



Contra Costa County

Department of Conservation & Development
Community Development Division
Phone: 925-655-2700

30 Muir Rd.,
Martinez, CA 94553

Application for Temporary Event

An application for a temporary event must be submitted at least 45 days before the proposed event

TODAY'S DATE _____

APPLICATION NO. _____

Applicant [please print] Name _____ Address _____ City, State, Zip _____ Phone _____ Alternate contact person and phone: _____	<u>For commercial events</u> Name of organization _____ Address _____ City, State, Zip _____ Phone _____ Authorized head of the organization: _____
Name of person in charge who will be present at the event: _____ Address _____ City, State, Zip _____ Phone _____ Fax _____ email _____	

Start and end date(s) and times of the event including the time required to prepare, clean, and restore the location after the event: _____

Location of Event (address city, state, zip): _____

[If the event is being held on property other than the applicant's, please provide a letter of authorization from the owner to hold the event on their property.]

Type of Event (e.g. concert, arts and crafts show, carnival, garden party) _____

Event will be held: INDOORS OUTDOORS BOTH

Number of events that have been held at this venue in the previous 24 months: _____

Estimated total number of people attending the event (during the entire event): _____

(Including all attendees, caterers and all other persons who are at the event)

Is there going to be amplified sound? YES NO If yes, please describe any sound amplification equipment that is proposed for use at the event: _____

Will there be any food served or sold at the event? YES NO If yes, at what times and manner in which caterers and catering trucks will be used: _____

Will there be any beverages, including alcoholic beverages, served or sold at the event? YES NO And whether any such sales will be WHOLESALE RETAIL

Type and location of on-site restrooms: _____

Provisions made for security. _____

Parking, traffic and crowd control measures proposed for the event: _____

Is the event requiring construction of any structure(s) that requires a building permit? YES NO

Your submittal must include a site plan of the proposed location. On the plans, show where the event will be held on the property and where any parking, seating, stages or equipment will be located for the event (e.g. seats, sound equipment, sanitary facilities). If there is additional information that you wish to include with this application, please include it on a separate sheet.

Submit the application and site plan to planningintake@dcd.cccounty.us. Once the application intake planner accepts your application, you will be directed to submit the deposit and miscellaneous fees.

<u>INITIAL DEPOSIT</u>		
Application Fee	\$500.00	
<u>Notification Fee</u>	<u>30.00</u>	S-052
Total Initial Deposit	\$530.00	

I certify that the foregoing is true and correct to the best of my knowledge.

Signature

Print Name

Date