



Mammoth Lakes Recreation Department
P.O. Box 1609, Mammoth Lakes, CA 93546
(760) 934-8989 ext. 222, fax (760) 934-7493

APPLICATION FOR ADMINISTRATIVE PERMIT FOR EVENTS

CHECK ALL THAT APPLY TO EVENT

- Traffic Control Required
- Equipment/vehicle staging on-site, off-site
- Off-Site/On-Street Parking Required
- Police/Other Agency Participation
- Over 250 Attendees or 1,000 at one time
- Tents utilized
- Alcohol /Food to be served
- Over 12 or 24 Hours Event Time
- Multiple event sites
- Adjacent to Residential Property
- Amplified Music/Entertainment after 10:00PM
- Street Closure(s) Required
- Waste / Recycling Collection

GENERAL EVENTS

- Standard Event & Renewal (\$158)*

For TOML Use:

Date received: _____
Fees received: _____
Receipt No.: _____
Check No.: _____ Cash: _____

All applications for event permits shall provide the following information:

Name of applicant or agent		Mailing address	
Applicant Email address		Phone/Fax #	
Property Owner (if other than applicant)	Mailing Address	Phone/Fax #	
Street Address of Event			
Description of event & website address (if applicable)			

Please Attach the following information:

- Property owner notification information and/or Paid Advertising Plan (see chapter 1 in Guide)
- Special Event Site Plan
- Event information form
- Agency approval letters/permits
- Insurance Certificates (Naming Town as an Additional Insured plus an additional Endorsement form)
- ABC License (if required)
- Mono County Health Department Food Permit (if required)

SUPPLEMENTAL EVENT INFORMATION FORM

FOR EXPLANATION OF REQUIREMENTS, SEE INFORMATION GUIDE.

The requested dates, including the named days of the week are:

Event year, 20____. Month _____

Day 1_____, Day 2 _____, Day 3 _____, Day 4_____.

Hours of Operation _____

Expected Number of Attendees _____ (per day) AND _____ (at one time)

Attach copies of insurance for event. Include Administrative Director approval documentation.

Alcohol Served? Yes ___ No ___ ABC Application attached: Yes ___ N/A ___

Amplification: Pre-recorded music ___ Live music ___ Speeches___ Dancing___

Entertainment:

Type: _____

Stage(s): Yes ___ No ___ Additional facilities _____

Water: Connections to MCWD water distribution and/or waste collection system? Yes ___ No ___

Port-a-potties: Number _____ On plan? ___ MCWD permits attached: Yes ___ N/A ___

Power Requirements: Purpose _____ Source _____

Contractors: Listing of contractors and license #'s. (if necessary) _____

Building Permit Required? Yes ___ No ___ Permit attached _____ N/A ___

Lighting: Type(s) _____ Identified on site plan? _____

Transportation:

(Enclose property owner approvals for all parking facilities to be used.)

Traffic Control Plan: Required? Yes ___ Attached? _____ N/A ___

Environmental Health Department: (760-924-1845) Attach required Mono County Health Department permit for food service, etc.

Exterior Signage: Identified on site plan? _____

Waste collection: Identified on site plan? _____

Recycling collection: Identified on site plan? _____

The applicant shall provide receptacles for recycling and take such recycled cans / bottles to a certified redemption center. Litter shall be removed from site each day.

The applicant shall provide receptacles for and patrol for trash as necessary to assure that the event does not result in additional litter. Such patrol shall include the street rights-of-way from _____ to _____ (make sure to provide a map showing all street frontages, parking areas, and accesses).

