



APPLICATION FOR SPECIAL EVENT

Please fill out the application as completely as possible. When your application is submitted, there will be a **Tier I** non-refundable processing fee for non-Traffic Impact Events, and a **Tier II** fee for Traffic Impact Events (as defined in policy, and listed below). Depending on the type of event, additional fees and information may be required. Applications must be turned in a minimum of 75 days and maximum of six months prior to the proposed event. Please send completed Application to: Town of Truckee, Special Events, 10183 Truckee Airport Road, Truckee, CA 96161. Email applications and any questions to SpecialEvents@townoftruckee.com

Tier I fee: See Town Wide Fee Schedule

Tier II fee: See Town Wide Fee Schedule

This application is for all events except peak season traffic impact events. For peak season traffic impact events, please use the [peak season traffic impact part 1 application](#).

EVENT INFORMATION

Application Date _____ Event Title _____

Event Date(s) _____

Time of Event _____ To _____

Event Location _____

Property Owner/Agent Approval Letter Attached Yes No N/A

Event Description _____

Event Setup Date _____ Time _____ Event Breakdown Date _____ Time _____

Estimated Attendance Total _____ Per Day _____

Closing Public Right-of-way (street, sidewalk, parking, etc., *if yes fill out Traffic Control Plan*) Yes No

Security Services anticipated (*if yes fill out Security Plan*) Yes No

CONTACT INFORMATION

Applicant _____

Type of Organization Nonprofit Public Agency Private/Business

Authorized Head of Organization _____

Event Co-Sponsor(s) _____

Day-of Event Contact _____ Cell Number _____

Address line 1 _____ Phone _____

Address line 2 _____ Email _____

City, State Zip _____

Alternate Contact _____ Alternate Phone _____

SOUND

Amplified Sound / Music Yes No Description _____

FOOD AND/ OR BEVERAGE

Food/Beverage Sales Yes No

(If yes, you must contact the Nevada County Environmental Health Department at (530) 265-1222 ext. 3 to make sure you are in compliance with all County regulations, or visit <https://www.mynevadacounty.com/2277/Community-Events>.)

Alcohol Served or Consumed Yes No

If serving alcohol

- o Contact Truckee Police Department at (530) 550-2323 to review.
- o Alcohol Beverage Control (ABC) permitting and alcohol containment requirements. Click on this link <https://www.abc.ca.gov/> for ABC application and information.
- o Additional security or police presence may be required and may require an additional fee.
- o Liquor liability coverage must be included on your certificate of insurance.)

ABC Permit Request Attached Yes No N/A

Beverage type: _____ Serving size _____ Price _____

Beverage type: _____ Serving size _____ Price _____

Beverage type: _____ Serving size _____ Price _____

Beverage type: _____ Serving size _____ Price _____

Beverage type: _____ Serving size _____ Price _____

Please add additional sheets if necessary.

VENDORS

Vendors Yes No Merchandise Sold Yes No

Vendor List _____

UTILITIES

Utility services needed Yes No Amount & Type _____

Will electrical wiring be installed Yes No *If yes, provide a separate detail sheet*

Will generators be used Yes No

Will structures be built (greater than 10' x 10' tent) Yes No

SUPPLEMENTAL QUESTIONS

DOWNTOWN EVENT

Will the Special Event require closure to a street, parking lot, sidewalk, or bus lane in Downtown Truckee?

Yes No *If yes, please complete the question below*

Describe the Special Event's economic and/or community benefit. (600 characters maximum)

FEE WAIVER

Are you applying for a fee waiver? Yes No

If yes, please complete the questions below:

1. Waiver amount requested: _____

2. Will the Special Event provide programs for local youth, seniors, or low income populations; raise funds for organizations that provide free or low-cost programs for local youth, youth organizations, seniors, or low income populations; or have a focus on education, public health, or public safety?

Yes No *If yes, please explain below (300 characters maximum)*

3. Is the Special Event organized by a nonprofit or community organization, primarily for the benefit of the Truckee community?

Yes No *If yes, please explain below (300 characters maximum)*

4. Will the Special Event generate any revenue (participant fees, vendor fees, ticket sales, etc.)?

Yes No *If yes, please explain below (300 characters maximum)*

5. Would the imposition of special event permit fees create a financial hardship on the event applicant or have a detrimental effect on the services provided to the public?

