

Yuba City Police Department

Special Event Police Services and Street Closure Agreement

I. PURPOSE

The purpose for this agreement is for the Department to provide police services dedicated to a particular event or gathering and provide event organizers an understanding on the SCOPE OF POLICE SERVICES as well as clarification on event organizers' responsibilities.

II. ADVANCE NOTICE

Any person or organization requesting police services must make application to hold such event (90) days in advance of such event to the Yuba City Police Department. Applications must be in writing and include appropriate street closure forms, site plan, and event organizer contact information.

The Police Department may provide special events and large gatherings dedicated police services as approved by the Chief of Police or his/her designee for the following;

- **Street Closure for events of more than one block** must be made through the **Yuba City Police Department**, 1545 Poole Blvd, (530-822-4795).
- **Parades processions, organized run/walk events** must be made through the **Yuba City Police Department**, 1545 Poole Blvd, (530-822-4795).
- **Requests for a "Block Party," limited to one block**, must be initiated and filed through the **Yuba City Public Works Department** located at **1201 Civic Center Blvd, (530-822-4638)**.

There is no cost associated for street closure permits from the city. Costs are generally associated to the cost for services and required equipment.

Event organizers must meet the schedule for applications and review of permit and provide for fees as follows;

Timeline

- | | |
|----------------|---|
| 90 Days | Application to the Police Department for street closure and/ or police services request is due. |
| 60 Days | Department will provide estimate for services & return agreement conditions. |
| 60 Days | File Encroachment Permit, if necessary with Cal Trans |
| 30 Days | Agreement for police services to be finalized. Copy of any necessary Encroachment Permit delivered to police department if necessary. |
| 30 Days | 50 % Deposit due for police services, if applicable (Remainder of fees/costs payment due 30 Days after event). |
| 15 Days | Last day to cancel agreement without forfeit of deposit. |

III. SITE PLAN

The City of Yuba City requires an appropriate site plan to be approved by the Department for all special events within the City.

A. SITE PLAN

The site plan may require more than one page to adequately depict different segments such as requested roadway closures versus the layout of the event to include vendor locations, beer gardens, and other required information for the physical location of the event.

The Site Plan should address the following:

1. Hours of the event,

2. Start and end time of the event,
3. Time of street closure requested to begin,
4. Number of expected participants,
5. Fixed security posts and traffic control points (gates, specific venue locations, etc.)
6. Description of uniforms to be worn by any security, event volunteers for traffic control and event organizers,
7. Information Booth/ Office,
8. First Aid Station,
9. Restroom / Sanitation locations,
10. Areas where alcoholic beverages are to be served, the specific method of precluding minors from access to the alcoholic beverages (e.g., wristbands, hand stamping, physical barriers, ID check),
11. **Map of site and routes where the event is to take place.** Routes should indicate direction of travel,
12. Barricades to be placed for traffic control (type, number and location). Also, include if the barricade will be staffed or unstaffed,
13. Emergency exit routes for participant in the event of an emergency,
14. Emergency access points for public safety personnel in the event of an emergency,
15. Closed roadways must have one 20' unobstructed lane or two 10' unobstructed lanes with clear access for emergency vehicles such as a fire engine in the event of an emergency.,
16. Parking areas for event attendees (Adequate for number of expected attendees),
17. Parking areas for vendors,
18. Lost and Found station (include possessions and for children),

B. SECURITY PLAN

The security plan must include the contact information for the security company to include; name, address, phone number, insurance, and/ or bond. The security plan must also include a contact number for the security person in charge at the event. Security personnel, if required, shall have valid appropriate state license issued. The following information is required in the security plan:

1. Fixed security posts and traffic control points (gates, specific venue locations, etc.) staffed by security.
2. Description of uniforms to be worn by any security,
3. Areas where alcoholic beverages are to be served, the specific method of precluding minors from access to the alcoholic beverages (e.g., wristbands, hand stamping, physical barriers, ID check),
4. Any vehicles to be utilized by security personnel, including type, markings, and specialized equipment,
5. Weapons carried by security personnel to include firearms, baton, mace, etc.

