



# 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: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Event Contact Signature: \_\_\_\_\_

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 **\$2,000,000**. 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 Police Chief approval, private security may be hired or the event sponsor may elect to use Town safety officers and pay for costs involved.

### Hold Harmless and Indemnification Agreement

Applicant agrees to indemnify, hold harmless, and defend the Town of Ross, its Town Council and Town Board, commissions, officers, agents, employees, and consultants from and against any and all liability, damages, judgments or financial loss resulting from any suits, claims, losses, or actions brought by any person and from all costs and expenses of litigation, including attorney fees and expert fees, by reason of injury to any person or property arising from the event described herein. Such indemnity shall include, but not be limited to, any and all liabilities, demands, claims, damages, losses, costs and expenses caused or alleged to have been caused by any negligent or other act of Applicant, any subcontractor and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Applicant shall promptly pay any final judgment rendered against the Town (and its officers, officials and employees) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination or expiration of this permit. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorney's fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners. Applicant agrees to all terms and conditions stated on this permit.

### 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: \$160.00** (payable on submission of application)

**Reservation Fee for Park/Public Area for use up to 4 hours: \$268.00** (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: \$542.00** (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.