

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 (requires a minimum of 10 business days to process)
Type B*: 1st Time Non-Rules of the Road Special Events (requires a minimum of 10 weeks to process)

*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 ½” 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.



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

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.