



TOWN OF ROSS SPECIAL EVENTS PERMIT APPLICATION



*Please return form to: Town of Ross, P.O. Box 320, Ross, CA 94957,
with application fee (check payable to Town of Ross).*

Name of Event: _____

Description of Activities Involved: _____

Location requested: _____

Date(s) of Event: _____ Time(s): _____

Sponsoring Organization: _____

Event Contact Person: _____ Phone: _____

Email Address: _____

Expected number of attendees: _____

Will there be sales of goods (art, crafts, food)? Yes ___ No ___

(Food and beverages must comply with County Health Department rules and permits.)

If yes, describe _____

Will alcohol be served or sold? Yes ___ No ___

(If alcohol will be served or sold, permits must be obtained from State ABC and copies provided to Town in advance of event. The Police Chief must approve adult supervision requirements in advance.)

If yes, describe _____

Will streets, parking or traffic areas be affected? Yes ___ No ___

(Town costs for any barricades or equipment needed must be reimbursed. Deposits may be required.)

If yes, describe location _____

Will any structures be placed on Town property? Yes ___ No ___

If yes, describe structure(s) and who will provide set-up and tear down _____

Will there be amplified sound and/or music? Yes ___ No ___

If yes, describe *(special permit may be required)* _____

Who will oversee trash, recycling and clean-up? _____

(Deposit will be required. If Town is requested to oversee, Town costs must be reimbursed.)



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Insurance Requirement

A Certificate of Insurance is required naming the Town of Ross as additional insured for the day of your event in the amount of not less than \$1,000,000.

You may purchase liability insurance for your event through the following website:

<http://eventinsure.com>

For larger events, the Police Chief may require extra security present. Upon approval of the Police Chief, private security may be hired or the event sponsor may elect to use Town safety officers and pay for costs involved.

Sound Amplification Permit

If the event will have any amplification of sound including voice, musical instruments, etc., a permit may be required. Ross Municipal Code 9.20.040 prohibits amplification of any sound or noise before nine a.m. or after ten p.m., except on Friday, Saturday, or the eve of a federal holiday when allowable hours of operation shall be between nine a.m. and eleven p.m. It also states that no person shall at any time use or operate any amplification of equipment in such a manner that it disturbs property owners in the neighborhood. Factors determining this include volume, nature, frequency, time of day, and planned duration. Ross Municipal Code 9.20.090 states that a permit may be issued authorizing noises prohibited by this chapter whenever it is found the public interest will be served. If it is determined that a permit is required, an application for a permit shall be in writing and accompanied by an application fee of \$5.00, and must be approved by the Public Works Dept, Chief of Police and Town Clerk.

Special Event Fees

Permit Processing Fee: **\$125.00** (payable on submission of application)

Reservation Fee for Park/Public Area for use up to 4 hours: **\$208.00** (plus reimbursement of Town staff costs; clean-up deposit to be determined based on event up to \$200)

Reservation Fee for Park/Public Area for use up to 8 hours: **\$417.00** (plus reimbursement of Town staff costs; clean up deposit to be determined based on event up to \$500)

Multiple Day Events (Farmers Market, Craft Fairs, etc.): Will be based upon use areas, percentage of sales, Town costs reimbursement or any combination agreed to by the parties.