A Central Command Post Area will be established as appropriate and authorized by the Chief of Police or his designee for facilitation of public safety operations.

The security plan shall identify any known potential safety problems to occur at the event in advance.

The police department field supervisor, or officer in charge of the event, shall be contacted and advised of any ongoing or anticipated problems affecting the safety and well-being of people and/or property.

IV. SCOPE OF POLICE SERVICES

A. POLICE DEPARTMENT PERSONNEL

The Yuba City Police Department may require uniformed officers to be present at designated special events and large gatherings. Some small vents will not require police services. Requests for police services should be communicated with the police department upon application. Upon review of the event application the police department may deem police

services are required due to a significant concern for public safety resulting from the event. The purpose of officers dedicated to the event is maintenance of the peace, traffic control, enforcement of state and local laws, and protection of life and property.

NOTE: Additional duties will not be performed by Uniformed Police Officers unless specifically contracted in advance in writing.

The police department field supervisor, or officer in charge of the event, shall be contacted and advised of any ongoing or anticipated problems affecting the safety and well-being of people and/or property.

V. STREET CLOSURE

A. PERSONNEL

The organizers of the events shall provide staffing for all standing barricades for street closures. Police personnel will assist in traffic control to facilitate street closures when contracted to work the event. However police personnel will not maintain/ staff traffic control points unless contracted for in advance. A request for police services must be indicated on the form and in writing with the street closure request.

B. EQUIPMENT

The event organizers are responsible for providing all traffic control barricades in accordance to the event plans. All barricades, signage and/or cones are available through local vendors. Yuba City Public Works department may assist in providing cones and barricades for some community events. Event organizers will need to contact the Yuba City Public Works Department at 530-822-4638 to request assistance and coordinate street closure equipment.

All traffic cones and barricades shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) where applicable. The MUTCD is available through the Federal Highway Administration. The site plan should specify the type of cones and barricades to be used for traffic control.

All event personnel who are engaged in maintaining street barricades shall wear an ANSI Class III reflective vest as required under 23 CFR 634.3.

C. ENCROACHMENT PERMITS

Encroachment permits are required by the State of California for any event affecting traffic on state highways. Event organizers are ultimately responsible for ensuring that all necessary Encroachment Permits are obtained. The Police Department will assist in obtaining encroachment permits for large community events such as those held in the downtown Plumas Street area for the Summer or Christmas Stroll. Encroachment Permits should be obtained at least (30) days in advance of the event. In Yuba City, there are two state highways, State Route 99 and State Route 20. Cal Trans also requires notification at the time the street closures begin as authorized under the encroachment permit and when the roads are opened again. The event organizers must coordinate responsibility for Cal Trans notifications as required by the encroachment permit with the Yuba City Police Department.

Cal Trans District 3

703 B Street
Marysville, CA, 95901
530-741-4572

Encroachment permits must be filed through the Yuba City Public Works Department for work or encroachment to City Streets. For most events a Yuba City encroachment permit would not be needed. Examples of work needing an encroachment permit filed through the Yuba City Public Works Department includes but is not limited to the following; trenches, excavation, erecting a permanent sign or structure on right of way property. The Yuba City Public Works Department should be contact for street closures and to file an encroachment permit for appropriate activities.

D. EMERGENCY VEHICLE ACCESS ROUTE

Closed roadways must keep a 20' unobstructed lane or two 10' unobstructed lanes with clear access for emergency vehicles such as a fire engine in the event of an emergency.

Unobstructed lane means free from static displays or vendor booths, etc. that may free travel of an emergency vehicle. Failure to maintain the open access for emergency vehicles is a safety issue and may result in suspension or closure of the event.

