

SPECIAL EVENT INQUIRY FORM

Special Event versus Rental: Which is the right one for me?

Thank you for your interest in holding an event in the City of Santa Clarita. Events play an integral role in building community and creating vibrancy within Santa Clarita.

It can often be confusing as to if you need a Special Event Permit or simply a Facility Use Permit. To determine if your event requires a Special Event Permit please use the definitions listed below.

For the purpose of this document, a **Special Event** is defined as an event that:

- Has a greater impact on the park and neighboring community than casual or intended park use
- Requires external infrastructure to support the event (i.e. tents, bleachers, portable toilets, stage, sound, etc.)
- Use of any street, sidewalk, or other right-of-way
- Any noise exceeding the City's noise ordinance
- Parking needs that will exceed the capacity of the venue
- Generate a crowd of spectators sufficient in size to obstruct, delay, or interfere with the normal flow of pedestrian, vehicular traffic, or City facilities
- Events occurring for more than one day
- Events needing police or fire regulations, monitoring, and/or control

A **Festival** is further defined as a special event whose primary purpose is to present multi-faceted arts, cultural, or recreation based experiences. Festivals typically include elements such as music, dance or theatrical performances, hands-on activities, visual arts exhibitions, activity demonstrations, festival merchandise sales, and food and beverage sales/service. In addition, the site set-up and take-down normally happen on days other than the actual event day.

Fundraising Walks and Runs are special events whose primary focus is to raise awareness and/or funds for specific social or health issues. They typically desire to maximize the number of participants.

A **FACILITY USE PERMIT** is primarily defined as a private event such as a company picnic or birthday party, is not open to the public, and does not meet the criteria of a special event as stated above.

Facilities staff is available to assist you in determining which process is the right one for your event. Staff can be reached at (661) 250-3710 or by email at reservation@santa-clarita.com

Applicant Information

Organization Name: _____

Event Organizer Name: _____

Type of Organization: Non-Profit Resident Non-Resident Private Function Business
(Check all that apply)

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Primary Phone Number: (____) _____ E-mail: _____

Event Details

Event Name/Title: _____

Date(s) Requested: 1st choice _____ 2nd Choice _____

Event hours: _____ to _____ please make sure to include setup and teardown

Is this a multi-day event? YES NO If YES, how many days? _____

Type of Event: Walk or Run Cycling Race / Ride Street Event Concert
 Festival Farmers Market Facility Rental Other _____

Park/Facility/Street requested: _____

Event Description: _____

Is there an admission fee? YES NO

*If yes, please include admission fee in the Event Description above.

What is the anticipated attendance? Overall: _____ Daily: _____

Check all that apply:

Alcohol First Aid Stage
 Amplified Sound Lane / Road Closure Tents
 Bouncers/Inflatable Food Sales Booths / Canopy

Send completed Inquiry Form to reservation@santa-clarita.com or fax it to (661) 250-3724. Please note that further information may be required once your inquiry is received. Submission of a Special Event Inquiry Form is not a guarantee that your event will be permitted.