



City of Santa Clarita Special Events Application and Permit Packet

PLEASE REVIEW THE SPECIAL EVENTS PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

Thank you for considering a **City of Santa Clarita** location for your upcoming event. Our City hosts hundreds of annual events in Santa Clarita parks, streets, and facilities including festivals, sporting events, and events sponsored by nonprofit organizations. We welcome new and returning events alike.

This permit packet will walk you through our special event application process and provide information, rules, and regulations important in planning your event. Please read this information carefully since it is updated periodically and may be different than what you have received in the past. Please complete and return this application by email, mail, or fax. Remember to make a copy of the application for your records.

In general, any organized activity involving the use of, or having impact upon public property, street areas, or the temporary use of private property in a manner that varies from its current land use, requires a permit

Please submit your completed Special Events Permit Application to the City of Santa Clarita Arts and Events office. You may mail your application to:

Attn: Special Event Permits
Arts and Events office
20880 Centre Pointe Parkway
Santa Clarita, CA 91350
Fax: (661) 250-3730

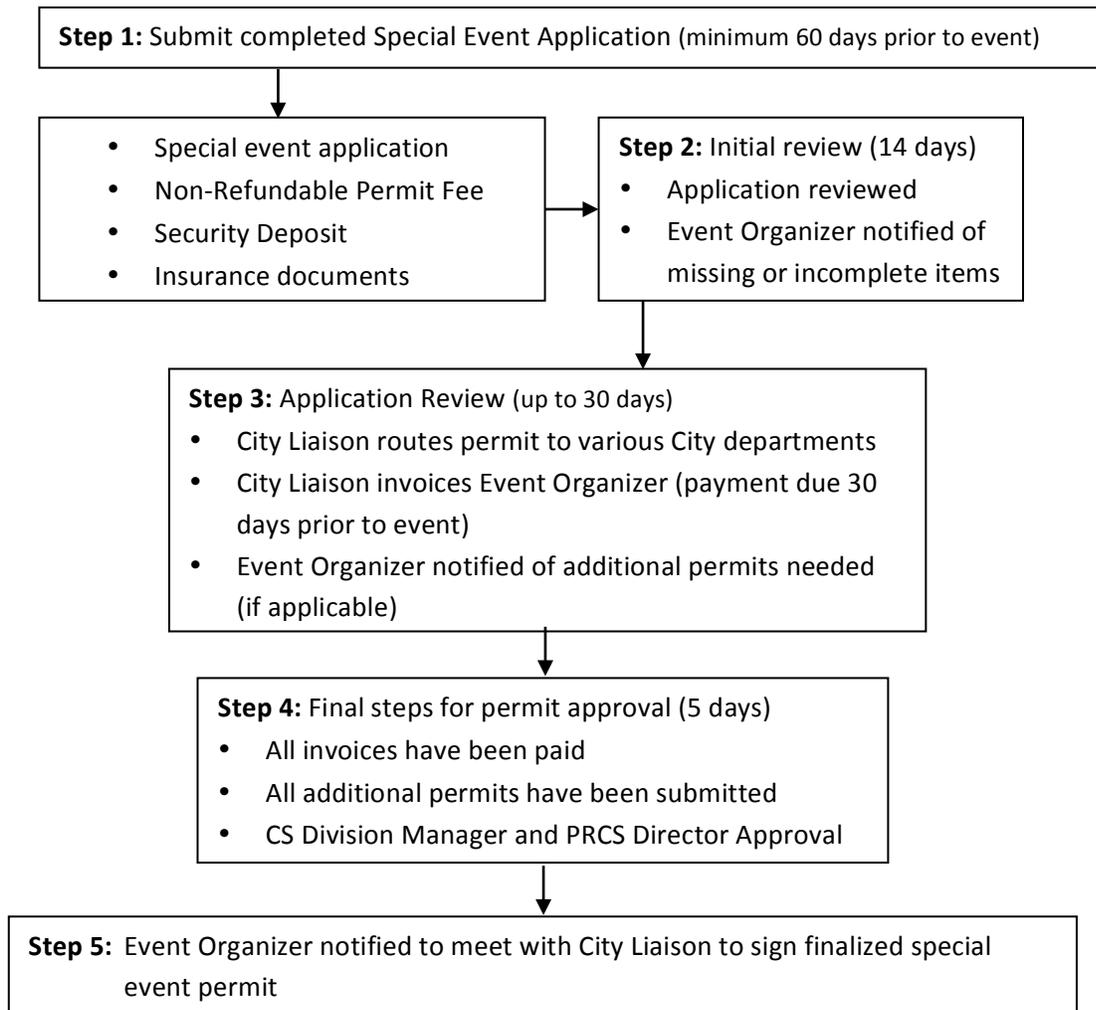
Or via email to aeo@santa-clarita.com

PLEASE ALLOW A MINIMUM OF SIXTY (60) DAYS FOR THE PROCESSING OF THE SPECIAL EVENTS PERMIT APPLICATION. A LATE FEE WILL APPLY TO ANY SUBMITTAL RECEIVED LESS THAN SIXTY (60) DAYS PRIOR TO EVENT DATE.

Please review the Special Event Permit Application Packet in its entirety. If you have additional questions please contact (661) 250-3787 or aeo@santa-clarita.com.

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SPECIAL EVENT APPLICATION PROCESS



Note: Submittal of permit application is not final approval or confirmation of your permit application.

PERMIT FEES

NON-REFUNDABLE PERMIT APPLICATION FEE

Fees are determined by taking into consideration the status of the host organization. Additional fees will be invoiced to the event organizer during the application review.

Non-Profit Organizations (Resident) Permit Fee- \$53
Private Function (Resident), or Non-Profit Organizations (Non-Resident) Permit Fee \$100
Corporation/Business/Organization, Private Function (Non-Resident) Permit Fee \$125

SECURITY DEPOSITS

The City of Santa Clarita determines security deposits based on the amount of people attending your event. Security deposits are returned to event organizer within 3-5 weeks after the event. If the City determines that the full deposit will not be returned, the City liaison will provide documentation to the event organizer detailing how the deposit will be used including: field damage, additional staff time, penalties for violation of agreed permit conditions, replacement of damaged equipment.

Less than 250 people- \$250
251-500 people- \$750
More than 500 people- \$1,500

PERMIT AND STAFF FEES

