



TOWN OF TIBURON

1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: **2018**

To: **Special Event Permit Applicants**

From: **Patti Pickett, Administration – Events**

Subject: **How to Apply for Permits for Events on Town Property**

FOLLOW THESE EASY STEPS:

1. Fill out a Special Event Permit Application. There are two types of special events: “Low Impact” and “High Impact”. The application fee for a low impact event is \$40 and \$100 for high impact events. (The definitions of “high impact” and “low impact” are attached to this memo.) A refundable damage deposit may be required, and there may be additional costs for services provided by Police and Public Works Department personnel.
2. Return your application form to the Town Clerk at least sixty (60) days prior to the proposed event. For large events (over 200 people), return your application six (6) months prior to the event.
3. Insurance information must accompany the application materials. Liability insurance can be purchased through the Recreation Department, at 435-4355, or your own carrier. The Town of Tiburon must be named as an additional insured. The insurance information should include an endorsement providing the Town, its agents, officials and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit. The Town Attorney may ask for additional insurance depending on the nature of the event.
4. Town Staff will review your application and let you know whether additional information is required. Be sure to attach a map or logistical plan (lay-out) of the event location. No event will be approved without a completed application on file with the Town of Tiburon.
5. Your permit will be conditionally approved or denied within 30 days following receipt of your application. Town Staff will work with you to determine whether there are alternate locations for the event, if it is denied, or give you reasons for denying the permit. Some common reasons for denying permits are negative impacts on neighborhoods from traffic, noise, or parking, or conflicts with other events in the area.

6. Staff will make every effort to accommodate your request within Town policy guidelines. Copies of these policies (Special Event Policy and Shoreline Park Policy) are available at Town Hall.
7. A public hearing may be required before the Town Council for large events (over 200 people).

Thank you for your cooperation.

Patti Pickett

Administration

415-435-7373/ppickett@townoftiburon.org

“High” versus “Low” Impact Special Events

The Town Manager or her designee shall determine if the proposed Special Event is a “High Impact Special Event” or a “Low Impact Special Event”.

- Low Impact Special Events are generally those events that will not have a significant impact on the community or on Town services.
- Low Impact Special Events typically will have 200 or fewer participants and will not be held in areas of high density.
- High Impact Special Events are all other events.

It is important to note that the number of participants alone cannot be the determining factor in deciding whether a proposed event is a Low Impact Special Event or a High Impact Special Event.

The location, time of day, time of year, nature of the event combined with any other relevant factors will be taken into consideration.

The Town of Tiburon will not consider as a factor the content of any constitutionally protected speech at the event, unless there is a threat of immediate harm to persons or property.