STANDARD EVENT CONDITIONS

1. The area(s) occupied or used by the event is limited to the area(s) and activities shown on the final approved map/site.
2. Use of the Town or State rights-of-way shall conform to safety and signing standards as specified in the most recent manual of traffic controls for construction and maintenance work zones by the California Department of Transportation. A copy is available for review in the Town offices.
3. This permit shall begin on the date specified, and expire on the date specified in application. At the end of this time period, if the applicant wishes to continue this activity, a new Event Permit Application shall be filed and approved prior to such activity.
4. All signage that will be used to direct the public, advertise the event or publicize a sponsor from off-site shall be shown on the approved plan. Deviations may be approved by staff. All signs and evidence of the event must be removed and sites returned to their original, pre-event condition within 24 hours after the event or as required on the final permit.
5. The areas occupied by the event are limited to the areas shown on the approved plan (include site layout / map).
6. The event shall be restricted to the hours between 9:00 a.m. and 10:00 p.m. unless otherwise indicated on the final permit (enter operation hours) _____.
7. Unless different set-up / take-down times are requested and granted, the event shall be set up no earlier than one day before the event and shall be taken down no later than 48 hours after the close of the event, or as required on the final permit. Directional signing shall be taken down the last day of the event.
8. Lighting shall be restricted to the minimum necessary and appropriate design, shielding, and wattage shall be as approved in the application and only that lighting authorized in this permit may be used.
9. This permit is not intended to prevent the owner of private property from using his/her/its property in any legal way including canceling or changing the event (subject to Town approval for changes to the event).
10. In the event that problems arise due to the conduct of this activity, the Recreation Department Director/Manager reserves the right to review this permit and attach additional conditions as deemed appropriate or to revoke all privileges granted by this permit.
11. There shall be no encroachment onto landscaped area(s) including signs, exhibitors, storage, or any other part of the event. Activity in the public rights-of-way not specifically approved by this permit is prohibited.
12. Any traffic control plan required for this event shall be in full force and effect during the course of the event.
13. A copy of the food permit from the County Health Inspector, ABC, and other required agencies must be displayed at all food/alcohol and other serving areas. No alcohol may be served without obtaining such ABC permits as may be necessary.
14. The Mammoth Lakes Fire Protection District shall approve the final set-up of the premises.
15. There shall be fire extinguishers at each exit and at each food area or as otherwise provided by the Fire Department. There shall be signs ("Fire Extinguisher") displayed 7 to 8 feet above each extinguisher, no smaller than one square foot.
16. There shall be "NO SMOKING" signs posted at all eating and serving areas and inside tents. Other designated smoking areas shall be posted "SMOKING AREA," and provided with cans and sand for cigarette butts. There shall be no sawdust within five (5) feet of any smoking area.
17. It shall be the applicant's responsibility to know and comply with all County, State, Federal, and local laws.

18. The application, maps, and conditions shall become part of the final approved Event Permit.
19. In consideration of the acceptance of this Event Permit, the signatories, applicants, participants, volunteers, and property owner(s) (collectively, the "Indemnifying Parties") hereby jointly and severally indemnify, hold harmless, waive, release, discharge in advance, and agree to defend, the Town of Mammoth Lakes and its officers, agents, servants, volunteers and employees, from any and all claims, demands, causes of action, costs, liabilities, expenses, losses, damages, or injuries of any kind in law or equity, including, but not limited to, damages of death, bodily injury, personal injury, and property damage, in any manner arising out of the issuance of this Event Permit or the activities contemplated herein, even though that liability may arise out of negligence or carelessness on the part of the persons or entity named above and even if such persons and entity are otherwise strictly liable. The Indemnifying Parties shall defend, with counsel selected by City, at the Indemnifying Parties' sole expense, any and all aforesaid suits, actions or proceedings, legal or equitable, that may be brought or instituted against the Town, its directors, officials, officers, agents or employees. The Indemnifying Parties shall pay and satisfy any judgment, award or decree that may be rendered against the Town, its directors, officials, officers, agents or employees. The Indemnifying Parties shall reimburse such parties for any and all legal expenses and costs incurred by one or all of them in connection with this Event Permit or the indemnity herein provided. The Indemnifying Parties' obligations shall survive termination or expiration of this Event Permit, and shall not be restricted to insurance proceeds, if any, received by the Town or its directors, officials, officers, agents or employees. It is understood that the activity mentioned above and on all attachments involves an element of risk associated with the activity, whether known or unknown, and whether known or unknown to the persons and entity above named.
20. The applicant shall provide a certificate of Commercial General Liability Insurance with a policy limit of at least \$1,000,000. The applicant shall endorse the third party general liability coverage required herein to include as additional insureds the Town, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition date of 1985. Applicant shall also require all contractors, subcontractors, and anyone else involved in any way with the event to do likewise. Additional endorsements and higher policy limits may be required by the Town based upon the nature of the event. The certificate of insurance shall be provided to the Town at the time fees are paid, and the policy shall remain in effect through the completion of the event. The required insurance shall be primary as to the applicant's defense and indemnification obligations herein with respect to any insurance or self-insurance programs covering the Town, its elected officials, officers, employees, agents, and volunteers, or if in excess stand in an unbroken chain of coverage in excess of the applicant's scheduled underlying coverage. The required insurance shall contain standard separation of insureds provisions, and shall contain no special limitations on the scope of its protection to the Town, its elected officials, officers, employees, agents, and volunteers. Unless approved in writing by the Town, the applicant shall place the required insurance with insurers licensed to do business in the State of California and with a current A.M. Best rating of at least A-:VII.
21. Conduct of the event shall be in accordance with the plan submitted and conditions applied herein. **Town staff have the right to enter the premises during the event for purposes of observation of activity to ensure compliance with these conditions.** If the event is not conducted in accordance with this permit, the permit may be revoked, additional fees may be levied and future applications may be subject to imposition of higher fees.
22. Each special event organizer is strongly encouraged to schedule a meeting with the Recreation Department prior to their event. The purpose of the meeting is to confirm your event needs with Town departments, the Police Department and the Fire Department and to schedule any necessary inspections.
23. The Town may revoke this permit if any information provided by the applicant is shown to be false, misleading, or incomplete. The Town may also revoke this permit if any approval or permit required to be obtained from a third party (such as Caltrans or ABC) is not obtained prior to the event.

