



Community & Economic Development
1010 Tenth Street, PO Box 642, Modesto, CA
95354
(209) 571-5566 • Fax (209) 491-5798

- Special Event - Entertainment Permit Application

It is important to complete all information applicable to your event in order for this application to be processed in a timely manner. It is unlawful for any person to own, conduct, operate, maintain or participate therein in any place of entertainment in the City of Modesto without first having obtained an Entertainment Permit. Failure to obtain an Entertainment Permit can result in penalties under Municipal Code 4-1.420.

**FOR AN ONLINE APPLICATION ENTER THE
FOLLOWING URL ADDRESS:**

<http://www.modestogov.com/prnd/entertainmentcommission/>

Once you are to the site please select: Entertainment Permit Application - Special Events

Permit Fees

- **Permit Fee (Non-Refundable): \$275.00**
(Application Fee: \$25; Regular Permit Fee: \$250)
 - **Late Permit Fee (Non-Refundable): \$400.00**
(Application Fee:\$25;Regular Permit Fee: \$250; Late Fee: \$125)
 - **Expedited Review Fee (Non-Refundable): \$650.00**
(Application Fee:\$25;Regular Permit Fee:\$250;Late Fee: \$125;Expedited Review Fee:\$250)
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- **Non-Profit Permit Fee (Non-Refundable): \$25.00**
(Application Fee: \$25)
 - **Non-Profit Late Permit Fee (Non-Refundable): \$150.00**
(Application Fee: \$25; Late Fee: \$125)
 - **Expedited Review Fee (Non-Refundable): \$400.00**
(Application Fee: \$25; Late Fee: \$125; Expedited Review Fee: \$250)

***All Non-Profit groups must provide a copy of their
501(c)3 or 501(c)4 at the time of submittal.***

PLEASE NOTE

Submitting **60 days or less** from the date of your event will result in a late fee. However, if your event was previously permitted, a late fee will apply if submitting **45 days or less** from the date of your event.

Application is subject to a mandatory 14-Day Public Notice Period



Entertainment Commission Meetings

**Please note that meetings are subject to cancellation if no
NEW EVENT Entertainment Permit Applications are submitted
for review.***

**2016 Meeting Schedule
City-County Administration Building
1010 10th Street - Conference Room 2001**

**1st Monthly Meeting Start Time is 4:30pm
2nd Monthly Meeting Start Time is 4:30pm**

January 7 and 21

February 4 and 18

March 3 and 17

April 7, 21

May 5, 19

June 2, 16

July 7, 21

August 4, 18

September 1, 15

October 6, 20

November 3, 17

December 1, 15

*** Effective 2/4/2016, reoccurring Special Event and Business Entertainment Permits may be reviewed for administrative approval by the Permit Administrator.**

- Special Event -

Application Type	
New	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Modification <i>(If checked see form B-Modification Request)</i>	<input type="checkbox"/>



Date Received:
Payment Date:

Organization Type	
Sole Proprietorship	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Corporation	<input type="checkbox"/>
Non-Profit	<input type="checkbox"/>

Paid Fees	
Regular Fee Total:	\$
Late Fee Total:	\$
Expedited Review Fee Total:	\$

APPLICANT INFORMATION – Name(s) and permanent address of applicant(s):
 (Note: If applicant is a corporation, the name shall be exactly as set forth in its Articles of Incorporation and the applicant shall show the name and residence address of each of the officers, directors and stakeholders. If the applicant is a partnership, the application shall show the names and residence address of each of the members, including limited partners.)

Applicant # 1

First Name	Middle Initial	Last Name		
Residence Address		City	State	Zip Code
Home Phone #	Business Phone #	Driver's License #	State	Date of Birth

Applicant # 2

First Name	Middle Initial	Last Name		
Residence Address		City	State	Zip Code
Home Phone #	Business Phone #	Driver's License #	State	Date of Birth

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BUSINESS AND/OR ORGANIZATION INFORMATION

Name of Business/Organization		Type of Business/Organization	
Business/Organization Address		City	State
Business Phone #		Business Fax #	Zip Code
Business Phone #		Business Fax #	E-mail
Business Phone #		Business Fax #	Business License #
<i>To obtain a Business License See <u>Form A- Business License Application</u></i>			
Mailing Address, if different from above		City	State
Mailing Address, if different from above		City	Zip Code

EVENT INFORMATION

Event Title/Name		Event Location	
Event Date(s)	Event Hours	Contact Person	
Primary Phone #	Alternate Phone #	E-mail Address	
Purpose of Event			
Est. Attendees at Any Time	Est. Total Attendance	Age Group(s) (Youth, Adult, Family, etc)	

1A. WHO WILL ATTEND THE EVENT	
General Public	<input type="checkbox"/>
Private Party	<input type="checkbox"/>

1B. FUNDRAISER	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If YES, What is the Cost for entry	\$

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-SECTION CONTINUED-

1C. STREET CLOSURE	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If YES, Please note the time and street names affected	
If YES, Please complete MPD's Street Closure Form. (Please Note: You will need to include a detour plan SEE EXAMPLE Form # 2) The plan must be developed by a licensed Traffic Engineer .	
If, the event impacts a State of California road please complete CALTRANS Encroachment Permit Form.	

