



Town of Mammoth Lakes
Recreation Department
P.O. Box 1609, Mammoth Lakes, CA 93546
PH: (760) 934-8989 ext. 210, FAX: (760) 934-7493
Email: sbrown@townofmammothlakes.ca.gov

APPLICATION FOR ADMINISTRATIVE SPECIAL EVENT PERMIT

The Administrative Special Event Permit Application (as per Municipal Code 17.32.010) including the insurance requirements MUST be completed and submitted to the Recreation Department no less than 30-days prior to your event. Applications not submitted within the timeframe may not be granted approval. Please refer to the Special Event Permit Manual for information on completing the application or planning your event. This application DOES NOT constitute a valid permit until approved by the Recreation Department and/or the Town Council.

Date of Application

Name of applicant or agent (Corporate Name)

Mailing address

Applicant Email address

Phone/Fax #

Name & Physical Address of Event

Name of Event & Website Address (if applicable)

PLEASE PROVIDE THE FOLLOWING:

(Items MUST be provided BEFORE Submitting, No Later than 30 Days before Event)

- Standard Event Fee - \$190.00
If your organization is a Non-Profit please provide your ID #
Property Owner Notification Information and/or Paid Advertising Plan
Detailed Event Operating Plan (see section 2)
Special Event Site Plan
Agency Approval Letters/Permits
Insurance Certificates (Naming The Town Of Mammoth Lakes as an Additional Insured Plus an additional Insurance Endorsement) - (see attachment)
ABC License (If required - can submit prior to event)
Mono County Environmental Health Department Permit(s) (If required - can submit prior to event)

Attachments:

- A - Wildlife Management Event Vendor Recommendations
B - Insurance Requirements & Verification of Compliance

TOWN STAFF REVIEW / COMMENTS RECEIVED:

- Risk Management
CDD / PW / Planning
Police Department
Fire Department
Recreation Department
Town Manager
PAYMENT:
Meeting with Organizer:

1. CHECK ALL THAT APPLY TO YOUR SPECIAL EVENT

- Traffic control required
- Equipment / vehicle staging on-site or off-site
- Use of Town of Mammoth Lakes streets or right-of-ways (Closures, cones, MLPD...)
- On street and/or on venue parking
- Police, Fire or other municipal agency participation
- Over 250 attendees at one time
- Sales events, sidewalk sales, parking lot sales
- Tents and/or semi-permanent structures utilized
- Alcohol and/or food served
- 12-24 hour event duration with single or multiple event sites
- Adjacent to residential property
- Use of amplified music and/or entertainment
- Waste / recycling collection
- Wildlife management

2. EVENT OVERVIEW

Name: _____

Date(s): _____

Hours of Operation: Monday _____ Wednesday _____ Friday _____
 Tuesday _____ Thursday _____ Saturday _____
 Sunday _____

Admission: FREE Daily Fee: \$ _____ Multi-day: \$ _____

Location(s): _____

Expected Attendance: Per day: _____ & At one time _____

Set up / Assembly: Date: _____ Start Time: _____

Break down / Dismantle: Date: _____ Completion Time: _____

“On-site” Coordinator: _____ Cell # _____

Power Requirements: Purpose _____ Source _____

Lighting: Type(s) _____ Identified on site plan? Yes No

Amplification: Pre-Recorded Music Live Music Speeches Dancing/DJ

EVENT DESCRIPTION:

Attach your events Operating Plan. Plan should include a detailed site map, event schedule, location(s), times, entertainment, staffing plan, traffic/parking/transit plan, emergency/medical plan, wildlife/trash management, marketing and other pertinent event information.

3. TRANSPORTATION AND PARKING

Please outline your traffic, parking and transportation plan below or provide as a separate attachment:

Street Closures

Are you proposing to close any streets for pedestrian use or public parking? Yes No

If Yes, please describe: _____

Traffic Control Plan

Staff will determine if a Traffic Control Plan is required. An additional fee will apply if the Town produces a certified Traffic Control Plan for the special event.

Transportation

Are there any services you request to have provided by ESTA* for the event? Yes No

If Yes, please describe: _____

ESTA Contact: (760) 924-3184

*Fee based service. Please complete the "Supplemental Trolley Application and Agreement" and submit to ESTA. The form can be found online at: www.townofmammothlakes.ca.gov under 'Quick Links.'

