



# County of Santa Cruz

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## DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070

**MATT MACHADO**  
DEPUTY CAO  
DIRECTOR OF PUBLIC WORKS

### **SPECIAL EVENT PERMIT APPLICATION PACKAGE**

#### General Information

1. Applications must be completed and returned to the Santa Cruz County Department of Public Works, Attention: Event Permits, 701 Ocean Street, Room 410, Santa Cruz, California 95060. Applications must be complete and submitted to Public Works at least 90 days prior to the event date.
2. An event permit is required for all parade road closures, races, triathlons, running or walking events and all bicycle events that will mark or sign the County right-of-way or significantly impact the traveling public.
3. The applicant shall provide Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability and (e) cross-liability. All insurance forms must be submitted to Public Works no later than thirty (30) days prior to the event.
4. The applicant shall provide Automobile Liability Insurance for each vehicle used in the parade or bicycle event, including but not limited to owned, non-owned (e.g., not owned by the Applicant, its staff, employees, or volunteers), leased or hired vehicles, in the minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage. All insurance forms must be submitted to Public Works no later than thirty (30) days prior to the event.
5. All required Automobile and Comprehensive Commercial Liability Insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects to the operations and activities of, or on behalf of, the named insured performed under Permit with the County of Santa Cruz.”
6. All required insurance policies shall be endorsed to contain the following clause:

“This insurance policy shall not be cancelled until after thirty (30) days prior written notice has been given to: County of Santa Cruz, Department of Public Works, Road Operations, Senior Civil Engineer, 701 Ocean Street, Room 410, Santa Cruz, CA 95060.”
7. For all bicycle, walking and running events, turn by turn directions for all routes to be used shall be provided with the application, as well as 8 ½”x11” legible maps that are reproducible.

8. For all parades, races and triathlons, an 8 ½"x11" barricade plan and/or map showing streets to be closed and detours to be used shall be provided with the application. The plan or map must include legible street names and must be reproducible.
9. All special events require the review and approval of the Santa Cruz County Sheriff's Office and the California Highway Patrol no later than thirty (30) days prior to the event.
10. The County reserves the right to revoke the current parade or event permit and to refuse to issue future permits when any of the permit conditions approved by the Board of Supervisors are not met.
11. Parade and Event Permit Fees are as outlined in the Santa Cruz County Department of Public Works Service and Capital Improvement Fee Schedule. Fees are to be submitted to Public Works no later than ten (10) days prior to the event.
12. If there are any questions, please contact Event Permits at (831) 454-2160.

**COUNTY OF SANTA CRUZ SPECIAL EVENT PERMIT APPLICATION**

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

Bike Event / Parade / Triathlon / Running Event (Circle One)

**Organization / Company Information (Permittee)**

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

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

**Pre-Event Contact Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

Cell Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Name of Insured Party Providing Insurance for the Event (if different from Organization or Company Information)**

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

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

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

**Event Details**

Date(s) of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Road Closure Start: \_\_\_\_\_ Roads Opened By: \_\_\_\_\_

**Event Day Contact Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Event Description**

**Provide 8 1/2"x11" legible and reproducible route map and a list of all streets used.**

Date Submitted: \_\_\_\_\_

**AGREEMENT TO RELEASE, INDEMNIFY AND HOLD  
THE COUNTY OF SANTA CRUZ HARMLESS**

- A. In consideration of the County of Santa Cruz's (hereinafter known as "County") issuance of a parade, race, triathlon, running or walking event or bicycle event permit to Permittee, Permittee hereby agrees on behalf of itself, its agents and employees, to indemnify and hold harmless the County and the County's representatives, officers, agents, employees and volunteers (hereinafter jointly referred to as "Releasees") against all damage, loss, claims, suits or action of any kind or nature whatsoever, including attorney fees, arising from damage to real or personal property, or personal injuries to or death of any person, resulting or alleged to have resulted directly or indirectly, wholly or partially, from the parade or the event or from the conduct of the Permittee.
  
