



## Special Event Permit Application

**Event Type:** (circle appropriate event) **Parade** **Footrace** **Festival**

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

City Streets to be closed: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date and time of Event: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Method to notify public of Event and road closures: \_\_\_\_\_  
\_\_\_\_\_

Indicate whether any portion of Event affects a State Highway. Caltrans Encroachment permit required: \_\_\_\_\_

Proposed sanitary facilities and locations to accommodate Event participants: \_\_\_\_\_

Identification of food and beverages available at Event: \_\_\_\_\_

Description of all sales activities directly associated with Event: \_\_\_\_\_  
\_\_\_\_\_

List all outside vendors and location of any booths and pushcarts (Saratoga Vendor Permits are required): \_\_\_\_\_

Description and locations of any loud speakers or sound system: \_\_\_\_\_

**If private transportation to be used to shuttle participant, enclose name of company used, route to be used, and location of pick up and drop zones: \_\_\_\_\_**

**Special Event  
Indemnity Agreement**

This Agreement (dated) \_\_\_\_\_, between the CITY OF SARATOGA, a municipal corporation ("City") and \_\_\_\_\_, ("Applicant"), is made with reference to the following facts:

A. Applicant has applied to City for a Special Event Permit to conduct \_\_\_\_\_ on (date and time) \_\_\_\_\_.

B. City has agreed to issue such permit, on condition that City is expressly indemnified against any liability arising from Applicant's conduct of the Special Event.

**NOW, THEREFORE**, in consideration for the issuance by City for a Special Event Permit to conduct the activity hereinabove described, Applicant does hereby agree, on behalf of itself and its successors and assigns, to indemnify, defend and hold City, its officers, officials, agents, employees, boards, commissions, and volunteers free and harmless from and against any and all claims, demands, causes of action, damages, liabilities, costs or expenses (including the cost of attorney's fees for defending any action brought against City or any of its officers, officials, agents, employees, boards, commissions or volunteers), arising out of or in any manner relating to any form of loss, injury or damage sustained by Applicant or any person as a result of the Special Event for which a permit has been issued by City.

City agrees to give prompt written notice to Applicant any claim asserted against City of which indemnification has been provided to City hereunder. Such notice shall be sent to applicant at the following address:

Applicant's address: \_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY OF SARATOGA, a municipal corporation

Staff: \_\_\_\_\_

APPLICANT:

\_\_\_\_\_