The City of Santa Clarita City Council has adopted a fee schedule for special events. Once your completed application has been reviewed, the City liaison will provide the event organizer with an invoice for the final costs of the event permit. Please see the fee schedule at the end of this application.

Note: Any verbal communications of costs are not final. Final costs will only be given in written form.

CANCELLATION AND RAIN DAY POLICY

Should the event organizer, for any reason, need to cancel their event they must first notify their City liaison. Written notice of cancellation must be received in our office no later than thirty (30) days prior to the event start date. Cancellations must be in written form and verbal cancellations will not be accepted. Please keep in mind that permit fees are non-refundable.

The City of Santa Clarita has the right to cancel or deny an event for the following reasons:

- The event proposes to use temporary facilities and equipment and there is insufficient planning time to set up and properly inspect such facilities and equipment in a manner consistent with the needs of public health and safety.
- The applicant fails to comply with reservation requirements or to pay fees and deposits in a timely fashion.
- An event is proposing to conduct an activity, which is not allowed by law or regulation in that particular park, street, or facility.

Rain Cancellation

Since most events require months of pre-planning, we expect that prior consideration will have been given to the time of year chosen, or that your event will occur “rain or shine.” However, if rain is predicted and you decide to cancel within five days prior to your event, no monetary refund will be given, but we will work with you to reschedule your event to another available date.

SECTION I – CONTACT INFORMATION

Host Organization

Organization Name: _____

Type of Organization: Non-Profit Resident Non-Resident Private Function Business
(Check all that apply)

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Physical Address: _____
(If different) (Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ Fax Number: (____) _____

Website Address: http:// _____

Event Organizer

Name & Title: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ Cell Phone Number: (____) _____

Fax Number: (____) _____ Email address: _____

Secondary Organizer

Name & Title: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ Cell Phone Number: (____) _____

Fax Number: (____) _____ Email address: _____

On-Site Contact

Contact information for the Day of the Event or indicate one of the above organizers.

Name & Title: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ Cell Phone Number: (____) _____

Fax Number: (____) _____ Email address: _____

SECTION II – EVENT INFORMATION

Event Details

Event Name/Title: _____

Type of Event: Walk or Run Bike Race Street Event Concert
 Festival Farmers Market Parade Other _____

Park/Facility/Street requested: _____

Event Description:

Is this an annual event? YES NO

Is this a multi-day event? YES NO If YES, how many days? _____

Event Start Date: _____ Event End Date: _____
(Day of Week) (Date) (Day of Week) (Date)

Is there an admission fee? YES NO

*If yes, please include admission fee in the Event Description above.

