



## City of Eureka Special Event Application & Information

City of Eureka  
531 K Street  
Eureka, CA 95501  
(707) 441-4144

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<b>Overview</b>	<p>Thank you for your interest in hosting a special event within the City of Eureka! The following information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. Please submit a special event application if your event takes place on City/Public property, or if the event interferes with vehicular or pedestrian traffic.</p>
<b>Processing Procedure</b>	<p>Applicants are asked to submit their completed Special Event Application a minimum of <u>30 days prior to the event date</u> with all of the supporting documents. This allows adequate time for the application to be routed through City departments for approval and to determine if the proposed event meets City requirements.</p>
<b>Applicant Requirements</b>	<p>The following attachments are required from all applicants:</p> <ul style="list-style-type: none"><li>▪ Event site/route map</li><li>▪ A signature sheet with signatures of affected businesses or residents is required for all sidewalk and street blockages/ closures.</li><li>▪ Certificate of liability insurance with \$2,000,000 minimum coverage.</li><li>▪ Insurance endorsement that names the "City of Eureka, its officers, officials, employees, and volunteers" as additional insured's; and verification that the coverage is "primary, and the City's coverage is non-contributory." <u>*Exact wording is required.</u></li></ul>
<b>Insurance Requests</b>	<p>Please inform your insurance carrier that the City will contact them with regards to any additional needed documents, for example; Liquor Liability, Worker's Comp, or Automotive Liability. When a carrier will not authorize the City to make these requests directly, we will email or fax you the specifics of what is needed and you may request it from them.</p>
<b>Electricity/Water</b>	<p>All electrical or water needs must be noted on the application.</p>
<b>Restrooms</b>	<p>Temporary restrooms are necessary and required for events that are held in parks or other areas that do not have adequate restroom facilities.</p>
<b>Garbage/ Clean-up</b>	<p>All events are responsible for providing adequate garbage containers and for their removal. All barricades, signage, trash, and any other items associated with the event must be removed at the end of the event.</p>
<b>Submitting an Application</b>	<p>Please make sure that your special event application is filled out in its entirety and attached are all of the required documents. Applications that are incomplete or lack supporting documents will not be considered until all documentation has been received.</p> <p>Once completed, the application can be filled out electronically or handwritten and can be submitted by email as a pdf; <a href="mailto:bosullivan@ci.eureka.ca.gov">bosullivan@ci.eureka.ca.gov</a>, by fax; (707) 441-4138, mailed, or submitted in person. Please note that the hold harmless agreement and the application must be signed before a permit can be issued.</p>
<b>Contact Information</b>	<p>Please contact the City Manager's Office if you have any questions or need clarification; <b>(707) 441-4144</b>.</p>



**City of Eureka  
Special Event Application**

Submit to: City of Eureka  
c/o City Manager's Office  
531 K Street  
Eureka, CA 95501

**SPONSORING GROUP/INDIVIDUAL:**

_____	EMAIL _____
NAME/ ORGANIZATION _____	TELEPHONE _____
CONTACT PERSON _____	ADDRESS _____

**REQUEST FOR: (CHECK ALL THAT APPLY)**

- |                |                       |              |
|----------------|-----------------------|--------------|
| STREET CLOSURE | FESTIVAL/ STREET FAIR | PARADE       |
| CONCERT        | PUBLIC ASSEMBLY       | OTHER: _____ |

EVENT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

EVENT DATES(S): \_\_\_\_\_

EVENT TIME(S): \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

- Vehicles or motorized equipment will be used during set-up
- Employees of the sponsor are working on the event
- Alcohol will be served or sold (*Events Serving Alcohol Must Obtain an ABC License*)
- A tent/canopy will be used
- Electricity is needed
- A generator will be used
- Sound amplification will be used (*Comply with 10:00pm Noise Ordinance*)
- Food will be sold (*If Yes, Humboldt County Health Department Permit Required*)
- Overnight camping will be a part of the event

**PERMISSION TO POST ON PERMITEE'S BEHALF**

Do you give the City of Eureka Permission to promote your event on the City's website, Facebook, and eNewsletter? (*Check for yes*)

**ATTACHMENTS REQUIRED BY ALL APPLICANTS:**

- Attach a Map indicating areas of activity, parade, walking routes, street closures, etc.
- Attach Certificate of Liability Insurance with \$2,000,000 minimum coverage.
- Attach a signature sheet with signatures of affected businesses or residents for sidewalk and street closures.

\*THE UNDERSIGNED ACKNOWLEDGES I/ WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION AND CLEANUP OF THE AREA USED FOR THE SPECIAL EVENT. ADDITIONALLY, I/WE CERTIFY THAT THERE ARE NO MISINTERPRETATIONS IN THE FOREGOING STATEMENTS AND ANSWERS. THIS APPLICATION, ALONG WITH ANY OTHER REQUIRED INFORMATION MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE FOR REVIEW. ANY STIPULATIONS REQUIRED BY THE CITY MANAGER AND/OR CITY COUNCIL SHALL BE MET.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**



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Special Event Application**

**Submit to:** City of Eureka  
c/o City Manager's Office  
531 K Street  
Eureka, CA 95501

**Event Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Hold Harmless Agreement**

THE PERMITTEE SHALL INDEMNIFY, DEFEND AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS FROM AND AGAINST ALL LIABILITY, LOSS, DAMAGE EXPENSE, COST (INCLUDING WITHOUT LIMITATION, COSTS AND FEES OF LITIGATION) OF EVERY NATURE ARISING OUT OF OR IN CONNECTION WITH PERMITTEE'S PERFORMANCE OF THE PERMIT DESCRIBED HEREIN, OR ITS FAILURE TO COMPLY WITH ANY OF ITS OBLIGATIONS CONTAINED IN THE PERMIT, EXCEPT SUCH LOSS OR DAMAGE WHICH WAS CAUSED BY THE SOLE NEGLIGENCE FOR WILLFUL MISCONDUCT OF THE CITY.

OTHER THAN THOSE CITY OF EUREKA EMPLOYEES WHO ARE SPECIFICALLY ASSIGNED TO ASSIST IN OR MONITOR THIS EVENT, IT IS UNDERSTOOD BY THE CITY AND THE PERMITTEE THAT ANY AND ALL EMPLOYEES AND VOLUNTEERS WORKING ON THE PERMITTEE'S EVENT ARE EMPLOYEES OR VOLUNTEERS OF THE PERMITTEE AND NOT THE CITY OF EUREKA. ANY AND ALL LIABILITY ASSOCIATED WITH ACTIVITIES OF PERMITTEE'S EMPLOYEES AND VOLUNTEERS, INCLUDING WORKERS COMPENSATION, IS THE SOLE RESPONSIBILITY OF THE PERMITTEE AND NOT THE CITY OF EUREKA.

**Authorized Signature**

\_\_\_\_\_  
**Signature**

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

**DEPARTMENTAL REVIEW (office use only):**

	<b>Approved</b>	<b>Disapproved</b>
Building/Public Works	_____	_____
Eureka Main Street	_____	_____
Eureka Police Department	_____	_____
Humboldt Bay Fire	_____	_____
Maintenance/ Electrician	_____	_____
Parks and Recreation	_____	_____
Risk Manager	_____	_____
Traffic/ Engineering	_____	_____

**Action Required and Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Return Comments to the City Manager's Office by: \_\_\_\_\_

