

Permit No: \_\_\_\_\_

Event: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Approval Date: \_\_\_\_\_



**CITY OF VALLEJO  
SPECIAL EVENTS PERMIT FEE  
WAIVER APPLICATION  
(SUBJECT TO AVAILABLE FUNDING)**

Complete and return *60 days in advance* to:

City of Vallejo  
Central Permit Center  
555 Santa Clara Street, 2nd Floor  
Vallejo, CA 94590

**CITY OF VALLEJO**  
**SPECIAL EVENTS PERMIT FEE WAIVER APPLICATION**

This form must be completed along with the Special Events Application.

**Event Summary**

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Type of Event:**      Run/Walk ☐ Bike Race ☐ Parade ☐      Street Fair ☐      Other ☐

If other, please describe: \_\_\_\_\_

Will admission, entry or participant fees be required?      YES ☐ NO ☐

Will your event be open to the Public?      YES ☐ NO ☐

Will your event provide a community benefit?      YES ☐ NO ☐

If yes, please describe: \_\_\_\_\_

Brief Event Description, including purpose and target audience.

\_\_\_\_\_  
\_\_\_\_\_

**Sponsoring Organization (Applicant)**

***The applicant for the Special Events Permit must be the authorized representative of the organization/ business conducting the special event. The applicant must be available to respond to questions/requests throughout the permit fee waiver process.***

Responsible Organization: \_\_\_\_\_

Type of Organization:      501(C) ☐      Public Entity ☐      Private Entity ☐      Other ☐

If other, please describe: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position/Role within Organization, if applicable: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (b) \_\_\_\_\_ (h) \_\_\_\_\_

Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Agreement and Authorization**

The undersigned Organization has read the Community Events Partnership Policy of the City of Vallejo and agrees to follow and abide by the regulations and procedures therein.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Authorized Signature      Date

## City Manager Conditions of Approval

(for office use only)

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Eligible for Waiver: YES ☐ NO ☐

Applicable permit fees that may be waived (fees totaling more than \$1,000 may require additional information):

Fees	Cost	Staff Initials
Special Events Permit Processing Fee		
Daily Land Use Fee		
Street Closure Fee – Residential		
Street Closure Fee – Non-Residential		
Street Closure Fee – Special Event		
Parade – Special Event		
Encroachment Permit – Special Event		
Electrical Permit		
Fire Inspection		
<b>Total</b>		

DEPARTMENT

APPROVAL AND/OR ADDITIONAL  
CONDITIONS / REQUIREMENTS

DATE

City Manager

Authorizing Approval

Date





Office of the City Manager · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4576

## **Community Events Partnership Policy**

### **Title and Purpose**

This policy shall be known as the City of Vallejo Community Events Partnership Policy approved by Resolution No. 14-038 N.C. of the City Council on April 8, 2014. It establishes a standardized procedure to determine if an individual, group, or organization holding a special event in or on city property is eligible to receive a fee waiver. The purpose of this policy is to provide an equitable and efficient process to approve or deny a request for a special event fee waiver.

### **Definitions**

- “City” is defined as the City of Vallejo, California.
- “City Manager” means City Manager or his or her designee.
- “Community benefit” is defined as an economic, social, or other public benefit to Vallejo.
- “Fee waiver” is defined as any reduction in fees, partial or whole, associated with permits required to hold a special event in the city.
- “Special event” is defined as a temporary gathering of people on public or private property that requires a city special event permit.

### **Organizations eligible for fee waiver**

The following local group, individual, or organizations are eligible to apply for a fee waiver.

- Groups and organizations with 501(C) or equivalent nonprofit status.
- Individuals, clubs, groups, or organizations that do not have nonprofit status that provide educational or community events that are free of charge and open to the general public.
- A city, county, local district, school district, or other public entity.

### **Events that may qualify for a fee waiver**

Events that are educational, cultural, charitable, civic, religious or fraternal in nature when the event also provides a significant benefit to the public.

### **Criteria for fee waiver**

For an event to qualify for a fee waiver, the event must:

- a. Provide a community benefit
- b. Charge no admission fee
- c. Be open to the public

### **Fees/Services Eligible for Waiver**

*Events approved for fee waiver can receive a credit up to \$1,000.00 per organization per fiscal year (July 1 – June 30).* The City Manager may approve a waiver greater than \$1000.00 if he/she determines that the event will provide an extraordinary public, community, or civic benefit to the residents and businesses of Vallejo. Such events may include but are not limited to the annual Mad Hatter Holiday Festival and the annual Fourth of July Fireworks Celebration. Fees eligible for a waiver are as follows:

- Special Events Permit Processing Fee
- Daily Land Use Fee
- Street Closure Fee – Residential
- Street Closure Fee – Non-Residential
- Electrical Permit
- Sound Permit
- Fire Inspection

### **Fees/Services Not Eligible for Waiver**

- Parking Permit Fees
- Police and Public Safety

### **General**

- Private events, events charging an admission fee, and events closed to some individuals, groups, or the public will not qualify for any fee waiver.
- The services to be provided by the city for any event receiving a fee waiver must be provided for in the current budget, without reducing service levels or raising service costs.
- Events that have previously broken the law, violated the Vallejo Municipal Code, caused damage to public property that was not compensated for, or other poor conduct as identified by the City Manager, or designee, will not qualify for any fee waivers.
- Any individual, group, or organization receiving a special event fee waiver must obtain all applicable City permits prior to holding the event and within the required time frame. No applicant will receive funds directly; once approved, waivers will be provided through the Central Permit Center.
- The City Manager shall have sole discretion to approve or deny a fee waiver for special events fees pursuant to the guidelines in this Policy.
- Fee waivers will only be considered in years the City Council has allocated funds to the Community Events Partnership program and only until funds are exhausted.
- Any group, individual, or organization that receives a waiver and does not comply with the criteria and guidelines contained in this Policy will be responsible for paying back the fees in full and will not qualify for a fee waiver in the future.

**Application Process, Review, and Decision**

- Interested individuals, groups, or organizations may complete a Special Events Permit Fee Waiver application, which will be prepared and updated from time to time to reflect this Policy. The application shall be submitted to the central permit center along with the special event application a minimum of six to eight weeks prior to the event and no longer than one year in advance. Annual events must submit an application for waiver each year that they wish to be considered for a waiver pursuant to this Policy.
- The central permit center shall review the application. If the applicant meets all requirements outlined in this policy, the central permit center shall forward the application to the City Manager, who may partially or completely waive fees at his or her sole discretion. Applications for fee waivers will be considered in the order in which they are received.