



City of Lodi Special Events Encroachment Permit Information Package

This package was designed to guide your organization through the application process and assist you in the preparation of a successful event. A Special Events Encroachment Permit must be obtained when any organized activity involving the use of, or having impact upon public property, public facilities, public parks, sidewalks or streets; i.e., neighborhood block parties, festival, parade, or street/sidewalk closures displaces use by the public at large. For use of public parks please contact the Parks and Recreation Department @ (209) 333-6742. For use of Hutchins Street Square (HSS) facilities please contact HSS staff @ (209) 333-6782. For all other special events encroachments contact Public Works (209) 333-6706.

It is recommended your application package be submitted at least 45 days prior to the event to ensure approval in time for your event preparations. The application should be submitted to the Public Works Department located at Lodi City Hall, 221 W. Pine Street, Lodi. The cost of the Special Events Encroachment Permit Application is \$37.00. The permit application fee is non-refundable. Depending upon the event, a \$500 refundable cleaning deposit may be required. You must properly dispose of waste and garbage throughout the term of your event and the area must be returned to a clean condition immediately upon conclusion of your event. Should you fail to perform adequate clean up or damage occurs to City property or facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future special events permits.

Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

This permit relates to encroachment within the public right-of-way only. Encroachment involving private property requires approval of all property owners prior to start of this event. All businesses/parties affected by the street closures must be notified by the sponsor at least 24 hours prior to the closure.

All encroachment permits/guidelines from involved outside agencies must be obtained in order for the City encroachment permit to be issued. If you intend to serve/sell alcohol you must obtain a permit from Alcoholic Beverage Control, (209) 948-7139. A copy of your ABC application and permit, when issued, must be submitted to the City. Guidelines for chemical toilets are issued by San Joaquin County Environmental Health, (209) 468-3420. For garbage/recycling bins please contact Central Valley Waste Services, (209) 369-8274.

It is our goal to assist event organizers in planning a safe and successful event that creates a minimal impact on the communities surrounding the events. We hope that you find this package helpful in completing the Special Events Permit Application.

Permit Process:

Submit the following items:

1. Completed "Special Events Encroachment Permit" Application.
2. Site plan detailing street closures, booth placement, concessions; # of chemical toilets, garbage cans and placement must accompany the application. (example attached)
3. Traffic control plan when there are street closures. (example attached)
4. Certificate of Insurance with an endorsement naming the City of Lodi as an additional insured as well as the event insurance being primary to all other insurance. The insurance requirements are attached to the original application for your reference. The actual coverage limits may be increased depending on the type and/or attendance of the event.
5. \$37.00 Application Fee.

When the event includes live music; please contact the Community Development Dept. @ (209) 333-6711 regarding a Live Entertainment Permit.

Application Review

Your application, site plan, traffic control plan and certificate of insurance will be reviewed by the City and/or agencies. During the review process, the event coordinator will be notified if additional information, city permits, licenses or certificates are required. It will be your responsibility to ensure the requirements for other agencies are met. Delays in providing requested additional information may delay the City's ability to complete our review. Any requested additional information needs to be submitted in a timely manner.

A representative from a specific City Department such as the Fire Marshal or Police Department may contact the event coordinator directly due to additional information needed or to clarify the department's conditions that will be included in the terms of the permit. Additional fees may apply depending on the amount of police services necessary.

When street closures are involved, the City Traffic Engineer will review the traffic control plan. The traffic control plan must conform to the current Cal Trans Traffic Control Manual. You may be required to supply suitable traffic control equipment; i.e. barricades, traffic cones, signs, etc.

Upon approval of the event, each department will forward their conditions to the Public Works Department Special Events Coordinator. You will receive a copy of the encroachment permit, conditions of the permit, approved site plan & traffic control plan. When street closures are involved you will receive a list of businesses/emergency services with their phone numbers that must be notified at least 24 hours prior to the event. "No Parking" signs must be placed on the streets to be closed 24 hours prior to the event to validate tow-away conditions. The City will supply two (2) "No Parking" signs; additional signs are your responsibility.

