the application. The plan or map must include legible street names and must be reproducible.
9. All special events require the review and approval of the Santa Cruz County Sheriff's Office and the California Highway Patrol no later than thirty (30) days prior to the event.
10. The County reserves the right to revoke the current parade or event permit and to refuse to issue future permits when any of the permit conditions approved by the Board of Supervisors are not met.
11. Parade and Event Permit Fees are as outlined in the Santa Cruz County Department of Public Works Service and Capital Improvement Fee Schedule. Fees are to be submitted to Public Works no later than ten (10) days prior to the event.
12. If there are any questions, please contact Event Permits at (831) 454-2160.

COUNTY OF SANTA CRUZ SPECIAL EVENT PERMIT APPLICATION

Event Name: _____

Bike Event / Parade / Triathlon / Running Event (Circle One)

Organization / Company Information (Permittee)

Name: _____

Address: _____

Pre-Event Contact Information

Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ E-Mail Address: _____

Name of Insured Party Providing Insurance for the Event (if different from Organization or Company Information)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Details

Date(s) of Event: _____ Anticipated Attendance: _____

Event Start Time: _____ Event End Time: _____

Road Closure Start: _____ Roads Opened By: _____

Event Day Contact Information

Name: _____ Phone #: _____

Cell Phone #: _____ E-Mail Address: _____

Event Description

Provide 8 1/2"x11" legible and reproducible route map and a list of all streets used.

Date Submitted: _____

**AGREEMENT TO RELEASE, INDEMNIFY AND HOLD
THE COUNTY OF SANTA CRUZ HARMLESS**

- A. In consideration of the County of Santa Cruz's (hereinafter known as "County") issuance of a parade, race, triathlon, running or walking event or bicycle event permit to Permittee, Permittee hereby agrees on behalf of itself, its agents and employees, to indemnify and hold harmless the County and the County's representatives, officers, agents, employees and volunteers (hereinafter jointly referred to as "Releasees") against all damage, loss, claims, suits or action of any kind or nature whatsoever, including attorney fees, arising from damage to real or personal property, or personal injuries to or death of any person, resulting or alleged to have resulted directly or indirectly, wholly or partially, from the parade or the event or from the conduct of the Permittee.

- B. Additionally, Permittee hereby agrees to indemnify Releasees against and hold Releasees harmless from all damage, loss, claims, suits or action of any kind whatsoever, including attorney fees, which Releasees may sustain or incur, in whole or in part, as a consequence of the Permittee's negligence, intentional misconduct, or failure to adhere to the Permit Conditions.

- C. Permittee further agrees not to assert any claim against, sue, attach the property of, or prosecute Releasees for injury or damage or any kind arising out of the application and issuance of the Permit, or the conduct of the parade or the event.

NAME (Printed): _____

SIGNATURE: _____

DATE: _____

COUNTY OF SANTA CRUZ SPECIAL EVENT PERMIT WAIVER CERTIFICATION

Date Submitted: _____ Bike Event / Parade / Triathlon / Running Event (Circle One)

Organization / Company Information (Permittee)

Name: _____

Address: _____

Event Information

Event Date: _____

Event Title: _____

Number of Registered Participants: _____

Number of Waivers Received: _____

I hereby certify that the event organizers have received and have on file the signed waivers from each participant in the above referenced event. Each participant was made aware of and agreed to the items as outlined in the approved event permit conditions.

Signature: _____

Typed Name: _____

Title: _____

Attach one signed example of participant waiver.



EXAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/7/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: John Doe Insurance Associates, License #9999999, P O Box 999, Any City CA 99999. CONTACT NAME: Jane Doe CISR, PHONE: (999) 999-9999, FAX: (999) 999-9999, E-MAIL ADDRESS: janedoe@jdoeassociates.com. INSURER(S) AFFORDING COVERAGE: INSURER A: The Insurance Company (NAIC # 99999), INSURER B: Another Insurance Company (NAIC # 88888).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability (A), Automobile Liability (B), Umbrella Liab, Excess Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The County of Santa Cruz, its officials, employees, agents and volunteers are named as additional insured as respects to the operations and activities, of, or on behalf of, the named insured performed under permit with the County of Santa Cruz on the general liability as required by written contract.

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER: County of Santa Cruz, Attn: Road Operations, Senior Civil Eng., 701 Ocean St, Room 410, Santa Cruz, CA 95060-4070. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Mark Smith III/CLH (Signature: Mark Smith)

EXAMPLE

PERMITTEE
1234 MAIN STREET
ANYTOWN, CA 00000

SUBJECT: ABC PARADE PERMIT

Dear Committee Members:

Pursuant to the Santa Cruz County Board of Supervisors' action dated _____, 20XX, permission to hold the ABC bicycle ride in the unincorporated areas of Santa Cruz County on _____, 20XX, is granted with the following conditions:

1. The following locations shall be closed to traffic by the placement of barricades completely across the road: (LIST ROADS TO BE CLOSED)
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
2. PERMITTEE shall furnish, at their cost, all barricades, personnel and other traffic control devices. Uniformed police officers will be required at locations a, b, c, and e, Item 1 above.
3. Two signs shall be placed on _____ between _____ two days prior to the parade advising residents that the street will be closed between _____.(DATE AND TIME)
4. Signs shall be placed at _____ and _____ two days prior to the parade advising motorists that _____ will be closed between _____ between _____.(DATE AND TIME)
5. Road closure shall be from _____ A.M. (30 minutes prior to parade start) to no later than _____ P.M.
6. "No Parking/Tow Away Zone" signs shall be posted within the parade route area to safely accommodate detours and parade traffic.

