SPECIAL EVENT PERMIT
APPLICATION INSTRUCTIONS

To expedite the processing of your application, please submit the following:

☐ **Filing Fee:** Refer to Application Filing Fee Summary – Code Compliance.
  Type A: Special Events (require a minimum of 10 business days to process)
  Type B*: 1st Time Non-Rules of the Road Special Events

  *Type B events are for first time events, such as walks, runs, bike rides, etc. which will NOT
  be following the “rules of the road”. These events will require police department assistance.

☐ **Completed “Special Event Permit Application” Form** (see attached).

☐ **Site Plan** showing the location and basic layout of the event (8½” x 11” page format
required)

  1. Location of site and nearest cross streets
  2. Parking areas including disabled access, barricades.
  3. Location of restrooms, concession stands, rides, recycling/trash containers and exits.
  4. Traffic control plans for impacts to public right of ways required.
  5. Tent location(s) and dimensions.
  6. Amplified sound and direction

☐ **Required Insurance Documents (BOTH of the following are required)*:**

  1) Certificate of Liability Insurance form (Accord Form 25 or similar) as the Certificate
  Holder; **AND**
  2) Additional Insured Endorsement form (Form CG 20 10 11 85 or similar)

  * Both forms must have the City identified with the following wording: "City of Thousand
  Oaks, its officers, officials, employees, agents and volunteers"

  Certificate of Liability Insurance Requirements:
  • Commercial General Liability required limits: $2 Million per occurrence and $4
  Million General Aggregate

☐ **Property Owner’s Written Authorization**, if the applicant is not the owner of the property.
  Please have on the owner’s letterhead.

☐ **Recycling Plan Form:** If your event will have 2,000+ participants or charges admission fees, a completed Recycling Plan Form needs to be submitted with your application (obtain form from Planning). If you have additional recycling questions, please contact the Public Works Department at (805) 449-2400.

☐ **City of Thousand Oaks Business License:** Please provide your current City of Thousand Oaks Business License number **OR** submit attached Business Tax Certificate Application. **If your event will include vendors (and/sponsors),** The City of Thousand Oaks Special Event Vendor list will be required. Please contact Finance Customer Service with any additional questions on business licensing at (805) 449.2201.
SPECIAL EVENT PERMIT APPLICATION

Please allow ten (10) business days for processing Type A special event permits and a minimum of ten (10) weeks for processing Type B special event permits. Applications cannot be processed until all documents are submitted (see Special Event Permit Application Instructions).

Special Event Permit Type A: ☐ Special Event Permit Type B: ☐
(First Time Non-Rules of the Road Event)

Date Application Submitted: _________________ Date(s) of Event: ______at_______ am/pm
through_______at_______ am/pm

Address of Event: ____________________________

Name/Description of Event (Use Additional Paper if required):
________________________________________

# of Participants/Expected Attendance: __________ Amplified Sound: ☐ Yes ☐ No

Animals: ☐ Yes ☐ No  Alcohol Sales/Service: ☐ Yes ☐ No

Vendors/Sponsors: ☐ Yes ☐ No

Applicant:
Name of Sponsor and Name of Coordinator (main contact for this application):
City of Thousand Oaks Business License Number: ____________________________
Phone Number: ____________________________ ☐ Non-Profit
Email: ____________________________ Fax: ____________________________
Address: ____________________________

Operator:
Company, Group or Person producing event if different than Applicant Sponsor
City of Thousand Oaks Business License Number: ____________________________
Phone Number: ____________________________ Event Site Phone: ____________________________
Email: ____________________________ Fax: ____________________________

Property Owner:
Name Business Phone
______________________________ ____________________________

FOR STAFF USE ONLY
☐ Approved (Conditions Attached) Permit Number: ________________
☐ Declined, Reason(s)__________________________________________
☐ Community Development Signature: ____________________________ Date: __________________________

For assistance regarding Special Event Permits, please contact the Planning Division at 805-449-2325.