What is the anticipated attendance? Overall: _____ Daily: _____

Previous year's attendance (if applicable): Overall: _____ Daily: _____

Event Set-Up & Tear-Down

How many days will your organization require to: Set-Up _____ Tear Down _____

Event Set-Up Date: _____ Event Set-Up Time: _____ to _____
(Day of Week) (Date)

Event Start Date: _____ Event Start Time: _____
(Day of Week) (Date)

Event End Date: _____ Event End Time: _____
(Day of Week) (Date)

Event Teardown Date: _____ Event Teardown Time: _____ to _____
(Day of Week) (Date)

If your event is a multi-day event, please complete the following information for each separate date. Space is provided for five (5) additional entries. If your event is longer than five (5) days, please attach an additional sheet of paper with the requested information.

Additional Day One:

Event Set-Up Date: _____

Event Set-Up Time: _____ to _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Event Teardown Date: _____

Event Teardown Time: _____ to _____

Additional Day Two:

Event Set-Up Date: _____

Event Set-Up Time: _____ to _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Event Teardown Date: _____

Event Teardown Time: _____ to _____

Additional Day Three:

Event Set-Up Date: _____

Event Set-Up Time: _____ to _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Event Teardown Date: _____

Event Teardown Time: _____ to _____

Additional Day Four:

Event Set-Up Date: _____

Event Set-Up Time: _____ to _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Event Teardown Date: _____

Event Teardown Time: _____ to _____

Additional Day Five:

Event Set-Up Date: _____

Event Set-Up Time: _____ to _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Event Teardown Date: _____

Event Teardown Time: _____ to _____

SECTION III – STREET CLOSURE AND TRAFFIC PLAN

If your event is planning on closing down a street for an event you will need to contract a Certified Traffic Control Company. The Event Organizer/Traffic Control Company will be required to provide a Traffic control plan that will be reviewed by the City Traffic Engineer. Please keep in mind that streets must be closed from intersection to intersection; streets cannot be closed mid-block. Event Organizer is responsible for posting Temporary “No Parking” Signs according to requirements.

All events that request street closures are required to notify all affected residents and business. The City will provide the road closure notification for the event. Host Organization and/or Event Organizer will be required to get all signatures from the affected area.

Please list the streets, from intersection to intersection, which will be closed for your event. Space is provided for up to four (4) entries. If you need more space please attach an additional sheet of paper with the requested information. Your Site Plan/Map must show all streets and closures.

1. Street Name: _____
From (cross street): _____
To (cross street): _____
Type of Closure: Street Closure Sidewalk Closure

2. Street Name: _____
From (cross street): _____
To (cross street): _____
Type of Closure: Street Closure Sidewalk Closure

3. Street Name: _____
From (cross street): _____
To (cross street): _____
Type of Closure: Street Closure Sidewalk Closure

4. Street Name: _____
From (cross street): _____
To (cross street): _____
Type of Closure: Street Closure Sidewalk Closure

SECTION IV – VENUE/SITE DETAILS

Site Plan

All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include:

- A directional sign showing N, S, E and W.
- A key showing the use of symbols for people, vehicles, first aid station(s), cooking station(s), food tables, stage(s), platform(s), barricades, etc.
- Tents, Stages, Platforms, Generators, Restrooms, and free standing structures
- Exit paths, ramps, stairways, fencing/barricades, doors, doorways, gates and signage.
- Parking (including parking for the ADA)
- The use of each area (i.e. “dining” or “assembly”), and the number of occupants for each area
- Any other elements which may affect the safety or accessibility of the event.

Upon review of the plans further information may be required.

Please draw your site plan or attach a copy



SECTION V – EVENT DETAILS AND LOGISTICS

The following items will be used at the event (Please mark all that apply):

- Amplified Music Live Entertainment Stage(s) over 30" height Canopy/Tent(s)
 Generator(s) Dance Floor(s) Other _____

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require a separate Building & Safety permit. Please see the criteria below.

