



Town of Tiburon

1505 Tiburon Boulevard
Tiburon, California 94920

(415) 435-7373 | www.townoftiburon.org

How to Apply for a Special Event Permit

1. Fill out a Special Event Permit Application. **No event will be approved without a completed application and payment on file with the Town of Tiburon.**
2. **Application Fees:** Application fees depend on whether your event is classified as Low Impact or High Impact.
Low Impact Events: These have fewer than 200 attendees and do not significantly affect the surrounding area, residents, or businesses. A \$40.00 application fee is required.
High Impact Events: These either require additional Town services or have more than 200 attendees. Any event involving a road closure, regardless of attendance, is considered High Impact. A \$100.00 application fee is required.

The Town Manager or their designee may later reclassify an event as High Impact based on its effect on the Town. Additional fees or a Cost Recovery Agreement may be required. Note that participant numbers alone do not determine whether an event is Low or High Impact.
3. A refundable damage deposit may be required, and there may be additional costs for services provided by Police and Public Works Department personnel. Please contact the Town Clerk for clarification on any costs related to your event application. Additional costs for services provided by Police and/or Public Works Department personnel will require a Cost Recovery Agreement on file.
4. Return your application form and payment to the Administration Department 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. Attach a map or logistical plan (layout) of the event location, as well as any required materials such as insurance certificates and ABC daily license. You can either return this in person to Town Hall at 1505 Tiburon Blvd. or via email at events@townoftiburon.org
5. Your permit will be conditionally approved or denied within 30 days following receipt of your application. If denied, Town Staff will give you reasons for denying the permit or will work with you to determine whether there are alternate locations for the event. Some common reasons for denying permits are negative impacts on neighborhoods from traffic, noise, or parking, or conflicts with other events in the area. Please contact the Town Clerk if you have any questions about the feasibility of your event.
6. Staff will make every effort to accommodate your request within Town policy guidelines. Copies of these policies are available at Town Hall or at www.townoftiburon.org/449/Event-Permits

A public hearing may be required before the Town Council for large events, or if an event has special circumstances or requests. 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.

Special Event Planning Checklist:

- Site Map & Event Layout:** Please submit a detailed site map illustrating the following:
 - Location of all structures/facilities and equipment along with existing or proposed structures (first aid station(s), emergency exits, closed roads, restrooms, location of registration/vendor tables, and closed and blocked driveways).
 - Vehicular, pedestrian, ADA and emergency access points, parking spaces, drive aisles and traffic circulation pattern.
 - Highlighted route detail for walk, runs, parades, or bike rides. Indicate location of Start/Finish points, rest stops, water stations, portable toilets, etc.
- Tents & Other Structures:** Tents that are over 400 sq ft with closed sides or over 700 sq. ft require a plan submission, temporary permit, and inspection from the fire district. Please note that applications filed within 5 days of the event will not be considered. Tents that are open on all sides and are up to 700 sq ft do not require plan submission, permit, or inspection. Regardless of the tent's type or size, please include the contact information of the tent vendor in your special event application.
- Insurance:** Special Event Liability Insurance is required for all special events and must accompany the application materials. Liability insurance can be purchased through the Recreation Department, at (415) 435-4355, or from your own carrier and Town of Tiburon must be named as an additional insured. The insurance 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.
- Vendors' Insurance & Business Licensing:** all vendors providing services to the event must provide a Certificate of Insurance naming Town of Tiburon as additional insured. These can be emailed directly to events@townoftiburon.org. Additionally, vendors providing paid services to the event must carry a Town of Tiburon Business License. This can be filed online at <https://townoftiburon.org/599/Business-Licenses>.
- Live Animals:** if your event features any live animals (petting zoos, pony rides, other animal exhibits), the vendor must provide a copy of their animal operating permit from Marin County Animal Services (415.506.6237) and ensure that all animal waste and debris is completely cleared from the event site.
- Alcohol:** If you will be serving or selling alcohol at your event, a daily permit from the State of California Alcohol and Beverage Control (ABC) Board will be required. You will need to provide a copy of the license to the Town with your application. Instructions and an application can be found online at: <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>
- Sanitation & Waste Management:** It is the event organizer's responsibility to ensure there are adequate toilet facilities on site, or to provide portable toilet facilities. Additionally, it is the event organizer's responsibility to dispose of waste and garbage throughout the event. Portable toilets and waste management receptacles can be rented through Mill Valley Refuse Service. Contact 415-457-9760.
- Event Accessibility:** The event sponsors shall maintain safe and accessible paths of travel in the public right of way, as required by the Americans with Disabilities Act (ADA) and state law. Review the [Accessible Public Event Information & Checklist](#) found online or at the Town Hall.
- Parking & Traffic Impact:** Consider and encourage the use of carpools, public transportation, and other non-polluting transportation options. If the ratio of total attendance to available parking spaces exceeds three people per parking space, off-site parking and shuttle service will need to be arranged to avoid illegal parking and to ensure emergency access.