If you have any questions or need additional information, please contact the City of Lodi Public Works Department @ (209) 333-6706.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

SPECIAL EVENT ENCROACHMENT PERMIT APPLICATION

1. Event Title: _____
2. Sponsor/Organization: _____
3. Sponsor Address: _____
4. Sponsor Phone: _____
5. Contact Person: _____
6. Contact Person Phone: _____ email: _____
7. Describe Special Event: (List structures placed on street, sidewalk and alleys, including chemical toilets) _____

8. Provide a simple sketch showing the location of structures within street closure. Structures located within street intersections prohibited.
9. Provide traffic plan.
10. Identify street(s) and alley(s) to be closed: _____

11. Event dates: _____
12. Estimated attendance: _____
13. Closure times (be sure to allow and include time for set-up and cleanup.) _____

14. Requesting to serve alcoholic beverages in the public right-of-way? Yes No
 Alcoholic beverages are permitted as described in Lodi Municipal Code 9.04.010 and a copy of the Alcoholic Beverage Control license is required prior to permit issuance. Liquor liability insurance coverage is required prior to permit issuance.
15. Live Entertainment? Yes No
16. Sanitary measures: _____ # of Toilets _____ # of Trash Cans
17. Police Services if required (additional fees may apply): _____

Check list: Application Site Plan Traffic Plan Certificate of Liability Insurance

The undersigned agrees to indemnify and hold harmless the City of Lodi, its elected and appointed Boards, Commissions, Officers, Agents, Volunteers and Employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit or the maintenance of such activities in accordance with the provisions of Lodi Municipal Code Sec. 12.04.040 and to provide insurance coverage as described in attachment A. Permittee will comply with all requirements and LMC Section 12.04 relating to encroachments. Permit fees are non-refundable.

Date: _____ Signed: _____

Office Use Only:

Permit No : _____ Application Fee: _____ Additional Fees: _____

Date/Time Rec'd: _____ Total Fee: _____



CITY OF LODI

PUBLIC WORKS DEPARTMENT

SPECIAL EVENT ENCROACHMENT PERMIT INSURANCE REQUIREMENTS

5-413 Insurance Requirements for Event Organizer : The Organizer shall take out and maintain during the preparation, execution, and dismantling of event, insurance coverage as listed below. These insurance policies shall protect the Organizer and any subcontractor participating in the event from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from the Organizer's operations under this contract, whether such operations be by the Organizer or by any subcontractor or by anyone directly or indirectly working with either of them, and the amount of such insurance shall be as follows:

- | | |
|---|---|
| <p>1. <u>COMPREHENSIVE GENERAL LIABILITY</u></p> <p>\$1,000,000 Bodily Injury -
Ea. Occurrence/Aggregate</p> <p>\$1,000,000 Property Damage
Ea. Occurrence/Aggregate</p> <p style="text-align: center;">or</p> <p>\$2,000,000 Combined Single Limits</p> <p>\$2,000,000 Aggregate</p> | <p>2. <u>COMPREHENSIVE AUTOMOBILE LIABILITY</u></p> <p>\$1,000,000 Bodily Injury - Ea. Person</p> <p>\$1,000,000 Bodily Injury - Ea. Occurrence</p> <p>\$1,000,000 Property Damage - Ea. Occurrence</p> <p style="text-align: center;">or</p> <p>\$1,000,000 Combined Single Limits</p> |
|---|---|

NOTE: Organizer agrees and stipulates that any insurance coverage provided to the City of Lodi shall provide for a claims period following termination of coverage which is at least consistent with the claims period or statutes of limitations found in the California Tort Claims Act (California Government Code Section 810 et seq.).

A copy of the certificate of insurance with the following endorsements shall be furnished to the City:

(a) Additional Named Insured Endorsement

Such insurance as is afforded by this policy shall also apply to the City of Lodi, its elected and appointed Boards, Commissions, Officers, Agents, Volunteers, and Employees as additional named insured.

(This endorsement shall be on a form furnished to the City and shall be included with Organizers contract.)

(b) Primary Insurance Endorsement

Such insurance as is afforded by the endorsement for the Additional Insureds shall apply as primary insurance. Any other insurance maintained by the City of Lodi or its officers and employees shall be excess only and not contributing with the insurance afforded by this endorsement.

(c) Severability of Interest Clause

The term "insured" is used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limit of the company's liability.

