



Community Services Department
2001 East Street | Woodland, CA 95776 | (530) 661-2000

Special Event Application Process

Quick Reference Guide to the Special Event Ordinance and Special Event Application Process

1. For purposes of the City's ordinance, a **Special Event** is defined as any assembly of persons of fifty (50) people or more; or an event that obstructs the normal flow of pedestrian or vehicular traffic; or is a hazard to the public peace, health, safety or general welfare of the community.
 2. All Special Events occurring within the City of Woodland shall be prohibited unless a Special Events Permit has been obtained.

The following is a list of exemption when a permit is not required for a Special Event:
 - a. Funeral Processions
 - b. Governmental agencies acting within the scope of authorized functions
 - c. Pedestrians exercising First Amendment rights and obeying all laws
 3. The City will categorize the a Special Event as follows:

Category Three Event:	More than 3,000 people
Category Two Event:	500 to 3,000 people
Category One Event:	50 to 499 people
 4. Permit Applications and Category One Notices must be submitted 60 days prior to the event.
 5. The attached application for a permit shall be accompanied by a non-refundable Special Event Processing Fee. See attached fee information.
 6. The City will review the Special Event Application for a Permit and either approve, conditionally approve or deny the application for Category Two and Three events within 90 days and for Category One events within 60 days of receiving it. Grounds for denial and permit conditions are outlined in the City's Special Event Ordinance. If applicant disagrees with decision, they can appeal through a process outlined in the Ordinance.
 7. Once the application has been approved, the City will issue a Special Event Permit. The applicant will provide payment of agreed fees including processing fee, park use fee and deposit for cleaning. In addition the applicant will sign an indemnification agreement and provide proof of liability insurance as outlined in the City's Special Event ordinance.
 8. The Permittee shall have the permit available upon request.
 9. It is unlawful to conduct a Special Event without a permit or to exceed the scope of the permit. The City may revoke a permit due to non-compliance.
 10. The City of Woodland's Special Event Committee meets the first Tuesday of each month in the afternoon by appointment.
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Organization Information

Name of Organization/Group	Organization Mailing Address	
<i>Has this organization previously applied for Special Event Permit for this event?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Representative for Organization	Representative Phone	Representative Email
Alternative Representative for Organization	Alternative Representative Phone	Alternative Representative Email

Event Information

Event Name	Event Location	<input type="checkbox"/> Single Day Event <input type="checkbox"/> Multi Day Event Complete Event Date information for all dates
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Event Date (day 1 of ___)	Event Start Time	Event End Time	Street Closure Request?	<input type="checkbox"/> Yes if yes, complete below <input type="checkbox"/> No
Street Closure Start Time	Street Closure End Time	Streets to be Closed		
				<input type="checkbox"/> Heritage Plaza Parking Lot
Event Date (day 2 of ___)	Event Start Time	Event End Time	Street Closure Request?	<input type="checkbox"/> Yes if yes, complete below <input type="checkbox"/> No
Street Closure Start Time	Street Closure End Time	Streets to be Closed		
				<input type="checkbox"/> Heritage Plaza Parking Lot

Event Type

<input type="checkbox"/> Assembly <input type="checkbox"/> Attraction <input type="checkbox"/> Bazaar <input type="checkbox"/> Carnival <input type="checkbox"/> Circus	<input type="checkbox"/> Concert or Performance <input type="checkbox"/> Congregation <input type="checkbox"/> Cook-Off <input type="checkbox"/> Dance <input type="checkbox"/> Demonstration	<input type="checkbox"/> Display <input type="checkbox"/> Entertainment <input type="checkbox"/> Food Faire <input type="checkbox"/> Noncommercial Activity involving freedom of speech	<input type="checkbox"/> Rodeo <input type="checkbox"/> Sporting Event <input type="checkbox"/> Other Traveling Show <input type="checkbox"/> Other (Describe) _____
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Estimated Event Attendance *Check box →*

<input type="checkbox"/> Category Three Event Expected to attract over 3,000	<input type="checkbox"/> Category Two Event Expected to attract 500 to 3,000	<input type="checkbox"/> Category One Event Expected to attract 50 to 499
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Will water aid stations be used? Yes, if yes → No

How many? _____

Will amplified sound be used? Yes, if yes → No

Describe equipment and times which such equipment will be used. Attach a sound plan that describes measures to be taken by Applicant to ensure compliance with all applicable City laws, rules and regulations regarding amplified sound and music:

Plan Attached
 Yes
 No

Will food or alcoholic beverages be sold or consumed? Yes, if yes → No

Proof of compliance with all applicable local, state and federal laws, rules and regulations, including proof that the applicant has obtained all necessary permits. Insurance is required

Plan Attached
 Yes
 No

