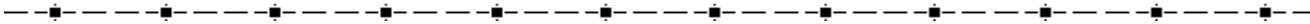


SPECIAL EVENT: PRELIMINARY DETERMINATION FORM

The purpose of this form is to determine, based on the City of Escalon's regulations for Special Events, what category your event falls under. Please complete this form and submit it to the City Manager. Once a determination has been made, you will be notified (allow seven (7) working days) if the application process is required. Applications will be available at City Hall and you may pick one up during business hours. Please be aware, depending on the type of special event, the application submittal time frame could be as much as sixty (60) calendar days prior to the event and no submittal will be less than thirty (30) calendar days prior to the event.



Name of Event: _____

Are you applying as an individual or representing an organization: _____

If an organization, is it a non-profit or a for-profit organization: _____

What is/are the date(s) of the event: _____

Will the event be a private event or public (public means open to the general public): PRIVATE PUBLIC

What is the nature of the event, ie: block party, craft fair, car or dog show, circus, parade, carnival, etc.: _____

Will there be an admission charge: YES NO Will alcohol be served: YES NO

Will the event be held on private property or public property: PRIVATE PUBLIC

What is the address of the event (If more than one location, list all): _____

Will the event be held over a time frame of: Less than 8 hrs. 8 - 24 hrs. More than 1 full day (how many) _____

How many people do you expect? under 50 50 - 100 100 - 300 300 - 500 500 - 1000 1000 + (how many) _____

How will the parking needs be addressed: _____

Is street closure going to be requested: YES NO

What are your plans for providing additional facilities, i.e., portable toilets, trash containers, etc. _____

Will there be any noise generated not normally associated with the location, i.e., music/band, loud speaker, revving of motors:

YES NO (if YES, give details) _____

Will there be any other vendors (sellers): YES NO (if YES, how many and what type(s), i.e. crafters, food, etc.)

What extra security will be provided: (circle one): YES NO How will insurance be provided? PRIVATE CITY

Will there be any special advertising (signs, banners, radio, etc.): YES NO

Give a detailed description of the event: _____



Applicant Name & Mailing Address

Signature of Applicant Contact Phone Number Date

For City Use Only: ***Special Event Application Needed (circle one):***
Yes No Reason: _____ Initials: _____