(d) Notice of Cancellation or Change in Coverage Endorsement

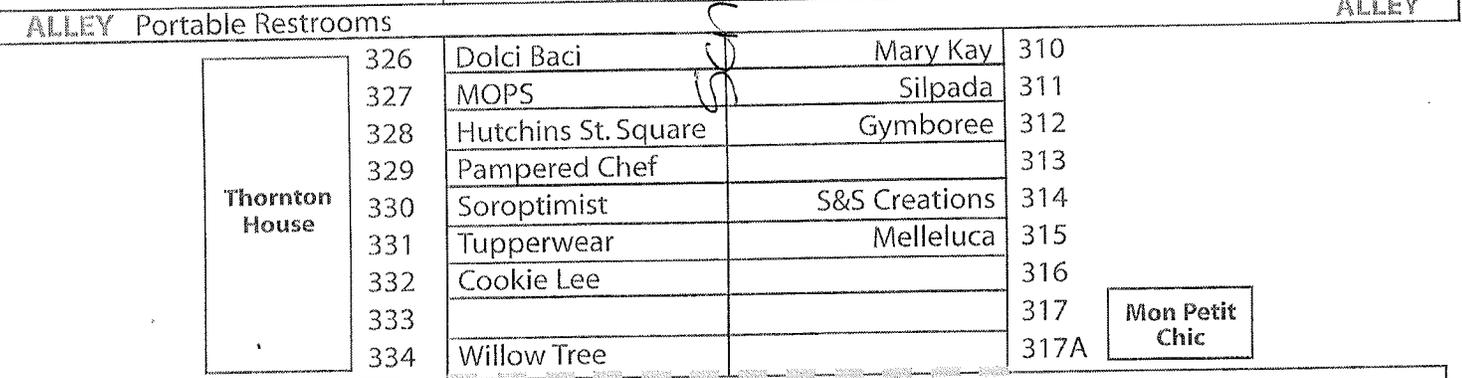
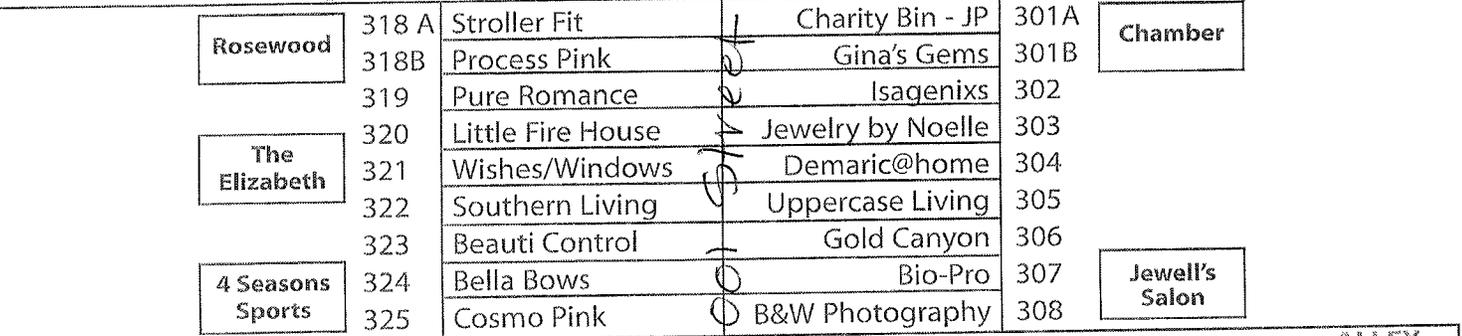
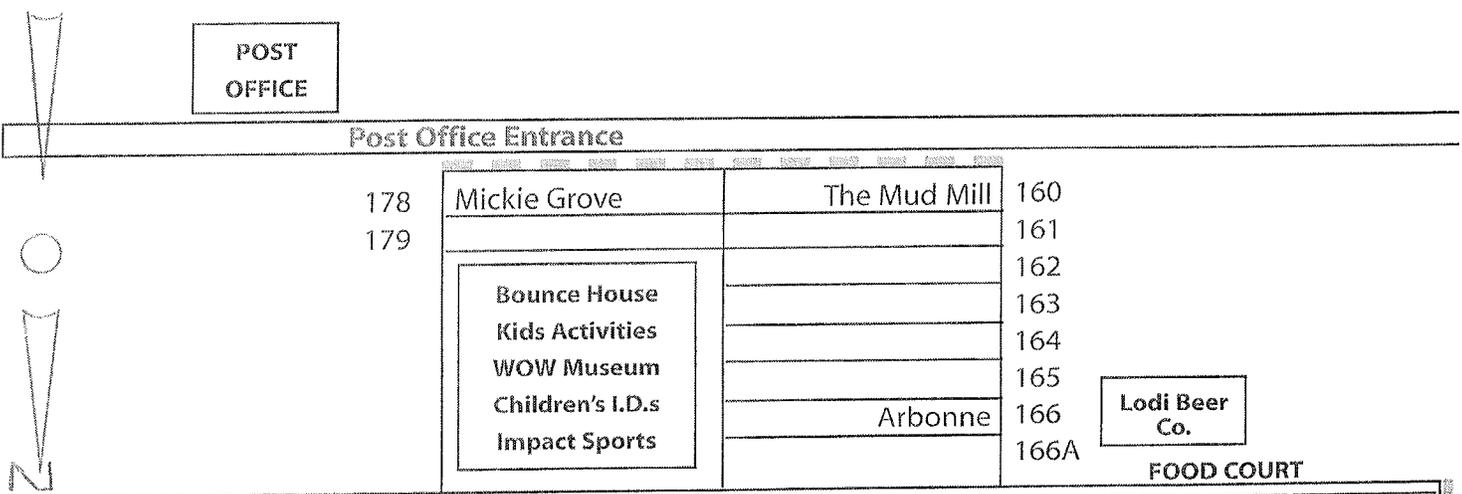
This policy may not be canceled nor the coverage reduced by the company without 30 days' prior written notice of such cancellation or reduction in coverage to the Risk Manager, City of Lodi, 221 W. Pine St., Lodi, CA 95240.

