



TOWN OF TIBURON

1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: **January 22, 2007**

To: **Special Event Permit Applicants**

From: **Diane Crane Iacopi, Town Clerk**

Subject: **How to Apply for Permits for Events on Town Property**

FOLLOW THESE EASY STEPS:

1. Fill out Special Event Permit Application Form (available at Town Hall or on-line at www.ci.tiburon.ca.us – use the link to “Useful Forms”).
2. Return application form to Town Clerk sixty (60) days prior to the proposed event.
3. Town Staff will review your application and let you know whether additional information is required.
4. Attach Logistical Plan (or lay-out) of event.
5. Purchase Liability Insurance (through Jt. Recreation Department, 435-4355, or your own carrier). The Town of Tiburon must be named as an additional insured.
6. Your permit will be conditionally approved or denied within 15 days following receipt of your application (provided we have enough information to process the application).
7. A public hearing may be required before the Town Council for large events (over 200 people). Town Staff will work with you to determine whether there are alternate locations for the event, if it is denied, or give you reasons for denying the permit. Some common reasons for denying permits are negative impacts on neighborhoods from traffic, noise, or parking, or conflicts with other events in the area.
8. Staff will make every effort to accommodate your request within Town policy guidelines. Copies of these policies (Special Event Policy and Shoreline Park Policy) are available at Town Hall.

Diane Crane Iacopi,
Tiburon Town Clerk
415-435-7377 (tel)
415-435-2438 (fax)
dcrane@ci.tiburon.ca.us

TOWN OF TIBURON SPECIAL EVENT PERMIT

DATE OF EVENT: _____ TIME:(Start to Finish) _____

TYPE OF EVENT: _____

Number of People anticipated: _____

LOCATION: _____

Name & Address of Individual of Sponsoring Organization:

Home Phone: _____ Work Phone: _____

Fax Number: _____

Please describe YOUR PLAN for the following: *(Attach separate sheets if necessary)*

PARKING:

Street Blockage or Closure:

Will alcohol be served?

CLEAN-UP & RECYCLING - A recycling plan is REQUIRED BY TOWN OF TIBURON. (Contact Town Hall at 435-7373 for details.)

FIRST AID:

Do you anticipate using sound amplification equipment?

If so, please describe:

Your Permit will be approved only after receipt of documentation showing that the Town of Tiburon has been added as an additional named insured to your insurance policy for this event. This normally requires an endorsement. A certificate showing only that you have insurance is not sufficient. Special Event Insurance can be purchased through the Jt. Recreation Department at 435-4355.

Fax or mail your completed form to Town Hall at 435-2438, 1505 Tiburon Blvd. 94920. Thank you.

Date: _____

Applicant

APPROVED BY:

Chief of Police

Date _____

Deputy Director of Public Works

Date _____

Director of Comm. Development

Date _____

Town Manager

Date _____
