



## Town of Tiburon

1505 Tiburon Boulevard  
Tiburon, California 94920

(415) 435-7373 | [www.townoftiburon.org](http://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](mailto: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](http://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 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](mailto: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.