4. SERVICES FROM MAMMOTH LAKES POLICE DEPARTMENT

Are there any services you require from MLPD? Yes No

If Yes, please describe: _____

MLPD Contact: (760) 934-2011

5. SERVICES FROM MAMMOTH LAKES FIRE DEPARTMENT

Are there any services you require from MLFD? Yes No

If Yes, Please describe: _____

The MLFD must approve the site plan and fire protection measures for the proposed event. Include a signed authorization letter and stamped site plan for event. In some instances, the MLFD will require a fee to issue a permit. To determine if a permit is required, please call Thom Heller at (760) 934-2300.

6. TOWN EVENT/TRAFFIC CONTROL EQUIPMENT

Please list what event equipment (stage, lights, barricades, etc.) you will be utilizing on your event site and what equipment you would like to request from the Town:

Staff will provide a list of event and traffic control equipment for use by the event producer (deposit required) if this administrative permit is approved.

* The Town owns event equipment purchased by Measure R Funds that is available for public use. The completion and submittal of a "Measure R Equipment Use Application" is required - includes a \$100 use deposit. The application form can be found online at www.townofmammothlakes.ca.gov under 'Quick Links.'

7. RESTROOMS, WASTE DISPOSAL AND RECYCLING

The applicant is responsible for providing receptacles for recycling or will arrange/deliver such recycled cans / bottles to a certified redemption center. Trash 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 trash.

Please refer to the WILDLIFE MANAGEMENT EVENT VENDOR RECOMMENDATIONS and "Wildlife Management Vendor Daily Checklist" for additional information and compliance.

Portable Restrooms:

Number _____ On plan? Yes No

Recycling collection:

Identified on site plan? Yes No

Waste collection:

Identified on site plan? Yes No

8. CONCESSIONS

Please list what type (name of vendor) and how many concessions* will be at your venue for the duration of the event:

*A Business Tax Certificate maybe required from the Town of Mammoth Lakes for your event. Please call the Finance Department at (760) 934-8989 ext. 273 for additional information.

9. SALES/MARKETING

Is this event posted on the www.VisitMammoth.com calendar of events? Yes No

Please describe, list or attach your sales and marketing efforts and budget utilized to generate visitation for your special event.

10. MEDICAL

Please describe and/or attach your Medical / Emergency response plan (not just call 911).

11. INSURANCE (Liability insurance / Endorsement)

Insurance certificates naming the Town of Mammoth Lakes as an Additional Insured including an additional insurance “Endorsement” is required.

Please review the attached “Insurance Requirements and Verification of Compliance” for additional information or contact the Town of Mammoth Lakes Risk Manager at (760) 934-8989 ext. 263.

Please attach copies of insurance for event.

12. OTHER AGENCIES

| | |
|-------------------------------|----------------|
| U.S. Forest Service: | (760) 924-5500 |
| Mono County Health Department | (760) 924-1830 |
| Caltrans | (760) 872-0601 |

Please attach approvals as applicable

13. 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 date specified, and expire on 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 from using his property in any legal way including canceling or changing the event (subject to Town approval).
10. In the event that problems arise due to the conduct of this activity, the Town Manager or designee 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 the landscaped area(s) including signs, exhibitors, storage, or any other part of the event; this includes any activity in the public rights-of-way not approved by this permit.
12. Any traffic control plan required for this event shall be in full force and effect during the course of the event.
13. Copy(s) of permits from the County Health Inspector, ABC, and other required agencies must be displayed at all food/alcohol and other serving areas.
14. The Mammoth Lakes Fire Protection District shall authorize 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 in the air 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 TEN (10) 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, signatories, applicants, participants, volunteers, and property owner(s) hereby indemnify, hold harmless, waive, release, and discharge in advance, the Town of Mammoth Lakes, including their officers, agents, servants, volunteers and employees, from any and all claims for liability, including, but not limited to, damages of death, bodily injury, personal injury, and property damage, which may have or which may hereafter occur as a result of said activity, 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.

20. Conduct of event shall be in accordance with plan submitted and conditions applied herein. **Town staff has the right to enter the premises during event for purposes of observation of activity to ensure compliance with these conditions.** If actions of event are not in accordance with this permit, additional fees may be levied and future applications may be subject to imposition of higher fees.

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 know or unknown to the persons and entity above named.

Applicant Signature _____ Date _____

Property Owner(s) Signature _____ Date _____

Note: Both signatures are required prior to submittal

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.