Applicant Signature _____

Date _____

Property Owner(s) Signature _____

Date _____

Additional notes or comments may be submitted along with the application. Additional conditions may be added to the final permit. All conditions herein, and any other conditions and requirements added to the final Administrative Permit by the Town, shall be required permit conditions and shall be adhered to for the duration of the Permit. The Town reserves the right to alter, or revoke this permit for any reason at any time.

WILDLIFE MANAGEMENT EVENT VENDOR RECOMMENDATIONS

Bears and other wildlife live in and around Mammoth Lakes and it is our responsibility to co-exist and keep our wildlife wild. Bears are attracted to anything edible or smelly, including garbage, barbeques, compost piles and bird feeders. Not only is human food bad for bears and other wildlife, but they become used to humans which could lead to the animal's death.

Become part of the long-term solution by eliminating sources of human food and garbage.

For more information on co-existing with wildlife in Mammoth Lakes, contact the Town's Wildlife Specialist Steve Searles at **(760) 937-BEAR** or Lieutenant John Mair at **(760) 934-2011 ext. 44**. We thank you in advance for your understanding and compliance.

Please help us keep our wildlife wild and our patrons safe from following these simple steps:

1. Close grills early for cleaning. Burn off residue on top of grill.
2. Remove ALL FOOD, food containers, condiment bottles, sauces, onions, etc. from the site every night.
3. Every vendor is required to disinfect and sanitize their booths every night.
4. Recommend "Barking Dog" security device unit for all food vendors. These are cheap and effective and battery operated models are available.
5. Non-food vendors complete checklist EVERY NIGHT before leaving the site for trash, food crumbs, leftover food in or around the booth. Vendors with food products are required to either take all product with them EVERY NIGHT, or stored in a BEAR-PROOF container (these containers are very specific).
6. We recommend that all food vendors all work together, with supervision from Event Organizer, to clean all food spills, trash, open drink containers, etc. from the picnic tables. All open trash containers must be emptied, trash taken to dumpsters and dumpsters closed and LOCKED with the carabineer. If trash cans have spills in them (liquid or food), they must be washed out, and disinfected and sanitized EVERY NIGHT. Emptied trash cans should be turned upside down so they are not available for anyone to deposit additional trash.
7. All coolers in any vendor booth must have a latch or locking device on them and used only during hours of the event and removed EVERY NIGHT.
8. Please complete the "Event Vendor Daily Checklist" and have it dated and signed off at the end of every day by Event Organizer, or their representative.

EVENT VENDOR DAILY CHECKLIST

You are required to perform the following EVERY NIGHT before leaving the venue:

1. Grills and BBQ's: Burn off residue and disinfect and sanitize.
2. Remove all food, food containers, condiments and anything with a scent. **ABSOLUTELY NO FOOD OR FOOD CONTAINERS LEFT IN BOOTH OVERNIGHT!**
3. Clean, disinfect and sanitize all surfaces.
4. Coordinate with other food vendors to wash down and disinfect and sanitize all picnic tables provided to consume food and beverages. Work together to make sure all trash and food is picked up, all trash is removed and taken to dumpsters, all trash cans with spills are washed out and disinfected and sanitized every night and dumpsters are closed and locked. All emptied trash cans turned upside down so they are not available for additional trash.

Each item has been completed: YES / NO

Name: _____

Signed: _____ Date: _____

Non compliance could result in the cancellation of the Town of Mammoth Lakes Special Event Administrative Permit.

Thank you for your understanding and compliance.



Chief Watson
Mammoth Lakes Police Department