- B. Additionally, Permittee hereby agrees to indemnify Releasees against and hold Releasees harmless from all damage, loss, claims, suits or action of any kind whatsoever, including attorney fees, which Releasees may sustain or incur, in whole or in part, as a consequence of the Permittee's negligence, intentional misconduct, or failure to adhere to the Permit Conditions.
  
- C. Permittee further agrees not to assert any claim against, sue, attach the property of, or prosecute Releasees for injury or damage or any kind arising out of the application and issuance of the Permit, or the conduct of the parade or the event.

NAME (Printed): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**COUNTY OF SANTA CRUZ SPECIAL EVENT PERMIT WAIVER CERTIFICATION**

Date Submitted: \_\_\_\_\_ Bike Event / Parade / Triathlon / Running Event (Circle One)

**Organization / Company Information (Permittee)**

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

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

**Event Information**

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

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

Number of Registered Participants: \_\_\_\_\_

Number of Waivers Received: \_\_\_\_\_

I hereby certify that the event organizers have received and have on file the signed waivers from each participant in the above referenced event. Each participant was made aware of and agreed to the items as outlined in the approved event permit conditions.

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attach one signed example of participant waiver.**



EXAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/7/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: John Doe Insurance Associates, License #9999999, P O Box 999, Any City CA 99999. CONTACT NAME: Jane Doe CISR, PHONE: (999) 999-9999, FAX: (999) 999-9999, E-MAIL ADDRESS: janedoe@jdoeassociates.com. INSURER(S) AFFORDING COVERAGE: INSURER A: The Insurance Company (NAIC # 99999), INSURER B: Another Insurance Company (NAIC # 88888).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for Commercial General Liability (Policy # AAAA0000000000), Automobile Liability (Policy # BBBB0000000000), Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The County of Santa Cruz, its officials, employees, agents and volunteers are named as additional insured as respects to the operations and activities, of, or on behalf of, the named insured performed under permit with the County of Santa Cruz on the general liability as required by written contract.

CERTIFICATE HOLDER: County of Santa Cruz, Attn: Road Operations, Senior Civil Eng., 701 Ocean St, Room 410, Santa Cruz, CA 95060-4070. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Mark Smith III/CLH (Signature: Mark Smith)

## EXAMPLE

PERMITTEE  
1234 MAIN STREET  
ANYTOWN, CA 00000

SUBJECT: ABC TRIATHLON

Dear PERMITTEE:

Pursuant to the Board of Supervisors' action dated \_\_\_\_\_, 20XX, a permit to hold the ABC Triathlon in the unincorporated areas of Santa Cruz County on \_\_\_\_\_, 20XX, is granted with the following conditions:

1. No streets will be closed.
2. Uniformed officers will be posted along the event route.
3. Signs will be placed at \_\_\_\_\_  
two days prior to the event advising motorists of the lane closures.
4. The event will assemble in the \_\_\_\_\_ under the control of the event officials. The PERMITTEE has obtained the necessary permits from the \_\_\_\_\_. A copy of the \_\_\_\_\_ permit will be submitted to the County not less than 20 business days prior to the event.
5. The PERMITTEE shall provide access for emergency vehicles during the lane closures.
6. The PERMITTEE shall be responsible for any damage to landscaping, fences or private property on and adjacent to the event route.
7. Immediately following the triathlon, a clean-up shall be made of the event route by the PERMITTEE.
8. The PERMITTEE shall exonerate, indemnify, defend, and hold harmless, the County of Santa Cruz, including without limitation, its officers, agents, employees and volunteers from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature, including attorneys fees, which the County may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the Event or PERMITTEE's performance under the terms of this Permit, excepting any liability arising out of the sole negligence of the County. Such indemnification includes any damage to the person(s), or property(ies) of the County of Santa Cruz and third persons.

