



## APPLICATION FOR LICENSE TO CONDUCT OUTDOOR FESTIVAL

IN COMPLIANCE WITH AUBURN MUNICIPAL CODE CHAPTER 92

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. If Partnership, list names and addresses of all General Partners:

_____	_____
_____	_____
_____	_____

2. If Corporation, the application shall be signed by the President and attested to by the Secretary thereof and shall contain the names, addresses of all corporate, and officers and a certified copy of the Articles of Incorporation shall be attached:

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

_____	_____
President's Signature	Attest: Secretary's Signature
_____	_____
Corporate Officer's Names	Address
_____	_____
_____	_____

3. LOCATION AND LEGAL DESCRIPTION of the premises where the outdoor festival is proposed to be conducted, including all lands to be used for parking and other uses incidental to outdoor activity. Applicant shall submit proof of ownership of said premises or written consent of all owners thereof for the purposed use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if necessary

- [ ] PROVIDE SITE MAP INDICATING EMERGENCY ACCESS/FIRST AIDE & PARKING AREAS  
[ ] ATTACH NON-PROFIT PAPERS  
[ ] SECURITY DEPOSIT (\$200.00) -CHECK PAYABLE TO THE CITY OF AUBURN  
[ ] CERTIFICATE OF INSURANCE NAMING THE CITY OF AUBURN CITY  
OFFICERS/AGENTS & EMPLOYEES AS ADDITIONAL INSURED (Minimum  
\$500,000 Liability)  
[ ] WRITTEN CONSENT OF OWNERS

4. Date (s) and hours during which the festival is to be conducted (indicate set-up/tear-down hours as well):

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5. Estimate of maximum number of spectators, participants and other persons expected to the outdoor festival for each day it is conducted:

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Give detailed explanation of the following:

1. Applicant's program and plans to provide security protections, water supply, food supply, sanitation facilities, medical facilities and services:

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2. Vehicle parking space, vehicle access and on-site traffic control:

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3. If it is proposed or expected that spectators or participants will remain overnight, the arrangements for illuminating the premises and for camping or similar facilities:

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4. Applicant's plans to provide for numbers of spectators in excess of the estimate:

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5. Provision for cleanup of the premises and removal of trash after the event has concluded:

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6. Detailed explanation of the Applicant's plan for policing the activity with particular emphasis on the control and prevention of alcoholic and drug consumption:

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7. Briefly explain the festival activities (types of music, names of bands, orchestras, music groups, etc.)

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If more room is necessary for any of the above questions, appropriately number and continue on a plain white sheet and attach, in numerical order.

Such application shall be filed with the Licensing-Revenue Officer at least forty-five (45) days proper to the time indicated for the commencement of the planned activity.

Upon receipt of a complete application and the application fee, the Licensing-Revenue Officer shall give copies of the application to the Police Chief, the Director of Public Works, and the Community Development Director, who shall investigate the matter and report in writing to the Licensing-Revenue Officer not later than thirty (30) days prior to the event with appropriate recommendations concerning the activity. The Licensing-Revenue Officer shall also provide a copy of the complete application to the members of the City Council.

#### TITLE IX CHAPTER 92 Outdoor Festivals, Sec.92.02 Licenses: Required: Applications

It shall be unlawful for any person to operate, maintain, conduct, advertise, sell, or furnish tickets or other types of written authority for admission to an outdoor festival in the City unless he shall first obtain a license from the city to operate or conduct such festival, which license shall be in addition to any business license issued pursuant to the provisions of Chapter 33 of the Title III of this code.

Applications for licenses to conduct outdoor festivals shall be made in writing to the Licensing-Revenue Officer, shall be accompanied by a non-refundable application fee of One Hundred (\$100.00) Dollars to be filed with the Licensing-Revenue Officer.

