



# GENERAL EVENT TOOLKIT

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## SPECIAL EVENT PERMIT

A Special Event Permit Application is required for the use of all or any portion of a public street, sidewalk or alley by an organization assembly of more than 50 people, or if your park activity meets one or more of the following conditions:

- Anticipated attendance is 200 or more people
- Event is open to the general public
- Alcohol will be served or sold
- Event includes amplified sound (excluding announcements and boom boxes)

Special Event Permit Application must be complete in full and submitted to Special Events Services at least 60 days prior to your event date, and no more than one year in advance of the event date. Applications are accepted on a first-come, first serve basis. You can find the Special Event Permit Application on the [City of Sacramento's website](#), also pictured here.

### Fees/Paperwork:

- \$50 non-refundable application fee
- a photocopy of the applicant/responsible party's ID.

A Special Event Services representative will be assigned as your primary point of contact. This representative will be in charge reviewing your application, determine if your event will need to be reviewed by the Special Event Review Board<sup>1</sup>, and serve as your liaison between City departments and regulatory agencies.

Processing Special Event Permits will depend on the complexity of the event and your ability to meet the requirements. A complex even may take several months to permit, whereas a low-impact event may take only a few weeks.

<sup>1</sup>Special Event Review Board – A board of different City department representatives (SacPD, Sheriff, Builders, etc.) who review your event and ask any necessary questions. Takes place in City of Sacramento City Development office at 300 Richards Blvd and is a private, generally casual meeting.

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City of SACRAMENTO YOUTH, PARKS, & COMMUNITY ENRICHMENT

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**SPECIAL EVENT PERMITS**

The City of Sacramento is proud to host more than five hundred public special events annually, including runs, walks, triathlons, parades, concerts and festivals. With a vibrant downtown and midtown, the historic riverfront district known as Old Sacramento, the State Capitol and more than 220 parks, the City of Sacramento has many venues available to accommodate your special event.

**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 50 people, or if your park activity meets one or more of the following conditions:

- Anticipated attendance is 200 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 intended for residents only, not the general public, you should complete a [Neighborhood Block Party Application](#).

**SPECIAL EVENT PERMIT APPLICATION**

If your planned activity meets the special event definition, you must submit a completed [Special Event Permit Application](#) at least sixty days 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.

Upon receiving your completed Special Event Permit Application, a representative from Special Event Services will contact you and serve as your primary point of contact during the processing of your application. This person will review your application, determine whether the Special Event Review Board will need to review your event and set your permit requirements and fees. Your representative will also serve as the liaison between City department, regulatory agencies and you, the event organizer. Once you have met your permit requirements and paid permit fees, you will be issued a Special Event Permit.

**NEED ASSISTANCE OR HAVE QUESTIONS?**

Special Event Services is happy to assist you. Please contact us via email at [specialservices@cityofsacramento.org](mailto:specialservices@cityofsacramento.org) or by phone at (916) 808-7888.

## HEALTH PERMIT

According to the Sacramento County's Environmental Management Department, a Health Permit is required when food is given or sold to the public. This includes pre-packaged and/or cooked foods. For all Special Events, you will apply for a "Community Event (Temporary Food Facility) Form," on the [Sacramento County's website](#), also pictured here.



**Community Event (Temporary Food Facility) Forms & Documents**

- > Application for Permit to Operate: Community Event (Temporary Food Facility) Updated 05/10/2019  
[Adobe Acrobat](#)
- > Community Event (Temporary food Facility, TFF) Organizer Packet Updated 05/10/2019  
[Adobe Acrobat](#)
- > Temporary Food Facility (TFF) Operator's Packet Updated 05/10/2019  
[Adobe Acrobat](#)
- > [Annual Permit Multi-Event Application Packet \(MEV\)](#) Updated 05/10/2019

In order to apply for a Health Permit, you will need to first complete the "Application for Permit to Operate" before you complete the "Community Event Organizer Packet." Both items, along with a health permit fee<sup>2</sup>, will be submitted to the Environmental Health Division at least two weeks prior to the event date. You will have the option of handing out "Temporary Food Facility Operator Packets" to all the vendors that are in need of a one-day permit in order to participate in your event. Most vendors already have health permits, in which case you will need a current copy of their permit to submit as part of your application. They must complete their packets and return to you to submit along with the other two documents and health permit fee two weeks prior to the event date.

## PARKING

If your special event requires the reservation of meters or non-metered parking spaces, or if you need to request a road closure then you must first submit a Meter and Parking Space Reservation Application and Fee<sup>3</sup>. This application can be found on the [City of Sacramento's website](#), and is also pictured here.



City of SACRAMENTO PUBLIC WORKS

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Home > Public Works > Parking Services > Street Parking > Meter and Parking Space Reservations

**METER & PARKING SPACE RESERVATIONS**  
Parking meters and non-metered parking spaces can be reserved for construction and special events.

