



# City of Delano

## Special Event Permit Application

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Fee Paid (See Estimated Itemized Fee Sheet): \_\_\_\_\_

**Note: Pursuant to Municipal Code 10.24.030 Applications must be submitted for consideration at least twenty (20) calendar days prior but not more than one hundred twenty (120) days before the event. (Exemptions: Block Parties must be submitted at least ten (10) days prior.)**

In an effort to expedite processing of this Special Event Permit Application and to eliminate unnecessary delays to the applicant, Human Resources / Risk Management Staff **will not** accept any incomplete applications.

In the event errors or omissions are discovered, the application will be deemed incomplete and will be returned to the applicant for revision.

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### **Property Owner (Attach sheet if more than one property owner):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*Street, City, State, Zip Code*

### **Applicant (Attach sheet if more than one applicant):**

Name of Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*Street, City, State, Zip Code*

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### **Proposed Event:**

Event Location  
(Property Address): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start and Finish  
Time(s): \_\_\_\_\_

Human Resources / Risk Management  
1005 Eleventh Avenue, P.O. Box 3010, Delano, CA 93216  
Phone: (661) 721-3305, Fax: (661) 721-3425

**Note: Building Permits, Business Licenses and / or Health Permits may be required for some events. The fee(s) for these items are not included in the fee calculation for Special Events.**

**Insurance Requirements (If using public facilities):**

The City of Delano requires the following minimum insurance coverage for all Special Events held within the City's jurisdiction:

<b><u>Type of Coverage</u></b>	<b><u>Description</u></b>	<b><u>Policy Limits</u></b>
<b>Commercial General Liability:</b>	Each Occurrence	\$1,000,000
	Medical Payments	\$5,000
	Personal and Advertising Injury	\$1,000,000
	General Aggregate	\$2,000,000
	Products / Completed Operations Aggregate	\$2,000,000
	Damage to Premises Rented to You	\$500,000

The "City of Delano, its officers, agents, employees, successors and assigns" must be named as an additional insured on all certificates of coverage.

**Alcohol:**  Yes  No

**Liquor liability coverage required for consumption or sales of alcohol**

**Types of Beverages:**  Beer  Wine  Spirits

**What time will they be available for purchase?** \_\_\_\_\_

If yes and you intend to sell alcohol, you will need to do the following:

- 1) Obtain approval and a letter from the Delano Police Department to sell alcohol.  
***(Request must be filed no less than fifteen (15) days nor more than thirty (30) days prior to the time of the proposed use.)***
- 2) Submit the letter to Kern County's Alcoholic Beverage Control office located at:  
4800 Stockdale Highway, Suite #213  
Bakersfield, CA 93309  
Phone: (661) 395-2731 or e-mail: [BKF.Direct@abc.ca.gov](mailto:BKF.Direct@abc.ca.gov)
- 3) Submit proof of the permit with this application.

**Food Booths?**     Yes     No

If you intend to sell any type of food that is not sealed in pre-packaging, you will need a permit from Kern County Environmental Health; they may be reached at (661) 862-8700.

A review by the Kern County Department of Environmental Health is required for all special events that will be distributing food. To assist in the review, please provide the following information:

- The food will be . . .                       Cooked at the event                       Transported to the event
- The food is being . . .                       Sold     Given away
  
- Who will be preparing the food? \_\_\_\_\_
  
- Who is the food for? (Example: the public, staff, volunteers) \_\_\_\_\_

**Public Dance / Amplified Sound:**

Complete this section if a public dance is part of your Special Event or you intend to have amplified sound.

**Type of Event:**

- Invitation Only (Private / Free) \_\_\_\_\_
- Open to the Public (Paid Admission) \_\_\_\_\_
- Private (Paid Admission) \_\_\_\_\_
- Open to the Public (Free) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Live Music (Band):** \_\_\_\_\_

**Amplified Sound (DJ):** \_\_\_\_\_

**Security (Must be licensed to operate in the City of Delano):**

**Security Agency Stamp / Signature:** \_\_\_\_\_

**Number of Security Officers Assigned:** \_\_\_\_\_

**Proposed Diagram of Event:**

Please provide a proposed diagram of the event, including proposed parking, vendor booths, etc. If the event includes a parade or procession, you may want to consider the pre-approved route that is included, with this packet.

I certify that I am the owner or authorized agent and that the Special Event Permit Application filed, in its entirety, is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Property Owner's Signature**

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

\_\_\_\_\_  
**Applicant's / Authorized Agent's Signature:**

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

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