Building & Safety Requirements

- Structures: Trusses or other free-standing structures over 8 feet in height.**
- Provide complete drawings for each structure (framing plan, connections, bracing, etc.).
 - Upon review of the drawings, Building & Safety may require structural engineering.
 - Trailers and other structures on wheels are exempt from building permit.
- Stages/Platforms over 30" in height**
- Provide detailed construction drawings for stage/platform. If stage/platform is prefabricated, provide manufacturer's installation instructions.
 - Provide complete drawings for stairs, handrails, and ramps (as applicable).
 - Show guardrail locations and provide details. Guardrails are not required on the audience side of the stage, or at steps leading up to the stage (CBC 1013.2).
 - Disabled access requirements. Performance areas including stages are required to be accessible by ramp, elevator, or platform lift (CBC 11B-206.2.6, 11B-206.7.1). Accessibility is required whether the stage is temporary or not (CBC 11B-201.3). A portable platform lift is permitted.
- Tents**
- Individual, temporary open-sided tents that do not exceed 500 sf, and all other that do not exceed 300 sf do not need a permit. Notwithstanding, all such structures shall be adequately anchored to resist local wind forces. Tents that exceed this limit require a permit.
 - Tents larger than the numbers above and under 4,500 sq. ft. require a permit, a floor plan, a tent staking plan and details showing how the rope is tied to the stakes (see tent handout).
 - Tents greater than 4,500 sq. ft. or with an occupant load that exceeds 300 people will require full structural drawings and structural engineering. The stamp and signature by a California Licensed Civil or Structural Engineer is required on all sheets of plans and the first sheet of calculations.
- Electrical**
- Generator location(s). Generators shall comply with Electrical Code Articles 250.34, 445.19, and 525 and shall be installed and operated per the manufacturer's requirements.
 - Electrical cables shall be kept to a minimum and rated for heavy duty usage.
 - Cords and cables shall be protected and properly covered.

SECTION VI – PARKING AND SHUTTLE SERVICES

Parking Details

Please describe Public Parking arrangements. (Please indicate location(s) on Site Plan/Map)

Please describe VIP, Event Staff and/or Volunteer Parking arrangements. (Please indicate location(s) on Site Plan/Map)

Shuttle Service Details

Will a shuttle service be provided from parking areas to the event site? Yes No

If yes, please describe the shuttle plan. (Please indicate pick-up and drop-off location(s) on Site Plan/Map)

If providing a private shuttle service, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and California State License.

Company Name: _____

Contact Name: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ **Cell Phone Number:** (____) _____

Fax Number: (____) _____ **Email address:** _____

Production Companies and Contractors

Please list all the companies you will be using to supply your stage, tenting, power, lighting, trussing, fencing, etc.

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION VII – SANITATION AND WASTE REMOVAL

Portable Restrooms

All special events shall have restrooms available. When restrooms are not nearby or a sufficient amount are not preexisting, portable toilet and wash stations shall be made available. When portable toilets are provided, 5% of all toilets (but not less than one) in each cluster shall be accessible to the disabled. Accessible toilets shall be identified by the International Symbol of Accessibility (CBC 11B-213.2, Exception 3). Please contact your rental company for attendance to restroom ratios. Please indicate location(s) on your Site Plan/Map.

Will the Event Organizer be providing portable restroom facilities? Yes No

Company & Contact Name: _____

Primary Phone Number: (____) _____ **Emergency Number:** (____) _____

Waste Management

Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes, but is not limited to emptying of trash bins and the removal of waste from the event site and other affected areas. The City requires the use of one of our approved Waste Haulers. Information on approved companies can be found at the end of this packet. Please provide the following information for the person(s) responsible for waste removal.

Company & Contact Name: _____

Primary Phone Number: (____) _____ **Emergency Number:** (____) _____

SECTION VIII – HEALTH AND SAFETY

Medical Plan

All events are required to have a First Aid Station on-site. Please indicate the location on the Site Plan/Map.

- If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.
- Event Organizer will provide a professional company to be on site.
- Event Organizer will provide a First Aid/CPR certified staff.

If providing a professional company, please provide the following information and attach copies of their Business Tax Certificate, Liability Insurance Certificate and California State License.

Company & Contact Name: _____

Primary Phone Number: (____) _____ **Emergency Number:** (____) _____

SECTION IX – OUTSIDE AGENCY REQUIREMENTS

LA County Fire Permit

Events held within the City of Santa Clarita fall under LA County Fire. Some events will be required to obtain out additional permit with the LA County Fire Inspectors office. The City Liaison will notify the Event Organizer if you are required to obtain a permit.

