

COMMERCIAL SPECIAL EVENT FAQs



WELCOME

The City of Roseville takes pride in the active participation of its residents and visitors who organize diverse special events. These events aim to enrich community life and boost the economic vibrancy of the City. Enclosed within these pages, you will find the City of Roseville's Special Event Permit Application, along with instructions to facilitate a smooth permit process.

Our objective is to support event organizers in orchestrating secure and prosperous events that have a minimal impact on the surrounding community and its residents.

Completed Special Event Permit Application can be returned via email to kbeedy@roseville.ca.us or at one of three recreation facilities:

Maidu Community Center

1550 Maidu Dr.
Roseville, CA 95661
(916) 772-7259, x4

Park & Rec Admin Office

316 Vernon St., Suite 400
Roseville, CA 95747
(916) 772-7259, x3

Mahany Fitness Center

1545 Pleasant Grove Blvd
Roseville, CA 95747
(916) 772-7529, x1

All special events are required to adhere to the requirements contained in Chapter 9.36 of the Roseville Municipal Code, which can be found online at www.roseville.ca.us in the e-Services menu.

Special Event Permit Applications must be received at least 60 prior to the event and no more than one year in advance of your proposed event date. Applications are accepted on a first-come, first-served basis. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.

WHAT IS A SPECIAL EVENT?

A special event is an activity taking place on all or any portion of a public street, sidewalk or alley by an organized assembly of more than 100 people, or if your park activity meets one or more of the following conditions:

- Anticipated attendance is 100 or greater;
- Event is open to the public;
- Alcohol consumption/sales;
- Amplified sound (excluding announcements and boom boxes).
- If you are planning a street closure

SPECIAL EVENT PERMIT PROCESS

Upon the completion of your application the Special Events Coordinator will conduct a preliminary review of the completed special event application. This takes a minimum of 2 weeks. It's important to note that submitting an application to the Special Event Coordinator does not guarantee the event's date or location, nor does it automatically approve the event. Before promoting or advertising your event, ensure you have obtained conditional approval. The event organizer is responsible for fulfilling all requirements before the issuance of the Special Event Permit.

The processing time for your application and permit issuance depends on the event's complexity and your ability to meet requirements. Complex events may take several months, while low-impact events may only require a few weeks. The Special Event Coordinator will collaborate with you throughout the planning process to ensure a smooth permitting experience.

Failure to submit the necessary requirements to the special event coordinator at least 10 days prior to the event may result in event denial. The issued permit will outline the terms and conditions discussed during the application process. Once in possession of the permit, it must be kept on-site at all times and presented upon request.

For inquiries or to schedule a preliminary meeting regarding your event plans, please contact Special Event Coordinator Kathleen Beedy at (916) 774-5921 or kbeedy@roseville.ca.us. Fees and requirements may be quoted but will not be confirmed until the application is received and reviewed.

PAYMENTS & DEPOSITS

A refundable security deposit is mandatory for all special events. The deposit amount varies depending on the facilities rented and the nature of activities during the event. Please be aware that deposits made by check/cash typically require five (5) – eight (8) weeks for processing, while deposits made by credit card typically take four (4) – six (6) business days. The deposit will be refunded to the individual and address specified in the application. Payments are accepted via credit card, check, cash, or money order payable to the "City of Roseville."

CANCELLATION POLICY

Should you, for any reason, need to cancel your event, you must first notify the special events coordinator. All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered. The Special Event Permit Application fee is non-refundable and non-transferable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred. For cancelled events, a \$50 administrative fee will be assessed. If the cancellation is made less than five (5) business days before the rental date the City will retain 100% of rental deposit and rental fees.

INSURANCE

Verification of insurance must be submitted at least 10 days prior to your event.

The Human Resources/Risk Management Department of the City of Roseville utilizes a service called EBIX for insurance certificate tracking. Here's how it operates:

- Risk Management does not upload renewal insurance documents into EBIX.
- If necessary, the Vendor can forward the request to their Insurance Agent(s).
- Vendors/Insurance Agents are required to submit insurance to EBIX either by email to roseville@ebix.com or by fax to (770) 325-5727. After sending the certificate via fax or email, please refrain from mailing it to EBIX. Additionally, do not send any certificates via mail, email, or fax to the City of Roseville.
- Once submitted, EBIX reviews the insurance documentation. In case of deficiencies, EBIX will issue a follow-up letter or email requesting additional information.

BANNERS

Banners may only be hung to promote events in the downtown Roseville area. Banner fees are waived with approved Special Event Applications. Banner will be hung no more than 2 weeks prior to the event. Please see the Banner Permit Application for banner requirements.

FUN RUNS & WALKS

There are three designated locations for Fun Runs within the city: Maidu Park, Sculpture Park, and Vernon Street Town Square. Course fees are determined based on the expected number of participants. Please take a look at the fee details for more information.

The Fun Run course at Vernon Street Town Square features up to 6 check in tables, mile markers along the route and includes a water stop at the turnaround area. To facilitate this course, the entire square must be rented.

Trail Markings: A moderate amount of chalk is an approved method for marking event spaces and routes. Substances other than chalk will need prior approval. No permanent markings or difficult to remove substances will be allowed. Additional fees will apply if city services have to clean or remove markings following an event. Motorized vehicles are not permitted on trails.

