

City of Calistoga Facility Use Permit Application



City of Calistoga
1232 Washington St.
Calistoga, CA
94559
Phone: 707-942-2838
Fax: 707-942-2771
www.calistogarecreation.com

Please select the activity you are requesting to conduct:

- City Facility Rental Event on City Streets or sidewalks
 City Facility Parking Lot Other (please describe below)
 Community Park Rental
 Community Pool Rental

Section 1. Applicant Information

Application Date: 2/3/2011
 Applicant Name: Calistoga Family Center
 Address: 1500 Cedar St.
 State / Zip: Ca. 94515
 Main Phone: (707) 942-6206

Main Contact: Victoria Li/Indira Lopez
 Contact Cell: _____
 Email Address: thefamilycenter@calistoga.k12-ca.us
 Event web site: ilopez@calistoga.k12-ca.us (if applicable)

Section 2. Event Information

Event Start Date: May 1, 2011 Event End Date: _____
 Event Name: Calistoga Tamales Festival
 Please briefly describe the event: _____
 Specific Event Location: Cedar Street, between Lincoln & Spring St.
Pioneer Park Expected Attendance: 1,000.00
 (If applicable) Event Address: _____
 Event Start Time: 11:00 a.m Event End Time: 4:00 p.m Set-Up Hrs. Requested: 4 Clean-up hrs. Requested: 3

Section 3. Event Requirements

Status of Applicant:

- Calistoga Resident Not-for-profit - Tax ID # 80-0023012
 Non-Resident Business

Insurance Information:

Insurance Co: _____
 Agent Name: _____
 Address: _____
 City/State/Zip: _____
 Policy #: _____
 Policy Start Date: _____ Policy End Date: _____

If applicable, please enter additional policy amounts:

- General Liability _____
 Worker's Comp _____
 Homeowners' Liability _____
 City Business License _____

**CITY OF CALISTOGA
SPECIAL EVENT ENCROACHMENT
PERMIT APPLICATION**

NAME: Calistoga Family Center - (Indira Lopez)

ADDRESS: 1500 Cedar St.
Calistoga, Ca 94515

TELEPHONE: (707) 942-6206

FAX: (707) 942-9382

CELLULAR: ()

- TYPE OF EVENT:
- | | |
|---|--|
| <input type="checkbox"/> Banner Hanging | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Marathon | <input type="checkbox"/> Photography/Film |
| <input checked="" type="checkbox"/> Street Festival | <input type="checkbox"/> Car Rally/Race |
| <input type="checkbox"/> Wedding/Reunion/Party | <input type="checkbox"/> Bicycle/Motorcycle Rally/Race |
| <input type="checkbox"/> Other Special Event - Specify: _____ | |

What is the date(s) of your event: May 01, 2011

What is the time(s) of your event: 11:00 - 4:00 p.m.

What is the location of your event: Cedar St. between Lincoln & Spring

How many participants do you expect: 1,000

How many vehicles do you expect on site: 20

How many volunteers/workers/aides will you have: 60

What City property/buildings/streets will you be using: Cedar St, Pioneer Park

What City resources/personnel will you need: Recreation Dep. Staff; Amigos Volunteer Program, tables & chairs from c.ente

Who will be responsible for cleaning/repair: Calistoga Family Center

Will you be dispensing/selling alcoholic beverages: No

Will you be contracting with a private security firm: No

Routine: _____

< Calistoga Public Works – Encroachment Permit Application >

For Review

Non-routine: 414 Washington Street, Calistoga CA 94515 – P: 707-942-2828 F: 707-942-9472

Applicant Name: CALISTOGA FAMILY CENTER
Address: 1500 CEDAR ST.
Phone: (707) 942-6206 **Contractor Lic. #** _____ **Class:** _____
Fax #: _____
CELL #: _____ **Contact Person:** VICTORIA LI
Email Address: (Helpful) THEFAMILYCENTER@CALISTOGA.CA.US

Please read/fill in this application in its entirety. Questions: Call Public Works at (707) 942-2828.

Work Start Date: MAY 1, 2011
Completion Date: MAY 1, 2011

Work Location Address: CEDEAR ST (ELM TO SPRING)
Property Owner Name: _____

Type of Work to be Performed (Attach required plans/specs or diagram of proposed work)

FEED VENDORS FOR TARRALE FESTIVAL

If the permitted work is not completed by the completion date, an authorization for an extension is mandatory or a new permit will be required

With Permit approval and to defray the costs of inspection, the permittee shall pay to the City a FEE equal to five (5%) percent of the estimated cost of work as determined by the Department of Public Works. In addition, an administrative fee of twenty-five (\$25) dollars shall be charged.

Estimated Cost of Work: _____ (5% Fee Imposed)
5% Inspection Fee: To be Determined (if inspections are required)
Administrative Fee: \$ 25.00
Total Due: Payment Only Upon Approval

Approval contingent upon proof of the required insurance certifications, separate additionally insured endorsements and proof of a City Business License.

Staff
Initials: _____ **DATE Received:** _____

General Liab.
 > _____

Add'l Insured
 > _____

Worker's Comp > _____

Homeowner's Liability > _____

City Bus. Lic. > _____

Special Public Works Requirements (Finalized PERMIT Required PRIOR to the Start of Work, which includes all the necessary backup insurances and proof of a city business license)

With this Application, please submit the following if you are a Company/Contractor: 1) Proof /Copy of General Liability insurance with a, 2) Separate Endorsement naming the "City of Calistoga" as the Additionally Insured. 3) Proof/Copy of Workman's Comp. 4) Proof/Copy of Calistoga City Business License.

For Homeowner's as Applicants, please submit Proof/Copy of your Homeowner's Liability Insurance for the worksite address.

The APPLICANT agrees to save, indemnify and hold harmless the City of Calistoga or its representatives from all liabilities imposed by law by reason of injury to or death of any person or persons or damage to property which may arise out of the work covered when permitted and does agree to defend the City in any claim or action asserting such liability. Signing this application or starting any work heretofore, shall constitute acceptance and agreement to all of the conditions and requirements when work's permitted and the ordinance and specifications authorizing issuance of such a permit. When approved, the permittee is responsible for adhering to all General Permit Rules and Requirements on Page 2 of the final permit.

SIGNATURE OF APPLICANT: [Signature]
DATE: 2/10/11

APPL. Reviewed by: _____ **APPL. Approved by:** _____ **Field Inspected by:** _____
Date: _____ **Date:** _____ **Date:** _____

Spring Street

Festival Floor Plan

as of February 9, 2011
Scale 1" = 48'

Cedar Street

porta
pottie

12 food vendors

Vendor Check-In,
Information
and T-Shirts

Elm
Street

Kate Sturges Design Inc. 2011



Calistoga Tamale Festival 2011

CALISTOGA PIONEER PARK | SUNDAY MAY 1ST | 11PM - 4PM