- Event will have open burning flames.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

Note: Please be advised that a Sheriff's Deputy is required to be present any time weapons are loaded and/or discharged. Please contact your City Liaison for more information.

- Event will include canopies/tents with over 200 feet of material but no more than 400 feet of material.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information.

Date of Demonstration: _____

Time of Demonstration: _____

Demo & Location Description (Please indicate the location of the show and/or launching on the Site Plan/Map):

LA County Environmental Health

For some events the Event Organizer must obtain health permits from LA County Health. They can be reached at (661)287-7000. Event Organizer must provide a copy of their permit to the City Liaison.

<http://publichealth.lacounty.gov/eh/event/CommunityEvent.htm>

Event will include the following (Please mark all that apply):

- Alcoholic Beverages Non-Profit Food Vendors Pre-Packaged Food/Beverage Items
- Professional Catering Retails Food Vendors

Alcohol Beverage Control (ABC)

If alcoholic beverages will be sold at your event, the Event Organizer will be required to provide proof of an ABC permit. The Van Nuys district office covers the City of Santa Clarita. www.abc.ca.gov/

ALCOHOL REQUEST FORM

In order for your event to have/sell alcohol, the Event Organizer must complete the form below. **This form doesn't substitute the ABC permit.**

Event: _____

Event Date(s): _____ Location: _____

1. Please check one:

I am requesting to sell alcohol at the event stated above.

I am requesting to give alcohol away as a "tasting" at the event named above

2. If you are conducting an alcohol "tasting", what is the maximum number of drinks per person? _____

How will this be monitored?

3. What type of alcohol are you planning to serve? Beer Wine Liquor

4. How will IDs be checked? _____

5. How will the serving area be controlled? _____

For Staff Use Only

Request Approved

Request Declined

Director's Signature

Date

VEHICLE ACCESS REQUEST FORM

Vehicles are prohibited on turf due to their negative impact to the turf, irrigation system, etc. For public events, exceptions are made on an as needed basis. Please list any vehicles that absolutely need access into the park for the event. Please understand requested vehicles may be denied based on the layout of certain parks.

Temporary Parking (Limit the vehicles which absolutely need to stay on the turf for the entire duration of the event.)

1. _____
2. _____
3. _____
4. _____
5. _____

Unloading / Loading (Limit the use of vehicles which absolutely need access due to the weight of items being unloaded/loaded, such as staging, lighting, sound, rental service providers, and food/selling/information vendors.)

1. _____
2. _____
3. _____
4. _____
5. _____

For Staff Use Only

- Approved
- Partial Approved (unapproved vehicles are crossed off)
- Denied

Permit Coordinator

Date

INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

_____ to be held on _____ ,
Event Name Event Date(s)

By _____ of _____
Event Organizer/Primary Applicant Host Organization

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Santa Clarita, and the City of Santa Clarita’s employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant’s Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City. Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City’s Risk Manager or City Attorney or their designee

Print Name

Title

Signature

Date

APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement.

_____ Host Organization and/or Event Organizer agrees to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional insured endorsement naming the City of Santa Clarita, its officers, employees and agents' as additional insured. This document must be submitted prior to the start of the application process.

_____ Host Organization and/or Event Organizer agrees, upon request, to submit a Security Plan, evacuation plan, and medical plan to protect the health, safety and welfare of the participants, spectators, bystanders and passersby. The Sheriff's Department, LA County Fire Department, and City Emergency Operations Center staff that may require alterations to the plan. Security measures may, include but are not, limited to the hiring of a private security or Santa Clarita Sheriff's at the expense of the Event Organizer.

_____ Host Organization and/or Event Organizer agrees, upon request, to provide a copy of their Determination Letter, as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing itself as a tax-exempt, non-profit and/or charitable organization.

_____ Host Organization and/or Event Organizer agree to pay a refundable Security Deposit at the beginning of the Special Event Application Process. Applicant also agrees to pay any clean-up costs, in excess of the deposit, incurred by the City as a result of additional clean-up required to return the event location and surrounding area to its previous condition.

_____ Host Organization and/or Event Organizer agree to notify all residents and businesses affected by street/sidewalk closures and/or amplified sound. Notification also includes the posting of Temporary "No Parking" Signs on streets involved in closures for the event.

