



1010 Tenth Street, PO Box 642, Modesto, CA 95356
(209) 577-5344 • (209) 342-4705 fax

Entertainment Permit Checklist - Special Events -

To obtain an Entertainment Permit, fill out the required application and include all necessary information. To ensure the application will be processed in a timely manner, complete the entire application and provide all requested copies. It is unlawful for any person to own, conduct, operate, maintain or participate therein in any place of entertainment in the City of Modesto without first having obtained a permit from the Entertainment Commission. Failure to obtain an entertainment permit can result in penalties under the new ordinance. Your establishment/business can be cited under Municipal Code 4-1.420, which can result in a misdemeanor.

FILING FEES

- Entertainment Application Fee (Non-Refundable) - \$25
- Entertainment Establishment and Special Event Permit Fee (Non-Refundable) - \$250*

*The \$250 permit fee is waived for non-profit groups who provide a copy of their 501c3 or 501c4 at the time of filing.

Filing Requirements

- Eight complete sets of copies of the entire permit application

Contents of Operations Package

Items listed below are minimum. Additional information may be necessary for clarification during the review process.

- Permits/License;
 - Copy of Current Business License
 - Copy of Alcohol Beverage (ABC) Control - Sales, Daily - ABC permit,
 - Sound Amplification Permit
 - Tent/Awning Permits
 - Food Vendor Permits & Copy of Public Health permit
 - Parade Permit (walkathon, running, parade)
 - Street Closure Permit
- Security/Public Safety
 - Outside Service Agreement with Modesto Police Department
 - Licensed Security Company with a copy of their Modesto business license, copy of their state license and insurance coverage
- Emergency Medical plan for events over 1,000 participants

Service Plans and Attachments

Items listed below are minimum. Additional information may be necessary for clarification during the review process.

- Executive Summary of your business (scope of business)
- Venue Map to scale (eight sets of copies) to include, but not limited to, markings of the following items:
 - Location of event, port-o-lets, tables, chairs, entrance, exits, parking areas, tents, layout of booths to include stage, vendors, etc.
 - A copy of the detour plan if closing streets
- Fire Protection Plan
- Plan for sanitation facilities: garbage, trash and sewage disposal
- Liability Insurance Policy naming the City of Modesto as an additional endorsement



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Application Fee	
Permit Fee	
Payment Date	

Entertainment Permit Application - Special Events -

REQUEST: New Application
 Renewal
 Change in Application

Date Received	
Project No.	

BUSINESS: Single Ownership Corporation
 Partnership Non-Profit

APPLICANT INFORMATION – Name(s) and permanent address of applicant(s):

(Note: If applicant is a corporation, the name shall be exactly as set forth in its Articles of Incorporation and the applicant shall show the name and residence address of each of the officers, directors and stakeholders. If the applicant is a partnership, the application shall show the names and residence address of each of the members, including limited partners.)

1.

First Name	Middle Initial	Last Name
Residence Address	City	State Zip Code
Residence Phone	Business Phone	
Driver's License	State	Date of Birth

2.

First Name	Middle Initial	Last Name
Residence Address	City	State Zip Code
Residence Phone	Business Phone	
Driver's License	State	Date of Birth

BUSINESS/ORGANIZATION INFORMATION

Name of Business/Organization	
Type of Business/Organization	
Business Address	Business License No. (must include copy)
Mailing Address, if different	Phone
Fax	E-mail

APPLICANT: If you have ever been convicted of an offense against the law or are now under charges for any offense against the law, please attach a separate sheet providing the following information for each offense: (1) date, (2) charge, (3) place, (4) court, and (5) action taken. You may omit any misdemeanor traffic violations.

EVENT INFORMATION

_____ Event Title/Name	_____ Location of Event
_____ Date(s) of Event	_____ Hours of Event
_____ Contact Person	_____ Phone Number
_____ Alternate Phone Number	_____ E-mail Address
_____ Purpose of Event	

Anticipated Attendance: Estimated Number of Attendees at any given time _____
Estimated Total Attendance for the event _____
Age Group(s) _____

General Public Private Party All Ages Youth Only Seniors Only Adults Only

Alcohol: No Alcohol Alcohol served Alcohol sold Guests may bring alcohol

If you will be serving Alcohol, do you have a liquor license? Yes No

If YES, name/number/type of liquor license: _____

Are you applying for a Daily ABC license: Yes No If YES, include ABC daily permit application.

Vendors? Yes No If YES, you must fill out the Special Event/Itinerant License Application.

Food Vendors? Yes No If YES, please check all that apply and fill out the Special Event/Itinerant License Application:

Open flames LPG Tanks Burners Generators Fueled Equipment Charcoal

Carnival/Circus? Yes No If YES, you must fill out the Carnival/Circus License Application.