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9. The PERMITTEE at its sole cost and expense, for the full term of this Permit (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects County and any insurance or self-insurance maintained by the County shall be excess of the PERMITTEE insurance coverage and shall not contribute to it.
10. Automobile Liability Insurance for each vehicle used in the performance of this Permit, including owned, non-owned (e.g. owned by the PERMITTEE employees), leased or hired vehicles, in the minimum amount of \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
11. Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
12. All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Permit with the County of Santa Cruz."
13. All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:  
  
County of Santa Cruz, Department of Public Works  
Road Operations, Senior Civil Engineer  
701 Ocean Street, Room 410  
Santa Cruz, CA 95060"
14. The PERMITTEE agrees to provide its insurance broker(s) with a full copy of these insurance provisions.
15. A CERTIFICATE OF INSURANCE(S) MUST BE FILED WITH THE DEPARTMENT OF PUBLIC WORKS AT LEAST THIRTY (30) BUSINESS DAYS PRIOR TO THE EVENT OR THIS PERMIT WILL BE CANCELED. All Certificates of Insurance shall be delivered or sent to:

County of Santa Cruz, Department of Public Works  
Road Operations, Senior Civil Engineer  
701 Ocean Street, Room 410  
Santa Cruz, CA 95060



## EXAMPLE

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16. The PERMITTEE shall notify each resident adjacent to lanes subject to impact, in writing, of the time, date, and duration of the closure at least ten (10) days prior to the event.
17. The PERMITTEE shall provide verification that they have met with the California Highway Patrol, and the Santa Cruz County Sheriff's Office to coordinate final traffic control plans and enforcement. The PERMITTEE shall also provide verification that each agency has been supplied with an event route map. Verification shall be provided to the County of Santa Cruz no later than 30 days prior to the event.
18. The event shall start in the \_\_\_\_\_.
19. A critique shall be held on \_\_\_\_\_, 20XX at \_\_\_\_\_ am/pm at the Department of Public Works offices with the PERMITTEE representatives. The PERMITTEE shall arrange for representatives from the California Highway Patrol and the Santa Cruz County Sheriffs' Office to attend as well as other interested parties to discuss recommendations or required changes as determined.
20. The PERMITTEE shall notify all participant groups by printed handout of the following:
  - a) An event route map showing the staging area, starting point, ending point, and barricaded roads.
  - b) There shall be no alcohol consumption by event participants during the event.
  - c) Each event group official will read this list of conditions to their group.
21. The PERMITTEE shall sign a permit containing the above conditions and shall return the signed permit to the Department of Public Works.
22. The PERMITTEE will furnish the Santa Cruz County Department of Public Works with the name and number for the contact person that will be accessible during event hours.
23. The PERMITTEE may provide directional pavement markings to guide its participants. These markings shall conform to the dimensional standards detailed in the drawings provided as Attachment "A". The paint used for the markings shall be ultraviolet light sensitive. If the markings have not faded to an acceptable level within 30 days, the PERMITTEE will be responsible for their timely removal.

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NOTIFICATION

1. Notification shall be made in a newspaper of general circulation via press release or paid advertisement giving the time, date, and names of all roads on the event route no later than five (5) days prior to the event and no sooner than twenty (20) days prior to the event.
2. At least thirty (30) days before the event, PERMITTEE shall in writing notify local emergency services including fire, the Santa Cruz County Sheriff’s Office, the California Highway Patrol, and the Metropolitan Transit District of the event and event routes.
3. Residents and businesses that have requested notice of event shall be given written notice by the PERMITTEE of the time, date, and names of roads on the event route no later than ten (10) days prior to the event.

Please sign below and return the original of this letter to our office.

Yours truly,

Matt Machado  
Deputy CAO, Director of Public Works

KNC:  
Attachments:

Map

The terms and conditions of this permit are understood, and PERMITTEE will comply with all conditions.

PERMITTEE

DATE: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Title