EXAMPLE

Page -2-

7. The PERMITTEE shall provide verification that it has met with the California Highway Patrol and the Santa Cruz County Sheriff's Office to coordinate final traffic control plans and enforcement. The PERMITTEE shall also provide verification that each agency has been supplied with an event route map. Verification shall be provided to the County of Santa Cruz at least 30 days prior to the event.
8. Formation of the parade and crowd control shall be coordinated with the Sheriff's Office.
9. The PERMITTEE shall provide access for emergency vehicles during the street closure.
10. The PERMITTEE shall be responsible for any damage to landscaping, fences, or private property on and adjacent to the parade route.
11. Immediately following the parade, a clean-up shall be made of the parade route by the PERMITTEE.
12. The PERMITTEE shall exonerate, indemnify, defend, and hold harmless, the County of Santa Cruz, including without limitation, its officers, agents, employees and volunteers from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature, including attorneys fees, which the County may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the Event or PERMITTEE's performance under the terms of this Permit, excepting any liability arising out of the sole negligence of the County. Such indemnification includes any damage to the person(s), or property(ies) of the County of Santa Cruz and third persons.
13. The PERMITTEE, at its sole cost and expense, for the full term of this Permit (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects County and any insurance or self-insurance maintained by County shall be excess of the PERMITTEE insurance coverage and shall not contribute to it.
 - a. Automobile Liability Insurance for each vehicle used in the performance of this Permit, including owned, non-owned (i.e. not owned by the PERMITTEE, its staff or employees or volunteers), leased or hired vehicles, in the minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - b. Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

14. All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Permit with the County of Santa Cruz.”

15. All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

County of Santa Cruz, Department of Public Works
Road Operations, Senior Civil Engineer
701 Ocean Street, Room 410
Santa Cruz, CA 95060”

16. The PERMITTEE agrees to provide its insurance broker(s) with a full copy of these insurance provisions.

17. **INSURANCE ENDORSEMENTS MUST BE RECEIVED BY THE DEPARTMENT OF PUBLIC WORKS AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT OR THIS PERMIT WILL BE CANCELED.** All Insurance Endorsements shall be delivered or sent to: County of Santa Cruz, Department of Public Works, Road Operations, Senior Civil Engineer, 701 Ocean Street, Room 410, Santa Cruz, CA 95060

County of Santa Cruz, Department of Public Works
Road Operations, Senior Civil Engineer
701 Ocean Street, Room 410
Santa Cruz, CA 95060

18. The parade shall start at _____ and end _____.

19. The PERMITTEE shall establish a first aid station at _____ which would be staffed with personnel capable of administering emergency first aid and of summoning or providing emergency transportation for the victim.

EXAMPLE

20. A critique shall be held on _____, 20XX at _____ am/pm at the Department of Public Works offices with the PERMITTEE representatives. The PERMITTEE shall arrange for representatives from the California Highway Patrol and the Santa Cruz County Sheriffs' Office to attend as well as other interested parties to discuss recommendations or required changes as determined.
21. The PERMITTEE will furnish the Santa Cruz County Department of Public Works with the name and phone number of the contact person that will be accessible during event hours.
22. The PERMITTEE shall sign a permit containing the above conditions and shall return the signed permit to the Department of Public Works.
23. Failure to comply with permit conditions will result in disapproval of future parade events.

NOTIFICATION

1. Notification shall be made in a newspaper of general circulation via press release or paid advertisement giving the time, date, and names of all roads on the parade route no later than five (5) days prior to the event and no sooner than twenty (20) days prior to the event.
2. The PERMITTEE shall notify each resident of the streets subject to closure, in writing, of the time, date, and duration of the closure at least ten (10) days prior to the event.
3. At least thirty (30) days before the event, PERMITTEE shall in writing notify local emergency services including fire, the Santa Cruz County Sheriff's Office, the California Highway Patrol, and the Metropolitan Transit District of the parade and parade routes.
4. The PERMITTEE shall notify all parade participants by printed handout of the following:
 - a) A parade route map showing the staging area, starting point, ending point, barricaded roads, and _____.
 - b) Parade participants who have completed the parade route shall remain in _____ and not return to the staging area until the parade route has been traversed by all participants.
 - c) There shall be no alcohol consumption by parade participants during the parade.

EXAMPLE

Page -5-

- 5. Residents and businesses that have requested notice of parades shall be given written notice by the PERMITTEE of the time, date, and names of roads on the ride route no later than ten (10) days prior to the event.

Please sign below and return the original of this letter to our office.

Yours truly,

EXAMPLE

Matt Machado
Deputy CAO, Director of Public Works

KNC:

Attachment:

Map

The terms and conditions of this permit are understood, and PERMITTEE will comply with all conditions.

PERMITTEE

DATE: _____

By: _____

Title