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SPECIAL EVENT PERMIT APPLICATION FOR USE OF PUBLIC PROPERTY

NAME OF EVENT: _____

Advertised Date & Time of Event: _____

Event Location: _____

Name of Organization: _____

Type of Organization: 501(c)(3) Nonprofit For-Profit/Private

Mailing Address _____ City _____ Zip _____

Business Phone: (____) _____ Cell Phone: (____) _____

Email: _____

On-Site Contact Person: _____ Cell Phone: (____) _____

Alternate On-Site Contact: _____ Cell Phone: (____) _____

These contacts must be in attendance for the duration of the event and be immediately available.

EVENT DETAILS

Please provide a brief description of your event and include details of any attractions, exhibits, or entertainment planned:

Estimated attendance: _____ Estimated Event Staff/Volunteers: _____

Will items or services be sold at the event? Yes No If yes, please describe:

Is your event open to the public? Yes No Ticket Fee (if any): _____

TENTS, CANOPIES, & OTHER STRUCTURES

Will any special equipment or temporary structures (e.g. tents, bounce houses, vendors’ booths) be set up on site? Please attach a site map illustrating location of structures and access points.

Size of Tent 1: _____ sq. ft. Tent Type: _____ Canopy – no sides _____ Canopy – sides

Size of Tent 2: _____ sq. ft. Tent Type: _____ Canopy – no sides _____ Canopy – sides

Size of Tent 3: _____ sq. ft. Tent Type: _____ Canopy – no sides _____ Canopy – sides

If more structures are planned, feel free to attach an additional page. *Tents over 400 sq. ft. with closed sides or over 700 sq. ft. require approval from the fire district. Contact Tiburon Fire at 415.435.7200 or Southern Marin Fire Protection District at 415.388.8182 for more information.*

Tent Contractor/Installation Professional:

Company: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Cell: _____

Insurance Carrier: _____ Policy #: _____ Expires: _____

Other Structures:

_____ Vendors’ Booths/Tables How Many? _____ Type: _____

_____ Stage Size: _____ _____ Bounce House Size: _____

Stage Contractor/Installation Professional:

Company: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Cell: _____

Insurance Carrier: _____ Policy #: _____ Expires: _____

_____ Other Structures (please describe): _____

Est. Delivery/Setup Date: _____ Time: _____

Estimated Breakdown Date: _____ Time: _____

ENTERTAINMENT

Please note that amplification is subject to approval pursuant to Chapter 25-1 of the Municipal Code.

Are there any musical entertainment features related to your event? Yes No

If yes, please describe:

Will sound amplification be used? Yes No

Start time: _____AM/PM Finish time: _____AM/PM

Will sound checks be conducted prior to the event? Yes No

Start time: _____AM/PM Finish time: _____AM/PM

ALCOHOL

In the case where alcoholic beverages will be served or sold, applicants will be required to obtain a daily license from the State of California Alcohol and Beverage Control (ABC) Board and provide a copy to the Town prior to approval of the event.

Does the event involve the **sale or use** of alcoholic beverages? Yes No

If yes, have you provided a copy of the ABC daily license to the Town? Yes No

FOOD & BEVERAGE

A Public Health Certificate and/or caterer's license is required to sell or distribute prepared/perishable food items.

Will food be served at your event? Yes No

Will open flame/grill be used at your event? Yes No

If yes, please describe what is being offered and whether it will be for sale or free:

LIVE ANIMALS

A current animal operating permit is required from Marin County Animal Services. For permit applications and information, call 415.506.6237.