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

\_\_\_\_\_

Signature of Applicant

( ) APD ( ) PW ( ) FIRE ( ) CDD ( ) CM



**CITY OF AUBURN**

# **FIRE DEPARTMENT**

1225 Lincoln Way • Auburn, California 95603  
(530) 823-4211 • [www.auburn.ca.gov](http://www.auburn.ca.gov)



## **FIRE DEPARTMENT APPLICATION FOR SPECIAL EVENT**

**For Information on special events, please refer to:  
GUIDELINES/REQUIREMENTS FOR PLACES OF ASSEMBLY, SPECIAL EVENTS, AND  
OUTDOOR EVENTS**

Name of event: _____	
Name of Organization conducting event: _____	
Responsible Person(s) in charge of event: _____	
Phone: _____	Email: _____
Location of event: _____	
Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Public Property <input type="checkbox"/> Private Property <input type="checkbox"/> Other <input type="checkbox"/> _____	
Expected number of participants: _____ Date(s) of event: _____	
Hours of event (beginning to end): _____	
Brief description of event: _____	
Signature of Applicant: _____ Date: _____	
<ul style="list-style-type: none"><li>• Attach layout of event</li><li>• Attach narrative of event activities</li></ul>	

For Fire Department Completion:

Approved ☐ Denied ☐ \_\_\_\_\_

Inspection Required: Yes ☐ No ☐ Date of inspection: \_\_\_\_\_ Fee Amount \_\_\_\_\_

Special Conditions:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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## GUIDELINES/REQUIREMENTS FOR PLACES OF ASSEMBLY, SPECIAL AND OUTDOOR EVENTS

### INTENT

It is the intent of this guideline to provide minimum requirements to operate a place of assembly, special event in a place of assembly, special outdoor event (parade, march, demonstration, etc.), or festival. An assembly is an occupancy or event of 50 or more gathered together for education, worship, entertainment, drinking, dining, amusement, fairs, community events, or similar type events. It is intended to provide a safe environment for patrons, business owners, and employees of establishments serving 50 or more in a place of assembly or outdoor event.

An assembly permit, event permit, and/or business license may be required. Check with the local authority; City, County, or Fire Department on requirements for permits.

All assembly events and locations are subject to field inspection and approval prior to the event.

Additional requirements may be implemented based on the number of attendees, type and location of event, or any other situations that could create unsafe environment for participants.

### INDOOR EVENT REQUIREMENTS

#### GENERAL

- For special gatherings and events (non-reoccurring events), fire approval is required. An event application shall be completed and submitted to the fire agency to include a narrative description of the event and building layout. It must include, but is not limited to: exits, exit ways, fire extinguishers, and seating arrangements. Any special use such as open flame devices are to be listed and approved prior to use. A fire inspection may be required prior to the event commencement, applicable fee(s) for inspection may be required.

#### ADDRESSING

- Approved address numbers shall be placed on all buildings or suites as to be plainly visible.

#### EXITING REQUIREMENTS

- The capacity of any room with an occupant load over 50 shall be posted in a conspicuous place on an approved sign.
- Exit signs shall be provided above all exits.
- Exit signs shall be internally or externally illuminated.



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- Emergency lighting shall be provided for an occupant load of 100 or more.
- Exit doors shall not be provided with a latch or lock unless it is panic hardware.
- Exit doors shall swing in the direction of travel for occupant loads of 50 or more.
- Exit corridors shall not be obstructed in any manner.
- Aisle widths in public seating areas shall be 36 inches where moveable seats or tables are placed on one side of the aisle only and 44 inches where such seats or tables are on both sides.
- Loose seats or folding chairs that are not fixed to the floor shall be bonded in groups of three or more (Exceptions: less than 300 such seats, tables provided for dining purposes).

### **FIRE-PROTECTION SYSTEMS**

- Portable fire extinguishers with a minimum of 2A-10BC rating shall also be provided for each 3,000 sq. ft. of floor area. The maximum travel distance to any extinguisher shall not exceed 75 feet. All extinguishers shall be serviced annually by a licensed contractor.
- All existing sprinkler systems and/or fire alarm system components shall be maintained in an operable condition.