E. PARADE PERMIT

A Parade Permit is required for all parades, marches, show, exhibition, pageant or procession of any kind (YCMC§4-13.02). The parade permit is addition to a street closure request. A parade permit shall be filed with the traffic unit not less than five days before the parade. The police department will issue a parade permit to the organizers once approved. A Parade request shall include the following information;

- The name, address, and telephone number of the person seeking to conduct such parade;
- If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization and the authorized and responsible heads of such organization;
- The name, address, and telephone number of the person who will be the parade chairman and who will be responsible for its conduct;
- The date when the parade is to be conducted;
- The route to be traveled, the starting point, and the termination point;
- The approximate number of persons who, and animals and vehicles which, will constitute such parade, the type of animals, and a description of the vehicles;
- The times when such parade will start and terminate;
- A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;
- The location by streets of any assembly areas for such parade;

- The time when units of the parade will begin to assemble at any such assembly area or areas;
- If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf; and
- Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit shall be issued.

A parade, march, procession, etc. would include those intended to be conducted in the street and those limited to the sidewalks. In the event a parade will require street closures additional advance notification is required as indicated for street closures.

VI. VENUE

A. LOCATION

Event organizers are responsible for site selection and to acquire approval for use of the property to include adjacent property owners. The Police Department will review the location of the event and evaluate among other considerations the impact upon traffic flow and emergency vehicle access before approving a street closure request.

B. ELECTRICITY

Any special electrical requirements (beyond those which already exist at the special event site) must be provided by the event sponsor's through the use of licensed electricians. The City electrician for compliance with City codes must approve all additional electrical work on and off site.

Specific requirements for the use of electricity must be submitted and approved at the time of application for a special event.

C. MUSIC AND ENTERTAINMENT

Event organizers planning entertainment, which will require sound amplification, should review the city ordinance pertaining to noise variances under § Chapter 17 YCMC. This information can be obtained from the Office of City Clerk. The Yuba City Municipal Code is also available on-line under the "Government" tab at <http://www.yubacity.net/>.

Generally the municipal code prohibits loud and raucous noise between 10:00 p.m. and 7:00 a.m. on any day. Factors which may be considered in determining a violation of the noise ordinance include, but shall not be limited to the following;

- The volume of the noise;
- The proximity of the noise to residential sleeping facilities;
- The nature and zoning of the area within which the noise emanates;
- The density of the inhabitation of the area within which the noise emanates;
- The time of day or night the noise occurs;

- The days of week the noise occurs;
- The duration of the noise;
- Whether the noise is recurrent, intermittent or constant.

The noise ordinance provides further clarification and definition of unreasonable sounds and violations. The municipal code should be reviewed when the event shall include louds sounds.

D. PARKING

Parking area(s) should be identified on the site plan. Event Organizers must obtain permission from property owners where parking for event attendees will be located. Efforts should be made to minimize impacts to residential areas. Parking area should be adequate for number of expected attendees.

Depending on event characteristics, the Chief of Police or designee, may determine some areas as no vehicle parking based upon safety concerns. No parking areas may be both within the venue and in adjacent areas as determined necessary for public safety. No Parking signs approved by the City must be posted in advance. §4-9.818 YCMC. Vehicles determined in violation of the No Parking postings may be towed at owner expense §4-9.820 YCMC and §22651(m) CVC.

E. TENTS

Approval from the Fire Department is required for the erection of a tent on public property. The special event sponsor shall apply for a tent permit for each tent erected which includes a fire inspection fee.

Yuba City Fire Department
816 Clark Avenue
Yuba City, CA, 95991
530-822-4687

F. BANNERS

Events desiring to hang banners in the City shall follow the City's Banner Policy. The Public Works Department administers the Banner Policy. §8-5.6305 YCMC

G. FIREWORKS

A fireworks permit is required to display fireworks in the City of Yuba City. Application must be made in writing with the Yuba City Fire Department not less than sixty (60) days prior to the date of the proposed display of fireworks. Applicants should contact the Yuba City Fire Department for more information. §4-11.01 YCMC

Yuba City Fire Department
816 Clark Avenue
Yuba City, CA, 95991
530-822-4687

H. PARKS and FACILITIES

Event organizers must seek authorization from Yuba City Parks and Recreation Department for use of any park or City owned facility. The Parks and Recreation Department administer

their own Special Event Permit process. Events at City Parks will require approval from the Yuba City Parks Department and may require additional use fees.