1D. PARKING GARAGE CLOSURE	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
If YES, Please note all locations	

1E. EVENT HELD BY A BUSINESS	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/> If YES, Will it be held within a building <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES to Both, Does the event change the regular use of the building? Please Explain.	

1F. PLEASE CHECK EVENT SANITATION NEEDS	
Port-o-lets	<input type="checkbox"/>
Trash Cans	<input type="checkbox"/>
Street Sweeper	<input type="checkbox"/>
Front Loader	<input type="checkbox"/>
Storm Water Drain Coverage <i>(If there are any public drains you will need coverage)</i>	<input type="checkbox"/>
None	<input type="checkbox"/>

1G. DOES EVENT INCLUDE ANY OF THE FOLLOWING	
Live Music	<input type="checkbox"/>
Amplified Music	<input type="checkbox"/>
D.J.	<input type="checkbox"/>
If YES to any above and the sound will be outside or in a tent, please complete Sound Permit Form.	
TYPE OF MUSIC IN GENERAL	
Pop <input type="checkbox"/> Rock <input type="checkbox"/> Hip-Hop <input type="checkbox"/> Punk <input type="checkbox"/> Country <input type="checkbox"/> World <input type="checkbox"/> Rap <input type="checkbox"/> Metal <input type="checkbox"/> Vocal <input type="checkbox"/>	
Blues <input type="checkbox"/> R&B <input type="checkbox"/> Electronic <input type="checkbox"/>	
If Live Music, Please specify what groups:	

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EVENT ALCOHOL SECTION

2A. ALCOHOL AT THE EVENT	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

<i>ONLY IF YES</i>	
2B. DISTRIBUTION OF ALCOHOL	
Alcohol Served (No Cost)	<input type="checkbox"/>
Alcohol Sold	<input type="checkbox"/>
Guest Bring Alcohol	<input type="checkbox"/>

<i>ONLY IF YES</i>		
2C. DISTRIBUTION OF ALCOHOL		
Liquor License #		
IF No License	City of Modesto ABC form please see Form # 5. Please Fill Out	State of California ABC form please see Form # 6. Please Fill Out

EVENT ACTIVITIES SECTION

3A. PRODUCT VENDORS		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, Please see Form # 7. Please Fill Out

3B. FOOD VENDORS		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, Please see Form # 8 & 9. Please Fill Out

3C. WILL EVENT HAVE A CARNIVAL AND/OR CIRCUS		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, Please see Form # 10 & 11. Please Fill Out

3D. WILL EVENT HAVE A TENT AND/OR A TEMPORARY STRUCTURE			
No	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	<input type="checkbox"/>	
If YES, Please note the total and all sizes			
To determine if a tent and/or a temporary structure permit is needed please see Form # 12			
If, a tent and/or a temporary structure permit is needed please see Form # 13. Please Fill Out			

3E. WILL YOUR EVENT HAVE A PARADE		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, Please see Form # 14. Please Fill Out

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EVENT SECURITY SECTION

4A. WILL EVENT BE USING IN-HOUSE STAFF FOR EVENT SECURITY	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

PLEASE NOTE: The Commission may require one security personnel for every 50 to 100 persons.

How Many Security:	# _____
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If YES, Please explain how you will monitor the number of persons entering the event:	
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4B. WILL YOU BE USING AN OUTSIDE SECURITY FIRM	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

How Many Security:	# _____
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If YES, Please include the following items:	Security Firms Name: 1. A Copy of their City of Modesto Business License 2. Copy of their Insurance Coverage 3. Copy of their State License
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<i>IF NO ON ALL ABOVE</i>	
4C. WILL EVENT REQUIRE MODESTO POLICE	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

If YES, Please contact the Modesto Police Department to begin the process of developing an outside service agreement. Special Events (209) 572-9679. Please see Form # 15. Please Fill Out

ADDITIONAL ATTACHMENTS SECTION

1. **EVENT SUMMARY** – Please include a written summary of your event, you should include the following information: For Example:

- a. Describe the organization hosting the event;
- b. The reason for the event;
- c. The number of years the event has been around;
- d. Etc.