### **ELECTRICAL HAZARDS**

- Extension cords shall **never** be used as substitutes for permanent wiring.
- Surge protectors can be used if plugged directly into an electrical outlet. Surge protectors shall never be “daisy chained” or plugged into one another.
- Surge protectors shall be UL approved.
- A clear and unobstructed means of access with a minimum width of 30 inches, depth of 36 inches, and height of 78 inches shall be maintained in front of all electrical panels.

### **HOUSEKEEPING**

- Combustible decorative materials (curtains, drapes, hangings, vegetation) shall be flame resistant.
- Storage shall be maintained 2 feet below the ceiling in non-sprinklered areas and 18 inches in sprinklered areas.
- Fire resistive construction, i.e. ceiling tiles, shall be maintained and repaired as needed.
- Use of candles or open flames in a public assembly shall be approved by the local fire agency.
- Flammable liquids shall not be used or stored without approval of the fire agency.

### **OUTDOOR EVENT REQUIREMENTS**

#### **GENERAL**

- For outdoor gatherings and events, fire approval is required. An event application shall be completed and submitted to the fire agency to include a narrative description of the event, site plan depicting layout and locations. It must include, but is not limited to: fire lanes,



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aisles, position of booths, rides, buildings, parking areas, cooking areas, open flame devices such as fire pits, generators, exits, exit ways, fire extinguishers, and seating arrangements. Tent use may require specific floor plans to be submitted. All required distances shall be indicated on the site plan. A fire inspection may be required prior to the event commencement, applicable fee(s) for inspection may be required.

### OPEN FLAME DEVICES

- Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside of a booth or tent and must be located no closer than 10 feet from any building, while in open to the public unless approved by the fire agency. Cooking appliances shall be away from the general public.
- All compressed gas cylinders shall be secured to prevent from falling or being knocked over, this includes any LP gas cylinders.

### FIRE-PROTECTION SYSTEMS

- Fire Extinguishers: One portable fire extinguisher with a minimum of 2A:10BC rating is required at a minimum travel distance of 75 feet.
- When cooking with grease or oil a Class K rated fire extinguisher is required in the cooking area.
- All fire extinguishers shall be clear of obstructions and accessible for use.
- All fire extinguishers shall be charged and have a current inspection tag attached.
- The venue shall clearly identify fire extinguisher locations on the site plan.

### EMERGENCY ACCESS TO THE EVENT

- Fire access shall be always maintained such that a fire engine or ambulance can navigate the event area.
- Parking for the event must be managed such that all vehicles are parked off the roadway on all roads used to access the event.

### ELECTRICAL HAZARDS

- No exposed wiring is authorized on the ground in public walkways, unless taped and secured.
- Electrical wiring shall not be placed in gutter areas where water or other liquids are present.

### TENTS AND TENT STRUCTURES

- Regardless of tent size, heating devices shall not be used inside tents and tent structures.
- Tents and membrane structures having an area more than 400 square feet shall be approved by the fire agency.



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- Tents shall be labeled and certified as flame resistant with a CA Office of State Fire Marshal label.
- Tents shall not be located within 20 feet of buildings, other tents, parked vehicles, or internal combustion engines unless approved by the fire agency.
- All tents shall be anchored to withstand the elements of weather and prevent against collapsing.
- Combustible materials such as hay, straw, and shavings shall not be in any tent and combustible trash shall not accumulate in a tent during the event.
- No smoking allowed in tents.

### GENERATORS

- A minimum 2A:10BC fire extinguisher shall be in the location of the generator.
- Exhaust of the generator shall be a minimum of 10' away from any openings, tents, building, and any combustible materials.
- The generator shall be isolated from the public during use.
- Extension Cords/temporary power cords from generators shall not be affixed to structures, extended through walls, or subject to environmental or physical damage. Cords must be secured to prevent a tripping hazard. Large diameter cords must be provided with cord bridges or ramps to facilitate the crossing of wheelchairs, strollers, and similar wheeled equipment.

### FIRE DEPARTMENT APPLIANCES

- Such appliances as fire hydrants and FDC's shall not be obstructed during events.