No vehicles or heavy equipment may be parked on the grass areas within public parks within the City of Yuba City

Yuba City Parks and Recreation Department
1201 Civic Center Blvd
Yuba City, CA 95993
(530) 822-4650

VII. SANITATION AND CLEAN UP

Event Organizers are responsible for sanitation issues during the event and clean up after the event.

A. Trash

Event organizers are required to meet all local, State and Federal laws and regulations for waste disposal.

Event Organizers shall develop and implement plans to ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. Event organizers must provide recycling or trash containers for special events. If street sweeping is necessary, the event organizers must make provisions with a private service provider or contract with City Public Works for such service. At the conclusion of your event, the event venue and surrounding areas must be cleaned to a condition equal or better than prior to the onset of your event activities. **Clean up should be completed no more than 10 hours after the completion of the event in accordance with the event plan.**

NOTE: Failure to perform adequate clean-up and/or repair damages to City property and facilities due to your event will result in the City of Yuba City providing the services and billing the Host Organization at full cost recovery rates for clean-up and/or repair. The host organization shall be liable for and pay the City for said costs.

B. RESTROOMS and HAND WASHING

Organizers shall ensure there are at least adequate restroom and hand washing facilities for the event taking into consideration the number of expected participants and requirements by the Sutter County Community Services Department.

Restroom / Sanitation locations should be noted on your site plan.

Restroom / Sanitation standards shall be in accordance with State and local regulations and as approved by the Sutter County Health Department.

C. ANIMALS

In the event animals, such as horses, cows or dogs are involved in a parade or other event on public property, organizers shall ensure entrants provide muck collectors immediately following

the animals to pick up their own manure. Muck collectors shall not be the same individuals as side walkers. Side walkers are people who help control the horses or carry banners.

Recommended number of side walkers: One per every four mounted or led horses, one per every carriage or cart, and one per every two horses in a multi-horse hitch.

VIII. SECURITY

- A. While Police Personnel may provide some security, the event organizers may hire or even be required to provide additional private security that are licensed through the State of California. Any private security should be identified in advance and approved by the Yuba City Police Department in accordance with the security plan.

IX. SAFETY AND AMERICANS WITH DISABILITIES ACT (ADA)

A. OSHA

The event organizers and concessionaires are responsible for ensuring all contract personnel, their equipment, and activities meet or exceed the State of California, California Administrative Code Title 8 (CAL OSHA) requirements.

B. ADA

Event organizers are also responsible for ensuring compliance with all American with Disabilities Act (ADA) requirements under Title 42 USC including all concessionaires and vendors connected to the event.

X. FOOD AND ALCOHOLIC BEVERAGE CONCESSIONAIRE REQUIREMENTS

A. PERMITS AND LICENSES

All concessionaires and vendors are required to be in compliance with the Yuba City Municipal Code as it pertains to business licenses. Licenses may be obtained at:

Yuba City Hall
1201 Civic Center Blvd
Yuba City, CA, 95993
530-822-4618

All food and drink concessions invited to operate in the City of Yuba City will require a Sutter County Health Department Permit (Temporary Food sales Permit) in order to operate. All booths and concessions will be operated in accordance with current Sutter County Environmental Health Department rules and regulations. Further information on Environmental Health requirements may be obtained through:

Sutter County Environmental Health Department
1130 Civic Center Blvd.
Yuba City CA, 95993
530-822-7400

B. Alcoholic Beverage

In the event alcoholic beverages are served, all concessioners and vendors must be in compliance with California Department of Alcoholic Beverage Control regulations and obtain the appropriate license as required under California law. ABC may be contacted and an Application for Daily License (Special One-day Event Permit) may be obtained:

<http://www.abc.ca.gov/Forms/PDFSp.html>

All persons obtaining permits for the sale of alcoholic beverages shall comply with all state and local laws including day use approval by the Yuba City Police Department.