2. **EVENT FLOOR PLAN DRAWING** (Scalable – ¼” or 1/8”) - Include and attach the event plan for the entire event on a separate sheet(s) plus (8) 11 x 17 copies of the original plan with the following information. The drawing/diagram shall include all aspects of the event including: Please See Form # 16

- a. Event location
- b. Size of premises
- c. Entertainment location(s)
- d. Layout of displays booths and/or tents
- e. Parking areas
- f. Cooking locations
- g. Public restrooms/temporary sanitary facilities
- h. Other structures being used
- i. Street access to the event

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j. Entrance and Exits Identify manager on duty or contact person on the premises during hours of operation.
3. EMERGENCY MEDICAL PLAN (Only if attendance is greater than 1,000) – Please include a written outline of your event emergency plan, you should include the following information: a. How will you contact emergency services; b. What type of medical services will be on hand; c. What steps will event go through to prevent an emergency; d. Etc.
4. SANITATION PLAN – Please include a written sanitation plan for adequate sanitation facilities and garbage, trash and sewage disposal for persons attending the event. This plan shall meet the requirements of all state and local statues, ordinances and regulations. Please See Form # 17 Requirements – Effective July 1, 2005 operators of large venue and coordinators of large events must develop a waste reduction and recycling plan for each qualified venue or event. Each event must complete the waste analysis permit and return to the City of Modesto's Solid Waste Division. Questions please contact Solid Waste Management Office at (209) 577-5495.
5. FIRE PROTECTION PLAN – Please See Example: Please See Form # 18
6. INSURANCE REQUIREMENTS - The permittee shall provide, at its own expense and maintain at all times, the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the City of Modesto as may be required. General Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage, or \$1,000,000 combined single limit. The City of Modesto also needs an additional endorsement: "The City of Modesto", including its agents, officers, employees, and volunteers , shall be named as an additional insured on the insurance policy required herein, as a separate endorsement . Please See Example: Form # 19
7. Business License – Please provide a copy of your current City of Modesto Business License

DO YOU HAVE EVERYTHING

CHECK LIST

- SEE NEXT PAGE -

SPECIAL EVENT ENTERTAINMENT PERMIT
APPLICANT CHECKLIST

YES NO N/A If Yes; following forms need to be completed.

<u>Street Closures</u>				
1	Is Section 1C marked Yes?			Form #1 - Modesto Police Department Temporary Permit for use of Sidewalks/Streets & On-Street/Off-Street Parking Spaces
				If yes, is the Detour Plan included? (City or State)
				If impacting State roads, Form #3 - State of California-Department of Transportation Standard Encroachment Permit Application
<u>Live or Amplified Music</u>				
2	Is Section 1G marked Yes?			Form #4 Modesto Police Department Sound Amplification Permit
<u>Alcohol at Event</u>				
3	Is Section 2A marked Yes?			Form #5 Modesto Police Department Daily Alcohol Permit Application
				Form #6 State Department of Alcoholic Beverage Control - Daily License Application/Authorization - Non Transferable
<u>Product or Food Vendors</u>				
4	Is Section 3A marked Yes?			Form #7 Special Event/Itinerant License Application
5	Is Section 3B marked Yes?			Form #8 LPG Food Vendor Permit Application
<u>Carnival or Circus</u>				
6	Is Section 3C marked Yes?			Form #10 Carnival Application
				Form #11 Circus Application
<u>Tent or Canopy</u>				
7	Is Section 3D marked Yes? (needed if Tent is more than 400 sq. ft. or Canopy is more than 700 sq. ft.)			Form #13 Application to Erect a Temporary Tent or Canopy
<u>Parade</u>				
8	Is Section 3E marked Yes?			Form #14 Modesto Police Department Parade Permit-Application
<u>Event Security</u>				
9	Is Section 4B marked Yes?			Copy of Security Firm's City of Modesto Business License
				Copy of Security Firm's Insurance Coverage
				Copy of Security Firm's State License
10	Is section 4C marked Yes?			Form #15 Modesto Police Department Outside Service Request
<u>Minimum 1 paragraph/per Summary or Plan</u>				
11	Is Event Summary included?			
12	Is Event Floor Plan included?			
13	Is Emergency Medical Plan included? (needed if 1,000 or more attendees at one time)			
14	Is Sanitation Plan included?			
15	Is Fire Protection Plan included?			
<u>Copies</u>				
16	Is there a copy of General Liability Insurance included?			
17	Is there a copy of Additional Endorsement for City of Modesto?			
18	Is there a copy of current (by event date) City of Modesto Business License?			

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DECLARATION

I, _____, declare under penalty of perjury that the foregoing is true and correct. I understand that any false or incomplete information provided by me in connection with this application constitutes cause to either deny the requested permit or revoke the permit if granted. I also understand that if this permit is granted I must update any information should it change.

Date

Signature of Applicant