



SPECIAL EVENT PERMIT APPLICATION 2025-2026

APPLICATION PROCESS

A Caltrans Encroachment Permit is required if the event will take place on E. Lake Ave., Main St., Riverside Dr., Lincoln St., or E. Beach St. Please visit the Caltrans website to obtain Encroachment Permit Application: <http://www.dot.ca.gov/trafficops/ep/apps.html>. Encroachment Permit application is due to Caltrans **90** days prior to the event.

If an event requires a Caltrans Encroachment Permit, this Special Event Application is due to the Parks and Community Services Department **145** days prior to the event and the encroachment permit must be submitted **30** days prior to the event

1) Submit a completed Special Event Application **60** days (**145** days if Caltrans Encroachment Permit is required) prior to event. Application must include the following prior to being reviewed by the Special Events Committee;

- ☐ Detailed and legible map of route for parades or marches and map layout for festivals
- ☐ A facility rental application if required
- ☐ A Community Event Sponsorship application, if applicable
- ☐ Payment of special event processing fee
- ☐ Payment of facility rental deposit if required

2) Once a complete special event application and required documents are submitted, the Special Event Committee reviews application and event organizer is informed of all city requirements, permits and fees.

3) **30** days prior to the event, the applicant is required to submit the following;

- ☐ Certificate of Insurance and Endorsement and Additional Insured

- ☐ Contracts for security, portable restrooms or other logistical services required for the event
- ☐ Full payment of all city fees
- ☐ Signed Special Event Permit
- ☐ A copy of event flyer or poster

FAILURE TO MEET THESE REQUIREMENTS MAY RESULT IN CANCELLATION OF YOUR EVENT

SPECIAL EVENT FEE SCHEDULE

PROCESSING FEES (subject to change)	
Non-Profit Groups	\$166.50
All Other Groups	\$333
USE OF CITY PLAZA, PARKS AND OTHER FACILITIES	
See Facility Rental Fee Schedule: https://www.cityofwatsonville.org/DocumentCenter/View/2571/Facility-Rental-Fee-Schedule?bidId=	
POLICE DEPARTMENT FEES	
Amplified Sound Permit	\$252
Entertainment Permit	\$189
Police Officer Cost, if Required, Per Officer	\$132/hr min
Police Sergeants, if Required, Per Sergeant	\$167/hr min
FIRE DEPARTMENT FEES	
Fire Inspection: Food Booths & Mechanical Rides and Inflatable	\$401/Hour
ADDITIONAL FEES	
Street Closure, Garbage, Food Scraps & Recycling Services	To be Determined Upon Approval of Application

CITY OF WATSONVILLE
PARKS & COMMUNITY SERVICES DEPARTMENT
231 UNION STREET ♦ TEL: (831) 768-3240 ♦ FAX: (831) 763-4078



SPECIAL EVENT PERMIT APPLICATION

GENERAL EVENT INFORMATION

Name of Event: _____

Recurring Event: ☐ One Time Event: ☐

Type of Event: ☐ Festival ☐ Parade/March ☐ Walk/Run ☐ Other _____

Is this a fundraising event? YES ☐ NO ☐ For whom are funds being raised? _____

Location of Event: _____

Date of event: _____ Hours of Event: _____ to _____ Estimated attendance: _____

Set up Time: _____ a.m./p.m. Cleanup Time: _____ a.m./p.m.

Event Web Site: _____

Purpose and description of the event : _____

SPONSORING ORGANIZATION

Name of sponsoring organization _____ EIN # _____

Is the sponsoring organization a 501(c)(3) non-profit? YES ☐ NO ☐

Contact person from sponsoring organization: _____

Organizer address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ E-mail _____

Contact person in charge at the event _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ E-mail _____

If the event is a recurring event, state any problems and/or incidents that have occurred in past years, such as electrical, security, etc. _____

What can we do to help rectify the problem(s)?

LOGISTICS

Will you be using speakers and/or sound equipment at your event? YES ☐ NO ☐

If yes, a Sound Amplification or Entertainment Permit will be required. This application will be routed to all City departments and if a permit is necessary, the appropriate department will issue the permit(s).

Will there be commercial (for-profit) vendors selling at the event? YES ☐ NO ☐

If yes, commercial vendors are required to have an active business license issued by the City of Watsonville. The event organizer is responsible for collecting and retaining this information to ensure compliance. You may contact the Finance Department by calling 768-3450 to obtain more information on business licenses.

Will there be amusement rides and/or jump houses at the event? YES ☐ NO ☐

If yes for amusement rides, a special use permit must be obtained from Community Development, and a fire inspection must be made by the proper inspector from Community Development or the Fire Department.

Will alcohol be served or sold?

YES ☐ NO ☐
Beer ☐ Wine ☐ Spirits ☐

Note: An ABC Permit will be required if approved for alcohol. The Special Events Coordinator will facilitate approval with the Watsonville Police Department.