The Event Organizers shall be notified upon the approval of an application by the Special Events Coordinator. All licenses should be posted in a conspicuous place at the site of the special event or the party must be able to produce it upon request.

The sponsor is encouraged and may be required to use some type of wristband or other method for distinguishing that persons are of legal drinking age. The use of a wristband for those consuming alcoholic beverages will allow the Yuba City Police Department personnel or other security personnel at an event to identify minors in possession of alcohol.

The sale of alcoholic beverages will not be permitted at special events where the majority of the participants are under twenty-one (21) years of age.

XI. INSURANCE

Event Organizers, at the Event organizer's own cost and expense, shall procure and maintain, for the duration of the agreement and duration of the event the following insurance coverage described below as appropriate;

A. Workers' Compensation Coverage

Organizers shall maintain Workers' Compensation Insurance for his/her employees in accordance with the laws of the State of California and Employers Liability Insurance in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury and/or disease. In addition, Event organizers shall require each concessionaire and vendor to similarly maintain Workers' Compensation Insurance in accordance with the laws of the State of California and Employers Liability Insurance in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury and/or disease. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the City, its officers, agents, employees and volunteers for losses arising from activities related to the event. This provision shall not apply if event organizers, vendors and concessionaires have no employees performing work under this Agreement.

B. General Liability Coverage

Organizers shall maintain general liability insurance in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used,

either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

C. Automobile Liability Coverage

Event organizers are responsible to ensure all vehicles operated on roadways in connection with the event are covered by automobile liability insurance covering bodily injury and property damage. Automobile insurance shall be in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

D. Endorsements

Each general liability and automobile liability insurance policy shall be with insurers possessing a current A.M. Best's rating of no less than A:VII and shall be endorsed with the following specific language or equivalent:

1. The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insured with respect to liability arising out of the special event or large gathering associated to this agreement.
2. This policy shall be considered primary insurance as respects to the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.
3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
4. The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents.
5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.
6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage except after thirty (30) days written notice has been received by the City.

E. Certificates of Insurance

Event Organizers shall provide certificates of insurance with original endorsements to City, as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City (30) days in advance of the event before the final agreement is signed. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

XII. RIGHT TO CANCEL OR DENY SERVICE

A. City's Rights

The City of Yuba City reserves the right to cancel any event that does not comply with requirements and time schedules detailed within this agreement.

The Yuba City Police Department may also refuse service due to event history, prior experience or background of the promoters, and employees as deemed appropriate by the department. The City reserves the right to deny approval of the event based upon findings of the background check.

B. Applicant's Rights

The deposit will be returned to the applicant provided applicant has provided City with at least fifteen (15) days prior notice of cancellation of the event. If the Applicant cancels the event with less than fifteen (15) days of notice to the Yuba City Special Event Coordinator of the scheduled event, the applicant may forfeit the deposit and said deposit will be retained by the City.

XIII. DEPOSIT, FEES AND PAYMENT

C. ESTIMATE

The Police Department will review the site plan, event history, routes and location, the complexity of street closures required and number of expected participants to evaluate the number of police personnel required to provide law enforcement services. Unforeseen expenses due to extended event hours or other unplanned issues requiring police personnel to incur more personnel or time associated to the event will increase the actual costs for police services. These increased police services will be billed to the event organizers with the final invoice. The Police Department shall provide the organizer the estimate at least (60) days in advance of the event and before a deposit shall be required. The estimate shall be based upon personnel costs, overhead and special equipment needs as described below.