"Claims made" coverage requiring the insureds to give notice of any potential liability during a time period shorter than that found in the Tort Claims Act shall be unacceptable.

"EVENT NAME"

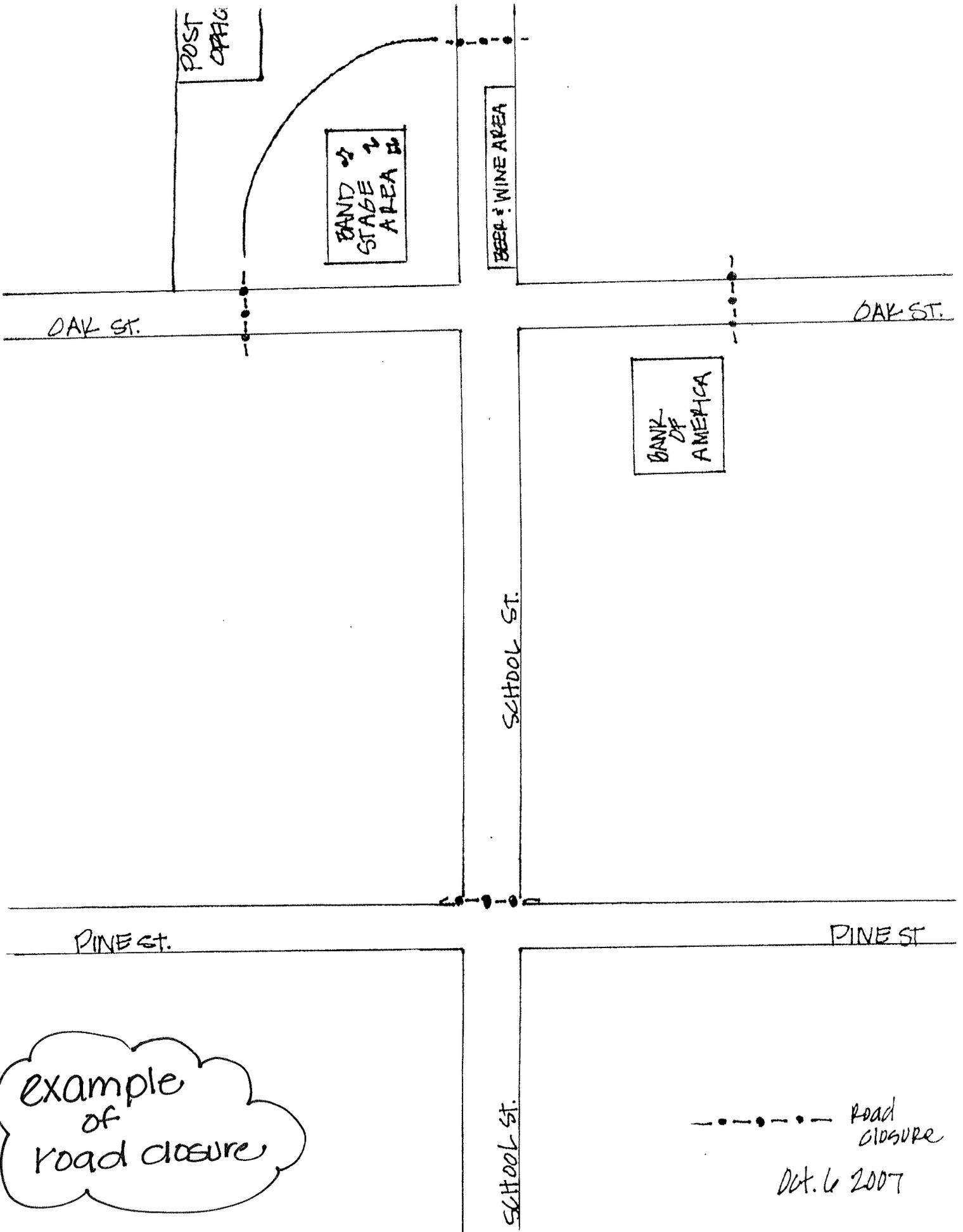
AUGUST 23, 2008 11:00 A.M. TO 4 P.M.

Walnut Street



Pine Street

example of site plan.



example of road closure