Tent/Temporary Structure? Yes No If YES, how many/what size(s): _____
(Must include a **Diagram** with location of temporary structure(s) in relation to buildings on the property, streets, alleys, vehicle parking, and property lines.)

Fundraiser? Yes No

Entry Fees? Yes No If YES, cost: _____

If event is held by business, will it be held within your building? Yes No

If YES, will it change your regular use? Explain: _____

Street Closure? Yes No If YES, time: _____ location(s)/street names: _____

Will public roadways or bike paths be used or will the event have an effect on traffic (**including any street closures**)? Yes No

If **YES**, include the following documents; Street Closure Application Detour Plan

How will vehicle access to the event be controlled? _____

(Include Street Detour Plan for Street Closure)

Parking Locations: _____

Will you be closing any parking garages? Yes No If **YES**, please explain which locations: _____

Signage? Yes No If **YES**, type & size: _____
location(s) posted: _____

Sanitation Needs? Yes No

Port-o-lets Trash cans Front loader Storm Water Drain Coverage Street Sweeper

PROPOSED ENTERTAINMENT/MUSIC (Include Sound Amplification Permit and check all that apply): **Entertainment Features:** Live Music Amplified Music DJ Other: _____

Genre of Music: Pop Rock Hip-Hop Punk Country World
 Rap Metal Vocal Blues R & B Electronic Dance

Please be specific as to the "Type and Groups" of entertainment/music planned: _____

SECURITY

Please explain the steps to be taken to monitor the number of persons in attendance. _____

How will pedestrian access to the event be controlled? _____

Based on your occupancy and events programming, the **Commission may require you to have security personnel for every 50 to 100 patrons.** How many security personnel will staff the event? _____

Will you be using in-house security? Yes No

If **YES**, submit a copy of your insurance coverage for your venue: _____

If **NO**, please submit a copy of the outside security company along with their business license, insurance coverage and state licensing information and a copy of the contract.

Will your organization use the Modesto Police Department for security? Yes No

If **YES**, please include a copy of the outside service agreement with the Modesto Police Department.

OTHER SERVICE PLANS AND ATTACHMENTS

Attach a Summary of the event; to include but not limited to the following information, organization hosting the event, reason for the event, as well as the number of years this event has been in existence.

Operations Plan/Floor Plan/Drawing of Event (Scalable - 1/4" or 1/8 foot)

Include and attach the event plan for the entire event on separate sheet(s) plus eight 11" x 17" copies of the original plan with the following information. The drawing/diagram shall include all aspects of the event, including: 1) Event location, 2) Size of premises, 3) Entertainment location(s), 4) Layout of displays, booths

and/or tents, 5) Parking areas, 6) Cooking locations, 7) Public restrooms/temporary sanitary facilities, 8) Other structures being used, 9) Street access to the event, 10) Entrance and Exits, 11) Disability access, and 12) Identify manager on duty or contact person on the premises during hours of operation.

Plans for Fire Protection – If you will be erecting a temporary tent or canopy, selling or cooking food for your event, you must contact the City of Modesto Fire Prevention Bureau at (209) 571-5553 or follow the link to <http://www.modestogov.com/forms/> (**Fire Prevention Bureau**) regarding specific requirements for your event. Attach a plan for adequate fire protection, which shall meet the requirements of all state and local statues, ordinances and regulations, and shall be approved by the City of Modesto representative of the Fire Department.

Plans for Emergency Medical (attendance of 1,000+) – attach a plan for adequate emergency medical.

Plans for Sanitation Facilities; garbage, trash and sewage disposal - Attach a plan for adequate sanitation facilities and garbage, trash and sewage disposal for persons attending the event. This plan shall meet the requirements of all state and local statues, ordinances and regulations.

Requirements – Effective July 1, 2005, operators of large venues and coordinators of large events must develop a waste reduction and recycling plan for each qualified venue or event. Each event must complete the waste analysis permit and return to the City of Modesto’s Solid Waste Division. Questions: please contact Solid Waste Management Office at (209) 577-5495.

Insurance – The permittee shall provide, at its own expense and maintain at all times, the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the City of Modesto as may be required: General Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to: premises and operations; broad form contractual; and, products and completed operations. The City of Modesto also needs an additional endorsement: **“The City of Modesto”**, including its agents, officers, employees, and volunteers, shall be named as an additional insured on the insurance policy required herein, as a separate endorsement.

DECLARATION

I, _____, declare under penalty of perjury that the foregoing is true and correct. I understand that any false or incomplete information provided by me in connection with this application constitutes cause to either deny the requested permit or revoke the permit if granted. I also understand that if this permit is granted, I must update any information should it change.

Date

Signature of Applicant

Office Use Only

Police	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Fire	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Streets	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Traffic	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Zoning	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
NPU	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Recreation	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Parks	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached