CHECKLIST

☐ Completed Application— (make sure all questions are answered in full)
☐ Cleaning Deposit
☐ Special Event Processing and other required fees
☐ Certificate of Insurance— (Make sure all language is correct—cancellation portion—a sample is provided for your convenience)
☐ Other requirements as determined by the City of Watsonville

IMPORTANT

Will you be using any of the following streets?
E. Lake Avenue
Riverside Drive
Main Street
E. Beach Street
Lincoln Street

If so, you MUST obtain an Encroachment Permit from CALTRANS. The application MUST be submitted to CALTRANS at least 90 days prior to your scheduled event.

Website: www.dot.ca.gov/trafficops/ep/apps.html
Telephone: 831-423-0396

Parks and Community Services
231 Union Street
Watsonville, CA 95076
831-768-3240
www.watsovillerec.com
When do you need a Special Event Permit?

1. Using City property such as streets, parks, buildings, etc. For an event that is open to the public, and or...
2. Event will have entertainment: singing, dancing, DJ, Choir, etc...and or...
3. Sound amplification such as a microphone, stereo, and or,
4. Event is a parade, march or procession, and or...
5. Event requires street closures or will impact traffic

Steps to obtain a Special Event Permit

1. Obtain Special Event Application from www.cityofwatsonville.org/DocumentCenter/View/11695/20192020_Special_Event_Application
2. Complete the application
3. Completed application turned in to the Parks & Community Services Department at least 60 days prior to your scheduled event. Application will not be processed until all required documents and payment are submitted.
4. Certificate of Insurance and Endorsement must be submitted 30 days prior to the event date.
5. Cleaning Deposit must be paid when submitting the completed Special Event Application.
6. Special Event Processing Fee must be paid when submitting completed Special Event Application.
7. If your event is a parade, march or procession, a map indicating your route must be submitted with your Special Event Application.
8. If event will have vendor booths, a layout of booth locations must be submitted with your application.

What permits will I need, and what are the fees?

Special Events Processing Fee
- Non-Profits: $153.00
- All Others: $304.00

Sound Amplification Permit
- $219

Entertainment Permit
- $164

Parade/March/Procession Permit
- $186

Police Officers
- After your application is reviewed by the Special Events Committee, the Representative from the Police Department will determine whether or not your event will need police officers and if so, how many.
- $115.00 Per hour
- Minimum

Fire—Inspection Fees
- $401/hr
  If your event will have food booths, Fire Dpt. requires booth inspections.

Main Street Closure
- Varies by event

Garbage/Recycling
- 95-gallon cans
- Container Truck
- Varies by event

Insurance—Event will not be allowed to happen if Insurance is not submitted.
- Varies by event

All fees are subject to the annual increase per the Consumer Price Index (CPI). Increase effective July 1st of each year. Other fees not listed may be incurred.

Interested in event sponsorship by the City of Watsonville? Visit the following link to learn more: www.cityofwatsonville.org/2239/Community-Special-Event-Sponsorship

Department Contacts

| Parks & Community Services | 768-3240 |
| Police | 768-3386 |
| Garbage/Recycling | 768-3133 |
| Community Development | 768-3074 |
| Fire | 768-3213 |

Other Important Information

Polystyrene Ban
The use of Polystyrene products for serving food at your event is prohibited.

Proper Disposal of Grey Water (water from food preparation)
Grey water generated by vendors during your event MUST NOT be dumped into the street drain. A grey water container MUST be provided so vendors can properly dispose of the grey water.

Proper Disposal of Grease & Oil
Grease and oil generated by vendors during your event MUST NOT be dumped into the street drain or the garbage. A tallow bin MUST be provided so vendors can properly dispose of the grease and oil.

Garbage/Recycling/Litter Control
Please encourage your vendors to recycle and volunteers to help recycle whenever possible. The more you recycle, the lower your fees for garbage.

For questions regarding Polystyrene Ban, Grey Water, Grease and Oil, Garbage/Recycling, call Public Works & Utilities at 768-3133.

Parade/March/Processions
If using the following streets, you will need to obtain an Encroachment Permit from CALTRANS: E. Lake Avenue, Riverside Drive, Main Street, E. Beach Street, or Lincoln. Your application MUST be submitted to CALTRANS at least 90 days prior to your scheduled event.