Yes No *If yes, please explain below (300 characters maximum)*

Event Layout Diagram

This diagram is required for all events

Event Name: _____

In the space below, or on a separate sheet, provide a diagram or map of the layout of the proposed event.

Example Event Layout Diagrams: [Example 1](#), [Example 2](#), [Example 3](#)

The diagram must:

- Identify adjacent streets and buildings
- Include all special event equipment and facilities, including **location** and **number** of each of the following (as applicable):
 - Portable restrooms ([Click here for a restroom facility calculator](#))
 - Waste stations
 - Vendor booths
 - Temporary fencing
 - Event parking
 - Accessible parking
 - Event entry and exit points
 - Temporary structures/tents
- Athletic events, parades or marches include map of event route

Safety Plan

This plan is required for all events and is intended to summarize event staff's contingency plans for addressing potential emergencies during an event

Example Safety Plans: [Example 1](#), [Example 2](#)

Event Name: _____

I. Potential Hazards

A. Identify potential emergency or hazardous incidents that could occur during event. For each identified hazard, describe organizer's plan for emergency response. *Note: Specific hazards will depend on event type, but may include fire, weather-related incidents, a violent act, serious illness or injury, an intoxicated individual, or a lost child incident*

| Hazard | Response Plan |
|--------|---------------|
| | |
| | |
| | |
| | |

II. Chain of Command

A. Chain of command among event personnel (organizer, staff or volunteers)

B. Plan for communication between key personnel

III. Evacuation

A. Evacuation routes

B. Evacuation procedures

IV. Key locations

A. Identify key safety plan locations, including first aid stations, first aid supply locations, incident command post, etc.

Waste Reduction Plan

This plan is required for all events

Event Name: _____

1. Is this a large event (over 2,000 estimated attendees per day) serving food?

- Yes, please fill out questions A and B below
- No, fill out question C below

Large Events Serving Food

A. Waste Stations: Three streams of waste must be collected at each waste station – garbage + recyclables + food waste – and bins must be placed side-by-side

How many waste stations will be placed? _____

B. Waste Monitors are required at each waste station (please contact the solid waste & recycling division for specific info: recycle@townoftruckee.com)

All Other Events

C. Waste Stations: Two streams of waste must be collected at each waste station – garbage + recyclables – and bins must be placed side-by-side

How many waste stations will be placed? _____

2. How will the waste be collected? (i.e. Rent a 6-yd dumpster; self-haul; etc.)

3. The following resources are available.

- Waste stations can be rented from TTSD in 3-bin and 2-bin formats. Please call TTSD to reserve: 530-583-7800
- FREE waste station signage is available [HERE](#)
- If you would like to provide further sustainability information to your vendors, see our Sustainable Event Toolkit [HERE](#).

4. Please include all waste station locations on your Event Layout Diagram. Consider where food will be served, locations of entry/exit, and where waste will be produced.

Special Event Application Checklist

*Applications will be considered complete once all items on the checklist are addressed.
Incomplete applications will not be processed.*

Event Name: _____

The following are REQUIRED for all permitted events:

- Completed Application Form
- Event Layout Diagram
- Safety Plan
- Waste Reduction Plan
- Certificate of Insurance and Endorsement

The following additional plans may be required, depending on the type and size of event:

- Traffic Control Plan – *Required if event will include any road closures, detours, traffic control points, or personnel required to direct traffic*
- Security Plan – *Required if security staffing will be needed for the event*
- EMS Plan – *Required for races, open water swims, other physical/ athletic events, or large events over 2,500 people*
- Alternative Transportation Plan – *Encouraged; May be required for large events when traffic and/or parking impacts warrant it*