D. COSTS

Costs are determined at the actual compensation for personnel to include wages, Workers Compensation and Medicare expenses. Additional costs may be assessed if special equipment is needed in preparation or response to the event or overhead costs become significant. Special equipment needs will be identified and communicated with the event organizers in advance of entering into the service contract. While all efforts will be made to identify and estimate costs associated to providing police services for the event, event organizers agree to pay for any increase in police services required due to changing circumstances associated to the event requiring an increase in police services.

E. DEPOSIT

A deposit will be required at least (30) days in advance of the event for half of the estimated costs.

NOTE: Event organizer agrees the final invoice will depend upon actual costs incurred by the Yuba City Police Department.

F. FEES IDENTIFIED

1. Wages:

While all efforts will be made to identify and estimate costs associated to providing police services for the event, event organizers agree to pay for any increase in police services required due to changing circumstances requiring an increase in police services. If the event goes longer or police personnel are needed beyond the times indicated, the event organizer will incur the extended costs. The final invoice provided to the event organizer will be based upon actual costs by position and equipment.

2. Equipment:

Special equipment needs will be identified and communicated with the event organizers in advance of entering into the service contract.

G. Payment

All fees, in addition to the the reservation deposit, will be paid no more than (30) days after the final billing date. The invoice will detail the components of the service expenses and the deposit paid in advance along with the remaining balance to be paid. Final payment shall be made to:

City of Yuba City Finance Department
1201 Civic Center Blvd.
Yuba City, CA, 95993
530-822-4711

Type of Application: Street Closure Request Special Event Police Services Parade/March Run/ Marathon

POLICE SERVICES NEEDED FOR TRAFFIC PUBLIC WORKS SERVICES NEEDED FOR TRAFFIC

Yuba City Police Department - Application for Street Closures and Special Event Police Services

Must be filed at least (90) days in advance of the event

PRINT OR TYPE CLEARLY

Name of Event: _____

Description of Event: _____

Date of Event: _____ Anticipated Attendance: _____ Event Hours: _____ to _____

Street Closure Times _____ to _____ Event open to public? Yes No Animals Involved? Yes No

Applicant/ Organization Name: _____

Billing Address: _____ City: _____ State: _____ ZIP: _____

Non-Profit? Yes No Corporation Partnership Individual

Event Contact Person: _____ Phone: _____ Cell _____

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

Name of Promoter: _____ State ID # _____

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

Phone: _____ Cell _____

Alcoholic Beverages to be sold? Yes No ABC Permit # _____ **Attach copy of ABC permit**

Will there be private security? Yes No How many _____ Name of Company _____

Names of People in Charge of the Event: (Attach additional pages if needed)

Security _____ Phone _____ Cell _____

Sound Company _____ Phone _____ Cell _____

Lighting Company _____ Phone _____ Cell _____

Concessionaire _____ Phone _____ Cell _____

Pre-event coordination meeting dates: 1 _____ 2 _____ 3 _____ 4 _____

(Check Boxes as Applicable)

Attach list of pre-approved vendors. **Attach copy of general liability insurance (\$2,000,000.00)**

Attach Site and Security Plan as appropriate. **Attach map of parade/ run routes including assembly area**

In making this application for use of city services, I acknowledge and agree to the rules and regulations governing the use of City Police Services and any special conditions set by the City for this agreement. I will be present at and during the event. Costs for police services dedicated to the event will be billed at cost. A deposit may be required for half of the projected police service costs at least (30) days in advance. The deposit will be forfeited in the event that notice of cancellation is not provided at least (15) days prior to the event.

Printed Name _____ Phone Number _____ Email Address _____

Signature _____ Date _____ **Above Applicable Documents Attached**

***** **For City Use Only** *****

Date Confirmed: _____ PD Coordinator: _____ FD Approval _____

PD Unit Assigned: _____ Deposit Received: Date _____ Amount: _____ Initials: _____

ABC Permit _____ General Liability Insurance _____ Press Release _____ Street Closure Request _____ Map of Event _____