Will you have food booths? YES ☐ NO ☐ Will cooking be done on site? YES ☐ NO ☐

If yes, please indicate the approximate number of vendors expected:

If a two-day event, Health Permits will be required. Applications available at Santa Cruz Co. Environmental Health Services: 831-454-2022

Is the event open to the public? YES ☐ NO ☐

Will fees be charged to the public? YES ☐ NO ☐ If yes, please describe method of collection. Include vendors, entrance fees, parking fees, etc...

Will donations be accepted in conjunction with this event? YES ☐ NO ☐

If parade, how many entries?

Route of march/parade, including staging and terminating process (attach map). Also include approximate number of people participating in the march/parade.

Does your event require street closures? YES ☐ NO ☐ if yes, please fill in the following information or submit a route map along with this application.

STREET	FROM	TO	DATES	TIMES

If using City Plaza, will you need electricity? YES ☐ NO ☐ if yes, **YOU MUST** meet with Parks Division staff. Please call 831-750-8783 to set up an appointment.

NOTE: It is the responsibility of the applicant to arrange for portable restrooms to be delivered and picked up at the conclusion of the event.

Describe sanitation and litter control measures (City requirement: 1 portable toilet per 150 persons and 1 handicapped accessible toilet at each portable toilet location.)

Number of portable restrooms to be ordered: _____ Name of company providing sanitation services: _____

Explain how event organizers will provide parking arrangements and parking control for event.

Explain in detail the plan for proposed security measures:

Explain first aid services being proposed by event organizer:

Explain how the event will be made accessible to individuals with disabilities:

OTHER REQUIREMENTS

You, as the organizer, are responsible to communicate to vendors the corresponding requirements

CITY BANS: As per City Ordinance #1245-09 the use and distribution of products containing polystyrene/plastic foam/**styrofoam is prohibited**. Food providers must use to-go food service ware that is biodegradable or compostable, **single-use plastic is not allowed**. The use and distribution of **straws are prohibited**, unless specifically requested by customers. Straw must be biodegradable and not wrapped in plastic. Inspections will be conducted during event and fines will be administered if non-compliant. The use and distribution of **single-use plastic bags is prohibited** unless used for produce or cooked food.

BUSINESS LICENSE: The City Municipal code requires all businesses to have an active business license (section 3-4.05) and pay the required tax (section 3-4.04). It is unlawful to conduct business without complying with City, State and/or Federal laws and regulations.

PROPER DISPOSAL OF GREY WATER (*water from food preparation*): If your event will have food booths, you, as the organizer are required to provide a grey water container and inform your vendors of its location. (*Consult with the City's Special Event Supervisor if a container will be necessary for your event*). Grey Water **MUST NOT** be dumped into the street drain.

PROPER DISPOSAL OF GREASE & OIL (*cooking oil/grease*): If your event will have food booths, you, as the organizer are responsible to communicate to vendors the requirements to properly dispose of grease/oil produced at your event. Grease and oil **MUST NOT** be dumped into the street drain or in the garbage. They must bring their own container and take away at the end of the event. Inspections will be conducted during event and fines will be administered if non-compliant.

GARBAGE/RECYCLING/FOOD SCRAPS/LITTER CONTROL: You as the organizer are responsible for litter control during the event. Vendors are required to properly separate their waste by setting up three (3) color-coded bins labeled for recyclables, food scraps, and garbage. Inspections will be conducted during event and fines will be administered if non-compliant.

MANDATORY SINGLE-USE CUP CHARGE Vendors selling or providing hot or cold beverages in a single-use (compostable required) cup shall charge an additional ten cents for each cup, unless a reusable cup is provided by the customer. Vendors may refuse to accept reusable cups if cracked or dirty. All cup charges remain with the seller.

INSURANCE PURPOSES

A Certificate of Insurance naming the city as an additional insured in the general aggregate amount of \$1,000,000 is required for events, as deemed necessary by the City of Watsonville. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event, an original copy of the certificate of insurance and an endorsement will be due at least 30 days prior to event date (see attached sample.) The City of Watsonville reserves the right to request additional insurance for the event as deemed necessary by city staff and/or City Council. The organization/agency that is sponsoring the event is responsible for completing the Special Events Application. The insurance must also be provided by the sponsoring organization/agency.

HOLD HARMLESS/INDEMNIFICATION

It is understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way by the special event; the applicant further agrees that in consideration of being permitted to hold said special event the applicant and their guests/attendees will hold harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by said special event.

I have read and hereby acknowledge the requirements of the City of Watsonville's Special Events Application. I understand that if all requirements are not met, a Special Events Permit may be denied.

Date Application Submitted: _____ **Application Submitted by:** _____
(Please print)

Signature: _____ **Date:** _____
(Representative from the sponsoring event must complete & sign the application)

Thank You for Enhancing the Vitality of Watsonville!

Revised:2/5/24

Client#: 712061

REITEAFF

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

1/03/2014

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. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	Drive Oth Car						
B	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						
	RETENTION \$0						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Description and date of event.

Name and address of City property used for the event.

The City of Watsonville, It's appointed and elected officials and its employees are included as additional insured where required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City Clerk
City of Watsonville
275 Main Street, Ste 400
Watsonville, CA 95076

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

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City Clerk
City of Watsonville
275 Main Street, Ste. 400
Watsonville, CA 95076

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.