



TOWN OF COLMA SPECIAL EVENTS PERMIT APPLICATION FORM

Application and Fees (payable to Town of Colma) for:

Special Events Permit (Initial) – \$200.00 Special Events Permit (Recurring) – \$100.00

Initial Department Service Charge Deposit – \$ _____

(Note: An application fee shall not be required (i) when the Town is organizing or participating the Special Event or (ii) from any organization that is exempt from federal income tax under IRC 501(c)(3) (need to provide IRS tax exemption letter) and either has its principal office in Colma or is organized for the primary purpose of serving Colma Residents or businesses, provided that the Special Event is reasonably related to its purpose.)

Event Title and Description (check all that apply and attach diagram showing location)

Porta-Johns Tents Stage Banners/Portable Signs Amplified Sound Stage
 Parking/Emergency Access Trash/Recycling Locations Other: _____

Event Category

Athletic/Recreation Concert/Performance Circus Farmer/Outdoor Market
 Exhibits/Misc. Festival/Celebration Carnival Parade/Procession/March

Date/Time

Setup Date _____ Time _____ Day of Week _____
Event Starts Date _____ Time _____ Day of Week _____
Event Ends Date _____ Time _____ Day of Week _____
Dismantle Date _____ Time _____ Day of Week _____

Anticipated Attendance

Total _____ Per Day _____

Property Information

Address: _____

Assessor's Parcel Number: _____

Use of Public Street or Sidewalk(describe location): _____

Alcohol

Does your event involve the use of alcoholic beverages? Yes No

If yes, please check all that apply:

Free/Host Alcohol Host and Sale Alcohol Wine
 Alcohol Sales Beer Distilled Spirits

Food Concessions or Preparation

Does your event include food concession and/or preparation areas? Yes No

Gas Electric
 Charcoal Other: _____

This section to be completed by the Planning Department.

Application Submittal Checklist:

Date Rec'd Stamp

_____ Diagram Showing Location

_____ Fee - \$ _____

_____ Initial Deposit against Departmental Service Charges – See attached Schedule

The Town of Colma Planning Department is open Monday – Friday – 8 am to 5 pm
1198 El Camino Real, Colma, CA 94014
Telephone: (650)-757-8888, FAX (650) 757-8890

Trash/Recycling Collection

How will trash and recycling be addressed during and after the event?

Organization: _____

Address: _____

Telephone: _____

Security Plan

Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California. (Please attach or describe security arrangements).

Security Organization: _____

Address: _____

Telephone: _____

Private Patrol Operator License #: _____

Medical Plan

Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan? (Please attach or describe medical plans.)

Medical Services Provider: _____

Address: _____

Telephone: _____

Insurance Requirements (Town of Colma as Additional Insured)

Name of Insurance Agency: _____

Address: _____

Telephone: _____

Contact Name: _____

Policy Type: _____

Policy Amount(\$1,000,000 Minimum): _____

Policy Number: _____

Event Contact

Name: _____ **Cell Phone No.** _____

Mailing Address: _____

E-Mail Address: _____ **Telephone No:** _____

Secondary Event Contact

Name: _____ **Cell Phone No.** _____

Mailing Address: _____

E-Mail Address: _____ **Telephone No:** _____

Applicant

Name: _____ Telephone No. _____

Mailing Address: _____

E-Mail Address: _____

Applicant Signature: _____

Property Owner/Property Manager (if different than applicant)

Name: _____ Telephone No. _____

Mailing Address: _____

E-Mail Address: _____

Authorized Owner/Manger Signature: _____

SPECIAL EVENT PERMIT INFORMATION

The Town of Colma supports safe and well planned special events. The Town requires a Special Event Permit for most activities including filming, outdoor events and use of public streets or sidewalks.

An application for a special event should be files at least fifteen (15) days before the event in order to allow for review of the application by Town Departments and outside agencies. A decision letter will be issued for the request. If approved, conditions will be added to assure that the public health and safety are maintained.

Departmental Service Charges

Each organizer or manger of a Special Event, and the owner of any private property on which the Special Event is being conducted shall pay the Town all Departmental Service Charges actually incurred by the Town in connection with activities for which a Special Events Permit is required under this subchapter.

The Departmental Service Charges shall be determined by multiplying the hourly billing rate for each person required by the Town to provide support services to a Special Event times the amount of time on those activities plus all reimbursable expenses. The hourly rate to be filled by employees, agents, and consultants of the Town as Departmental Service Charges shall be periodically calculated by the City Manager to cover the salaries and benefits authorized by the City Council to be paid to the employee, agent or consultant, and shall be posted on the Town's website. Rates will be calculated in 15-minute increments. In no event shall the rates exceed the direct and indirect costs of the services provided. Initial deposit amounts are shown below. Additional deposit funds may be required based on the type and size of event.

Departmental Service Charges Fee Schedule

	<i>Special Event Fees and Deposits</i>	
	Fee for processing application of Special Event Permit	\$100.00

	Initial deposit against Departmental Service Charges for a Special Event Impacting Public Property	\$500.00
	Initial deposit against Departmental Service Charges for a Special Event on Private Property	\$200.00
	Initial deposit against Departmental Service Charges for a Public Assembly Event	\$500.00
	Initial deposit against Departmental Service Charges for a Special Commercial Event	\$300.00''