

**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 (8 1/2” 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.
- 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 Code Compliance). If you have additional recycling questions, please contact the Public Works Department at (805) 449-2400.
- City of Thousand Oaks Business License: Copy of current City of Thousand Oaks Business License or Business License Application with appropriate fees. If you have additional questions or if your event will include vendors (proof of individual business and temporary resale licenses will be required), please contact Finance Customer Service at (805) 449-2201.



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

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

Applicant: _____
Name of Sponsor and Name of Coordinator (main contact for this application)
Phone Number: _____ Non Profit
Email: _____ Fax: _____
Address: _____

Operator: _____
Company, Group or Person producing event *if different than Applicant Sponsor*
Phone Number: _____ Event Site Phone: _____
Email: _____ Fax: _____

Property Owner: _____
Name Business Phone

FOR STAFF USE ONLY	
<input type="checkbox"/> Approved (Conditions Attached)	Permit Number: _____
<input type="checkbox"/> Declined, Reason(s) _____	
<input type="checkbox"/> Community Development Signature: _____	Date: _____

For assistance regarding Special Event Permits, please contact the Code Compliance Division at 805-449-2300.