_____ Host Organization and/or Event Organizer agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to comply with any conditions or restrictions imposed upon the permit by the Santa Clarita Sheriff's Department or the City of Santa Clarita, is cause for revocation of the Special Event Permit. Applicant further agrees that the Special Event Permit may be revoked at any time by any supervisor of the City of Santa Clarita.

By signing below, Host Organization and/or Event Organizer indicate understanding and agreement to the above statements.

Print Name & Signature of Applicant

Title & Date

Signature of City Liaison

Date

Policy Number:

This Endorsement Changes The Policy. Please Read It Carefully.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS
– PRIMARY AND NONCONTRIBUTORY**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:	
City of Santa Clarita 23920 Valencia Blvd. Santa Clarita, CA 91355	

(If no entry appears above, information required to complete this endorsement, will be shown in the Declarations as applicable to this endorsement.)

- A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.
- B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

If the contract between the additional insured and you requires that the insurance afforded by this policy be primary and noncontributory, the insurance shall be primary and noncontributory but only as to the general liability policy(ies) where that additional insured is listed as the named insured on the declaration page(s) of such policy(ies).

All other terms and conditions of this policy remain unchanged.

GBA 104025 1108

POLICY NUMBER:

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

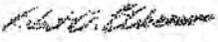
This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective:	Countersigned By:
Named Insured:	 (Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): <div style="text-align: center;"><p>City of Santa Clarita 23920 Valencia Blvd. Santa Clarita, CA 91355</p></div>
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(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

City of Santa Clarita Approved Temporary Bin and Roll-Off Box Service Providers

- A-V Equipment Rentals
24933 Railroad Ave.
Santa Clarita, CA 91321
(661)259-2155
- Burrtec Waste Industries, Inc.
26000 Springbrook Ave., Suite 101
Santa Clarita, CA 91350
(661)222-2249
- Recology Los Angeles
9189 DeGarmo Ave.
Sun Valley, CA 91352
(800)633-9933
- Blue Barrel Disposal: A Waste Management Company
25772 Springbrook Ave.
Santa Clarita, CA 91350
(661)259-2398
- Consolidated Disposal Service
12949 Telegraph Rd.
Santa Fe Springs, CA 90670
(800)299-4898

SPECIAL EVENT FEES FY 2015/2016

Room	Non-Profit Organization (Resident)	Private Function (Resident) Non-Profit Organization (Non-Resident)	Private Function (Non-Resident) Businesses / Any Commercial Use
Special Event Fees			
Special Event Permit Review	\$53	\$100	\$125
Emergency Permit Processing Fee (each day under 14 days)	\$50	\$50	\$50
Security Deposit			
Less than 250 people	\$250	\$250	\$250
251 to 500 people	\$750	\$750	\$750
More than 500 people	\$1,500	\$1,500	\$1,500
Regional Parks			
Half Day (6 hours or less)	\$400	\$625	\$750
Full Day (over 6 hours)	\$800	\$1,250	\$1,500
Walk/Run	\$200	\$300	\$350
Community Parks			
Half Day (6 hours or less)	\$200	\$300	\$350
Full Day (over 6 hours)	\$400	\$600	\$700
Walk/Run	\$100	\$200	\$250
Trails & Trail Heads			
Half Day (6 hours or less)		\$75	\$100
Full Day (over 6 hours)		\$150	\$200
Streets & Roads			
Half Day (6 hours or less)		\$125	\$150
Full Day (over 6 hours)		\$200	\$250
Utilities			
Field Lights	\$10 p/hr	\$10 p/hr	\$10 p/hr
Electricity	\$25 per outlet per event day	\$25 per outlet per event day	\$25 per outlet per event day
Water	\$25 per faucet	\$25 per faucet	\$25 per faucet
Other Services			
Facility Attendant	\$33 p/hr	\$33 p/hr	\$33 p/hr
Field Layout Costs (determined during review process)	Varies	Varies	Varies
Bathroom Porter	Varies Market Rate	Varies Market Rate	Varies Market Rate
No Parking Sign Posting	\$33 p/hr	\$33 p/hr	\$33 p/hr
No Parking Signs	\$1 per sign	\$1 per sign	\$1 per sign
Traffic Control Plan Review	Varies	Varies	Varies
Traffic Control Plan Inspection	Varies	Varies	Varies