INSURANCE REQUIREMENTS

Insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Sponsors of special events must furnish a Certificate of Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting the Town of Truckee, its officers, agents, elected officials and appointed officials, and employees from any and all claims which may result from or in connection to the special event, as well as a policy of Workers' Compensation insurance covering the sponsor's employees who will be involved in the special event. The Town of Truckee must be named as an "Additional Insured" through an endorsement to the policy for which the certificate is issued. The applicant's insurance coverage shall be primary insurance as respects the Town of Truckee, its officers, agents, elected and appointed officials, and employees. Any insurance or self-insurance maintained by the Town of Truckee, its officers, agents, elected and appointed officials, and/or employees shall be excess of the applicant's insurance, and shall not contribute with it, and shall contain standard separation of insureds provisions. Sponsors must produce a copy of the policy with all policy endorsements. All required insurance documents must be submitted to the Town of Truckee at least fifteen (15) days prior to the special event. Limits of insurance are generally \$1,000,000.00 for death or bodily injury and property damage. Limits and types of insurance may change because of the different activities of each special event.

HOLD HARMLESS

To the fullest extent allowed by law, the applicant shall indemnify, defend, and hold harmless the Town of Truckee, and its officers, agents, elected and appointed officials, and employees ("Town Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("claims"), directly or indirectly arising out of the applicant's performance of its obligations, or exercise of its rights, under this permit or out of the operations conducted by the applicant, including the Town's passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the Town. In the event the Town Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from the applicant's performance of this Agreement the applicant shall provide a defense to the Town Indemnitees or at the Town's option reimburse the Town Indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

APPLICATION AS CONTRACT

By signing below, the applicant represents that all information contained herein in Application Part 1 and Part 2 is accurate, and the applicant agrees and acknowledges that the insurance and indemnity obligations set forth herein shall constitute a contract between the applicant and the Town of Truckee upon issuance of a special event permit. The person signing below represents that he or she is either the applicant or is authorized to sign this application on behalf of the applicant and bind the applicant.

Applicant Signature _____ Date _____

Printed Name _____ Title _____



Special Events Permit Supplemental Plans

Traffic Control Plan

*This plan is required for all events requiring detours, road closures,
or traffic control within Town rights-of-way*

Example Road Closure and Traffic Plans: [Example 1](#), [Example 2](#), [Example 3](#)

Event Name: _____

I. Traffic control plan schedule

Provide schedule of traffic control tasks as applicable:

| ACTIVITY | DATE | TIME |
|-------------------------------------|------|------|
| Sign placement | | |
| Equipment delivery | | |
| Equipment set-up | | |
| Traffic control/ road closure start | | |
| Traffic control/ road closure end | | |
| Sign and equipment take-down | | |
| Equipment pick-up | | |

II. Traffic control staffing

Identify name and contact information of contractor or responsible party who will be responsible for implementing plan, including set-up, traffic control staffing, and take-down.

III. Equipment and staffing locations

In the space below, or on a separate sheet, provide a diagram showing locations of all proposed traffic control equipment, signs, and certified traffic control staff. Label all streets and clearly identify the equipment to be used in each location.

A large, empty rectangular box with a thick black border, intended for a diagram showing traffic control equipment, signs, and staffing locations. The box is currently blank.



Special Events Permit Supplemental Plans

Security Plan

This plan is required for all events that will utilize third party contracted security staffing.

Event Name: _____

I. Staffing

Security Firm: _____ California License Number: _____

Address: _____

Representative: _____ Phone: _____

Number of uniformed security staff assigned to event: _____

II. Operations Plan

Provide security contractor's operations plan, including hours, and locations within event



Truckee Fire Protection District

Special Event EMS Plan

| | |
|--|--|
| Name of event | |
| Event EMS director name and phone number | |
| Sponsoring Organization Contact info | |
| Estimated Attendance | |
| Date (s) of event | |
| Nature of Event | |
| Location of Event | |
| Length of event | |
| Number and types of EMS personnel at Event. | |
| Describe on-site treatment facilities and staffing. | |
| Ambulances dedicated to event | |
| Helicopter access and landing zone information. | |
| Response: How long will it take your EMS personnel to reach an injured or sick person at the furthest location: | |

| | | |
|--|---|--|
| | Describe communications plan | |
| | Extrication: What means of extracting a patient will you use? | |
| | Describe any contributing factors to implementing this EMS plan like weather, snow, avalanches, traffic etc. | |

Printed name of person completing EMS plan

Title

Signature

Date

____ **Plan Approved**

Name of Truckee Fire person reviewing plan

Title

Approval Signature

Date