Will live animals be present at your event? Yes No

If yes, please describe:

ACCESSIBILITY

The event sponsors shall maintain safe and accessible paths of travel in the public right of way, as required by the American with Disabilities Act (ADA) and state law. Accessible paths of travel must be at least four feet wide and free from debris and other obstructions. For further details, see the [Accessible Public Event Information & Checklist](#). Applicants are also encouraged to hire an ADA consultant to ensure compliance.

STREET OR SIDEWALK CLOSURE

If your event involves a moving route or street closure, attach a detailed map of your proposed route, the direction of travel, and a written narrative to explain your route and its impact.

Does the event involve a moving route of any kind along streets, sidewalks, or highways? Yes No

Is street closure sought? Yes No

If yes, who will place and pick up the barricades? _____

If yes, have you provided a map of the route and/or closure to the Town? Yes No

Do you require traffic control? Yes No

Traffic Control Professional:

Company: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Cell: _____

PUBLIC WORKS DEPARTMENT

If appropriate, Public Works Department assistance may be provided based upon availability of staff time and materials. Applicants will be billed for staff time at rates established by the Town.

Describe request for Public Works Department assistance, if any:

Do you have a cost recovery agreement on file? Yes No

MITIGATION OF PARKING AND TRAFFIC IMPACT

Parking, traffic congestion, and environmental pollution are all factors concerning events. Consider and encourage the use of carpools, public transportation, and alternate modes of non-polluting transportation when in the planning stage of the event. If the ratio of total attendance to available parking spaces exceeds three (3) people per parking space, off-site parking and shuttle service shall be provided to avoid illegal parking and to ensure emergency access for emergency vehicles is always available.

Provide a detailed description of the event’s carpool, shuttle, and parking plan. Identify locations and parking lots to be used:

Will this impact surrounding residents or businesses? Please describe impact and plan for notification:

SANITATION & WASTE MANAGEMENT

Rental of portable toilets and waste receptacles can be arranged through Mill Valley Refuse Service (MVRS). Contact 415.457.9760 to arrange delivery and pickup. Please let MVRS know if this is a Town-sponsored event.

Toilet Facilities: Unless the applicant can confirm the availability of adequate accessible and non-accessible toilet facilities in the immediate area of the event site, portable toilet facilities are required. One portable toilet is required for every 250 people and 10% of total portable toilets must be ADA accessible.

Number of portable toilets: _____ Number of ADA Accessible toilets: _____

Waste Management: it is the Event Organizer's responsibility to dispose of waste and garbage throughout the event. The Town does not provide clean-up services for special events. If clean-up during or after the event is required, the Tiburon Department of Public Works will bill the applicant for staff time and overtime at rates established by the Town. **IMMEDIATELY UPON CONCLUSION OF THE EVENT, THE VENUE MUST BE RETURNED TO A CLEAN CONDITION.**

Number of Trash Cans: _____

Number of Dumpsters w/lids: _____ **REQUIRED: One for every 400 people.**

Recycling Containers _____

Describe the plan for clean-up and removal of waste and garbage during and after the event:

SECURITY

Is there a professional security organization hired to handle security for this event? Yes No

Company: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Cell: _____

INSURANCE REQUIREMENTS

Insurance information must accompany the application materials from both the event organizer and all vendors providing services to the event. Liability insurance can be purchased through the Recreation Department, at 415.435.4355, or from 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.** Certificates can be emailed directly to events@townoftiburon.org.

Is the insurance endorsement attached/emailed? Yes No

TO BE COMPLETED BY THE APPLICANT:

I have read, understood, and accepted the foregoing conditions and the following:

1. The Town reserves the right to deny any special event permit, impose any conditions it deems appropriate, and require payment for costs associated with an event, such as police and public works services. (Gatherings for the purpose of espousing views as permitted by the First Amendment do not require a permit.) Permission for an event in one year does not imply permission in future years.
2. Owner shall indemnify, defend, and hold harmless the Town and its officials, employees, agents and contractors, from any claims, losses, damages or other liabilities that may arise from this event. The obligation to defend is separate and distinct from the obligation to indemnify and hold harmless and shall apply even if neither the Town nor owner is found liable for the aforesaid claims, losses, damages, or other liabilities.

Signature of Applicant

Printed Name of Applicant

Date

FOR TOWN HALL USE ONLY

	Completed Application		Maps/Closures
	Application Fee \$ _____		Cost Recovery Agreement – PW
	ABC License		Conditions of Approval
	Insurance Certificate		Final Approval