FIELD USAGE

Special Event Field Use Applications for the City of Roseville must be submitted well in advance to ensure proper processing and approval. Please make sure to complete and submit your application by the designated deadline. Late submissions may not be accommodated, so timely submission is highly encouraged.

For Special Event Field Use Applications in Roseville:

- Spring (mid-February through May): Submit event dates by the 2nd Friday in January.
- Summer (June & July): Submit event dates by the 2nd Friday in May.
- Fall (August through November): Submit event dates by the 2nd Friday in July.

STREET CLOSURES

The City's Traffic Engineer will determine whether a Traffic Control Plan is required based on the location and type of street closure, if the event will generate additional traffic or if existing traffic will be severely interrupted. The City's Traffic Engineer must approve the TCP before the Special Event Permit can be issued.

The City requires the Permit Applicant to provide notification of the special event and proposed street closure to all affected residents and businesses both on and adjacent to a street proposed for closure at least seven calendar days prior to the event.

Street closures fees are not included in the Special Event Permit. Public works will bill 30 days post event.

PARK MAINTENANCE STAFF

The City will assess whether the special event requires Park Maintenance Staff. Park Maintenance Staff will assist in trash maintenance, asset protection, and electrical support. Park Maintenance is billed at \$40 per hour, with one staff member required for every 500 attendees.

RESTROOMS

Depending on the expected attendance, duration of your event and the availability of public restrooms, you may need to rent portable restrooms and handwashing stations to accommodate participants. The city recommends one toilet for every 250 people, or portion thereof. For every four portable toilets rented for your event, one must be ADA approved to meet specific guidelines set forth by the American with Disabilities Act of 1990. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis.

Restrooms at parks will be open no earlier than 8am on the day of your event. Unless Park Maintenance staff has been scheduled for your event. The city cannot guarantee restrooms will be operable during any event.

REFUSE FEES

Refuse fees incorporated into all special event fees and are calculated based on the anticipated number of participants. It is imperative to appropriately dispose of waste and garbage throughout your event, and immediately upon its conclusion, the area must be restored to a clean condition. Failure to comply may lead to the denial of a future Special Use/Event Permit or the retention of the security deposit.

FENCING

A fenced area refers to any event or area within the event that is closed off by temporary fencing. The Roseville Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- In addition to the main entrance, two exits shall be provided when the venue accommodates fewer than 1,000 attendees, three exits for 1,000 to 3,000 attendees, and four exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.

Fencing at the Vernon Street Town Square is available for rent solely based on staff availability. Refer to the Special Event Fees matrix for details on fencing options and pricing.

TENTS/CANOPIES/TEMPORARY STRUCTURES

The standard 10x10 canopy is allowed at events without a special permit. These canopies can be grouped into clusters of no more than seven. There must be a minimum 12 foot space between each cluster of canopies. Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Roseville Fire Department. **Tents and canopies must be secured with sandbags, as staking them into the ground is not allowed in any city park.**

The following California State Fire Code regulations apply to tents/ canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 foot area surrounding the tent/canopy/temporary structure.

Seating:

- Chair rows may be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

VENDOR BOOTHS

A Roseville Business License is required for all vendors and/or concessionaires.

AMPLIFIED SOUND

The City of Roseville defines "amplified sound" as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound. In accordance with Chapter 9.24 of the Roseville Municipal Code.

GENERATORS

Portable generators must be placed in an area where attendees are unlikely to come into contact with them, be placed at least 10 feet from any combustible materials and located a minimum of 20 feet from tents or canopies. The refueling of hot generators is not allowed. When refueling a generator, you must wait until the generator cools, and then refill it from a self-closing safety can. A portable fire extinguisher, minimum 2A 10B:C size, with a current Fire Marshall tag attached must be on-hand and easily accessible at all times.

ALCOHOL BEVERAGES

If alcohol beverages will be sold or served, an Alcohol Beverage Control license is required. Alcohol is only permitted at Royer Park, Woodbridge Park & Vernon Street Town Square in designated fenced in area. Security guard(s) is/are required. The size of the event will determine how many security guards are needed.

The following rules apply to alcohol service or sales on City of Roseville's public property:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing)
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband.
- All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older
- Servers may not consume alcoholic beverages while serving
- Attendees may be served no more than two standard drinks at a time.
- The City defines one standard drink size as: • 12 ounces beer • 5 ounces wine • 1 ounce distilled spirit/hard alcohol in a mixed drink • Shots are not permitted
- Alcohol cups must be paper or plastic and be distinguishable from soda cups
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water and food must be available at the event

CONTACT INFORMATION

Parks and Recreation	www.rosevilleparks.com	916-772-7529
Roseville Police	www.roseville.ca.us/police	916-774-5095
Roseville Fire	www.roseville.ca.us/fire	916-774-5805
Roseville Municipal Code	www.roseville.ca.us/online_services	
Roseville Risk Management	Insurance requirements on page 12	916-774-5202
Roseville Business License	www.roseville.ca.us/businesslicense	916-226-5207
Alcohol Beverage Control	www.abc.ca.gov/licensing/license-forms/	
Food at community events permit	www.placer.ca.gov/3245/Permits-Forms-Fees	