



City of Portola

35 Third Avenue P.O. Box 1225
Portola, California 96122
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(530) 832-4216
www.ci.portola.ca.us

Festival/Event Permit Information Sheet/Application

General Information

This application is intended for organizations and individuals who wish to conduct a gathering of more than 100 people within the City of Portola. Those organizations and individuals who wish to request an exemption from the festival permit or fee requirements must also complete this application.

Application Requirements

These requirements apply to all applications for festivals or outdoor gatherings of more than 100 people. The application must be submitted to the City of Portola at least 45 days prior to the event. A \$250.00 application fee must be included with the permit application unless a waiver is requested. If a fee waiver is requested and denied by the City the fee must be provided to the City within five working days from notification of denial to allow the permit application to continue to be considered for approval. Exemption or waiver of application fees must be in accordance with the provisions of Portola Municipal Code Section 9.33.03.

1. **Application** – The application must be completed and signed by the applicant and must be printed in dark ink or typed.
2. **Authorization from Property Owner** – The property owner must sign the application OR a letter of authorization signed by the property owner granting the applicant permission to conduct the event on the property.
3. **Site Plan** – A Site plan of the subject property and proposed event must be submitted with the application. The site plan must be drawn to scale on a minimum 11” x 17” sheet of paper and include the following information:
 - Title block with name and address of applicant.
 - North arrow and scale
 - Property lines of subject property
 - Location and dimensions of existing structures
 - Location and dimensions of proposed structures and/or event areas
 - Existing off street parking spaces
 - All access ways to the property
 - All interior access ways
 - Location of loudspeakers, toilets, medical facilities, lighting, emergency communications, drinking facilities and solid waste receptacles
 - Locations of proposed signage
 - Proposed parking locations

FESTIVAL PERMIT APPLICATION

Applicant Information:

Applicant Name: _____

Organization: _____

Phone: _____ Fax: _____

Mailing Address: _____

Fee Waiver Request: _____ Yes _____ No

Property Owner Information

Property Owner Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Note: The property owner must sign the application or provide a letter of authorization granting the applicant permission to conduct the event on the property.

Festival/Event Use Information

Name of Festival or Event _____

Is the event promoter a charitable organization? _____ Yes _____ No

Event Site Address: _____

Description of Event: _____

Dates of Event: _____

Hours of Event operation: _____

Estimated Maximum Attendance: _____

Number of Vendors: _____ For-Profit _____ Non-Profit

Plumas County Department of Environmental Health Information:

_____ The operation does not involve the handling of food. A certificate of operation is not required from the Department of Environmental Health

_____ The operation involves the handling of food. A certificate of operation is attached, or I have applied for a certificate of operation from the Department of Environmental Health. I understand that this application cannot be approved and a Festival Permit cannot be issued until the certificate of operation is submitted to the City of Portola.

Provide a detailed statement of plans to provide the following:

- Emergency Communications
- Security protection
- Water supply
- Sanitation facilities
- Sound and Lighting
- Medical Services
- Fire Protection
- Parking
- Vehicle Access
- On-site traffic control
- Refuse Removal
- Clean-up Services

Insurance Requirements

_____ Prior to the event the applicant will provide the City with certificate naming the City of Portola as an additional insured on a liability policy of a minimum of \$1,000,000

_____ Applicant wishes the City to underwrite liability for the event. Approval of the City Council is required.

Signatures

Applicant Signature: _____ Date: _____

I certify that I own the property located at _____
And that I have reviewed with the applicant their intended use of my property and have authorized the use of this property as identified in this application.

Property Owner Signature: _____ Date: _____