



# PUBLIC EVENT APPLICATION

Office of the City Manager, 26 Corte Madera, MV 94941

Tel 415-388-4033  
Fax 415-381-1736

1. Name of Event: \_\_\_\_\_

2. Date(s) \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Description of Property: \_\_\_\_\_  Public  Private (include copy of rental agreement)

5. Name of Organizer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

6. Number of attendees expected: \_\_\_\_\_

7. CA. Tax # \_\_\_\_\_

8. Admission Fee/Donation: \_\_\_\_\_

9. Is the event being advertised? \_\_\_\_\_ Where? \_\_\_\_\_

10. What age group is the event targeted to: \_\_\_\_\_

11. Have you notified neighborhood group or abutters?  No  Yes, who? \_\_\_\_\_

By what method were abutters notified? \_\_\_\_\_

### ACTIVITIES: (please check where applicable)

A. Vending:  food  beverage  goods Total # of Vendors: \_\_\_\_\_

B. Entertainment:  live music  DJ  radio/CD  performers  dancing  
 amplified sound  stage

C. Games/Rides  adult rides  kiddie rides  games  raffle  
 other Total #: \_\_\_\_\_

Name of Carnival operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

D. Security Personnel: # \_\_\_\_\_ How will they be identified? \_\_\_\_\_

E. Special effects: fireworks or other pyrotechnics  Yes  No

F. Clean Up: #of trash receptacles \_\_\_\_\_  street sweeping  steam cleaning

Name of cleaning contractor: \_\_\_\_\_ (include copy of contract)

G. Insurance required?  Yes (include copy of insurance policy) No

H. Portable toilets: # \_\_\_\_\_ regular # \_\_\_\_\_ handicapped accessible

**DEPARTMENT APPROVAL:**

It will be necessary for you to obtain permits or certificates from the following departments:

<i>Approval Required</i>	<i>Date:</i> _____	<i>Signature:</i> _____
<input type="checkbox"/>	1. Special Events	_____
<input type="checkbox"/>	2. MV / Police Captain	_____
<input type="checkbox"/>	Is detail required:	# of detail assigned _____
<input type="checkbox"/>	3. MV / Building	_____
<input type="checkbox"/>	4. Fire:	_____
<input type="checkbox"/>	5. Public Works	_____
<input type="checkbox"/>	6. Parks:	_____
<input type="checkbox"/>	7. EMS	_____
<input type="checkbox"/>	8. Licensing Division	_____

The Departments listed above have their own application process Applicants are responsible for applying for and obtaining all required permits and certificates from the various individual Departments.

**Regulations:**

1. All members of the organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments. Any violation may result in a denial of a future permit.
2. The applicant and/or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any city department will result in the denial of the application.
3. The applicant is responsible to ensure that there is no illegal activity on the premises.
4. All concessions must be: stationary, placed in the street, and against the curb for free passage in the street and sidewalk, cannot exceed 12 ft. in length and 4 ft. in width, and must have 4 ft. between each stand (10 ft. if propane is used).
5. Federal law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks clear and make sure that no storage is allowed on sidewalk.
6. Any items to be sold must be listed with their prices.
7. The applicant will be responsible for any damage to any public property.
8. The applicant is responsible for filing their application in a timely manner: at least 30 days in advance for larger events and at least 14 days in advance for smaller events. Non-compliance may result in a denial of the application.
9. The applicant shall indemnify and hold harmless the City of Mill Valley and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license.
10. The City of Mill Valley reserves the right to revoke the application at anytime.

*I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.*

Signed: \_\_\_\_\_ Date \_\_\_\_\_