



EVENT DESCRIPTION/TYPE: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Cell: \_\_\_\_\_

**PLEASE NOTE:** Parking stalls on Scenic Avenue and in the Del Mar Parking lot cannot be reserved at any time. Parking stalls cannot be reserved on Tuesday and Thursday of Car Week. Parking stalls may not be used for the purpose of offering test drives per CMC 10.32.080 C.

Total Number of Stalls to be used: \_\_\_\_\_

Date of Use	Start Time a.m./p.m.	End Time a.m./p.m.	Location of <u>each</u> stall
8/22/2019	8:00 a.m.	1:00 a.m.	4 <sup>th</sup> stall on the west side of Mission, north of 6 <sup>th</sup> Avenue (example)
	8:00 a.m.	5:00 p.m.	5 <sup>th</sup> stall on the west side of Mission, north of 6 <sup>th</sup> Avenue (example)

Provide a detailed drawing of where the parking stalls are located.

How many cars are expected to use the space(s), etc. \_\_\_\_\_

Will you be **erecting any structures** (stanchions, etc.) or placing any objects such as carpeting in the road? YES  NO  If **YES**, a temporary encroachment permit – which will be issued in conjunction with your special event permit – will be necessary. Please describe in detail all structures/Objects and their placement on the street/in the stall. Include size of structures/objects.

Will you be using a **valet service** to manage parking in the reserved stalls? YES  No  If yes, please provide the following information and attach a copy of the valet parking plan to this document.

Company/Service Providers name: \_\_\_\_\_

Telephone number/Email Address: \_\_\_\_\_

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

City of Carmel-by-the-Sea Business License: \_\_\_\_\_

**EVENT SIGNAGE/DISPLAYS** – Will you be have event signage or displays? YES  No

**NOTE: Signage/displays may need to be approved by the Planning and Building Department – CMC 17.40.** Describe event signage, include specifics on number of signs, materials of the signs, location(s), size and/or mounting fashion/type of display. Attach a photo or rendering of any proposed signage/display is required with the application.

**INSURANCE REQUIREMENTS:**

The City of Carmel-by-the-Sea requires liability coverage of One Million Dollars (\$1,000,000) or more. ALL property and locations that are to be utilized/insured must be listed and reflect the City’s interest in the insured property.

The Policy must read as follows: The City of Carmel-by-the-Sea, its public officials, officers, agents and employees are named as additionally insured in respect to <EVENT> on <DATE>. This information is typed in the “Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions. **A Separate, “Additionally Insured” endorsement page, with the same working as above is also required.**

If applicable, proof of Workers Compensation is also required. The policy must specify commencement and expiration dates for coverage of the event. NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel CA 93921. The name of the insurance company writing the policy, policy number, address, phone and fax must be included. The insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/Additionally Insured Endorsement.

**\*\*\*PLEASE ATTACH A COPY OF YOUR PROOF OF INSURANCE TO THIS APPLICATION\*\*\***

**REGULATIONS AND GUIDELINES THAT PERTAIN TO REQUESTS FOR PARKING STALLS.**

Applications to reserve a parking stall must be submitted at least **sixty (60) days** in advance of the event.

The following regulations pertain to ALL requests to reserve parking stalls;

1. Per City Policy C16-01, conditions that require a permit for use of public property include the following:
  - A request for the private use of any portion of City property to the exclusion of the general public.
  - A request that involves sound equipment greater than a 12 volt system.

- Any request that involves the support of any commercial enterprise.
  - Any request that involves special outside or City support, including – but not limited to – traffic control, traffic cones, city equipment or staffing, signage, barricades, delineators, portable restrooms, etc.
  - Any request that involves the erection of any structure, including – but not limited to – stage, tents, etc.
  - Any request that involves the use of any internal combustion engine (gas generators, etc.)
  - Any request for exemption from current City Codes, rules, regulations, restrictions, and policies governing activities on City property.
2. Per CMC Chapter 9.20 it is unlawful for any person to drink any alcoholic beverage in or upon any public street, right-of-way, alley, park, any publicly used exterior grounds of a service station or parking lot; any school or school ground, any public assembly hall or auditorium, any municipal chamber, post office or library. Permit request which involve the consumption of alcohol on public property must go before the City Council at a regularly scheduled meeting.
  3. Per CMC Chapter 17.40 signs and displays, including those which are visible from exterior areas accessible to pedestrians and which are flashing, self-illuminated, neon, phosphorescent, glossy, incorporate internal lights or movement or that include strings of small lights around doors or windows are prohibited. Also prohibited are exterior signs, displays, or other installations that include balloons, streamers and other notice-attracting appendages.

**FEE SCHEDULE**

*Application Fee	\$735.00
*Sound Permit:	\$ 25.00
*Street Closure:	\$500 per block per day + a deposit \$500 per block per day
*Parking Stalls:	\$100.00 per stall per day
*Parking Stalls during Car Week, Pro Am Golf Tournaments or the last two weeks of December:	\$200 per stall per day
*Valet Service – Private events (2 stall minimum)	\$100 per stall per day
*Encroachment Permit:	\$145.00

**AFFIDAVIT OF APPLICANTS(S)**

Note: This AFFIDAVIT OF APPLICANT(S) must be signed by all parties, including applicant(s) and all service providers (including, but not limited to, any and all caterers, event planners, contractors/vendors that will provide support services for and/or at the event).

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Carmel-by-the-Sea Municipal Code. I understand that this application is made subject to the rules and regulations established by the city Council and/or City Administrator or the City Administrator’s designee. I agree to abide by these rules, and further certify that, I, on behalf of the Host Organization, am also authorized to commit that organization and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Carmel-by-the-Sea. I understand and will not use any parking stall for the purpose of offering test drives per CMC 10.32.080. I understand that submitting this application acts as a request, not a guarantee.

\_\_\_\_\_

Print Name of Applicant/Event Organizer

\_\_\_\_\_

Address

\_\_\_\_\_

Email Address

\_\_\_\_\_

Contact number/Cell

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name of Applicant/Event Organizer

\_\_\_\_\_

Address

\_\_\_\_\_

Email Address

\_\_\_\_\_

Contact number/Cell

\_\_\_\_\_

Signature

EMAIL YOUR COMPLETED APPLICATION TO: [communityactivities@ci.carmel.ca.us](mailto:communityactivities@ci.carmel.ca.us)

Questions please call: 831-620-2020

SEND YOUR COMPLETED APPLICATION TO:

Attn: Community Activities Department  
City of Carmel-by-the-Sea  
Post Office Box CC  
Carmel-by-the-Sea, CA 93921

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OFFICIAL USE ONLY:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_/Community Activities Department

Signature: \_\_\_\_\_/ Carmel Police Department (if Necessary)

Yes/No: Council Action (if Necessary) \_\_\_\_\_

Yes/No: Insurance Approved: \_\_\_\_\_

Notification sent: \_\_\_\_\_ Date: \_\_\_\_\_