- Meter and Parking Space Reservation Requirements
- Meter Reservation Rates
- Payment Methods
- Frequently Asked Questions
- Meter Reservation Posting Guidelines

**METER RESERVATIONS**

[RESERVE PARKING METERS](#) | [SUBMIT METER RESERVATION CHANGE ORDER REQUEST](#)

**SPECIAL EVENTS**  
The majority of special events requiring the reservation of meters or non-metered parking spaces typically require a separate Special Event permit through the Parks & Recreation Department. A special event is intended to include, but not be limited to, yearly special events, fitness races or marathons, farmers markets and other activities scheduled at the State Capitol.

**CONSTRUCTION**  
Reservations for construction use are for commercial licensed vehicles only and large equipment. Permits issued for such reservations are for limited use at a specific construction zone location. The use of reserved parking for non-commercial vehicles or vehicles only carrying small work equipment or hand tools is discouraged, in order to insure maximum public use of the street.

[RETURN TO METER HOME/PAGE](#)

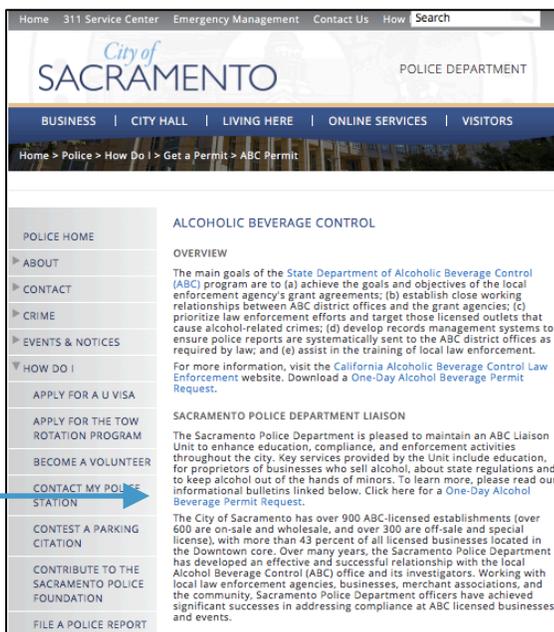
<sup>2</sup> Health permit fees will depend on how many low-risk, high-risk, and food truck vendors you have. You can follow the table on the Application for Permit to Operate.

<sup>3</sup> Fees are based on the number of parking spots you need to reserve, location, and installment needs and are outlined in the reservation requirements on the Meter and Parking Space Reservation Application.

Reserved on-street parking is for approved special event vehicles only, personal use is not allowed. Reservation for metered and unmetered areas must be requested via the online reservation application. Reservations do NOT exempt organizers from obeying posted regulatory signs. Per City Code, all signage postings will be handled by the Department.

## ABC PERMIT

All Special Events who wish to provide beer, wine, or distilled spirits must apply for a One-Day Alcohol Beverage Permit **AND** a Daily License through the State Department of Alcoholic Beverage Control (ABC). The One-Day Permit application can be found on the City of Sacramento's website and the Daily License application can be found on the California State Portal— both pictured below.



The One-Day permits must first be sent to Sonia Ibanez with the City of Sacramento for a signature. Then the One-Day Permit and the Daily License, and an event site map must be sent to Myles S. Coleman with the Sacramento Police Department. Once Myles S. Coleman provides a signature, all documents are then ready to be submitted to the ABC office<sup>4</sup>

Permits will be reviewed, and the ABC office will inform you when they have been approved. All approved ABC permits must be displayed in your event's bar area.

### Fees:

- Beer and Wine \$50.00/day
- Beer, Wine, & Distilled Spirits \$75.00/day
- Special Temporary License \$100/day



<sup>4</sup> Located at 2400 Del Paso Road #155, Sacramento, CA 95834

## POINTS OF CONTACT

### Special Event Services

Email [specialeventservices@cityofsacramento.org](mailto:specialeventservices@cityofsacramento.org)

Phone (916)-808-7888

- **Melissa Romero** – Special Event Supervisor  
Email [MRomero@cityofsacramento.org](mailto:MRomero@cityofsacramento.org)  
Phone (916)-808-3654
- **Sonia Ibanez** – Permitting and Events  
Email [SIbanez@cityofsacramento.org](mailto:SIbanez@cityofsacramento.org)  
Phone (916)-808-1942

### Environmental Management Department

Phone (916)-875-8440

- **Elizabeth Valtierra-Nansel**  
Email [valtierra-nansele@saccounty.net](mailto:valtierra-nansele@saccounty.net)  
Phone (916)-875-8440

### ABC Office

Email [Sacramento@abc.ca.gov](mailto:Sacramento@abc.ca.gov)

Phone (916)-419-1319

- **Myles S. Coleman** – Sacramento Police Department  
Email [mscoleman@pd.cityofsacramento.org](mailto:mscoleman@pd.cityofsacramento.org)

### City of Sacramento

- **Shawn C. Aylesworth** – City of Sacramento Department of Youth, Parks & Community Enrichment, Parks Manager  
Email [scaylesworth@cityofsacramento.org](mailto:scaylesworth@cityofsacramento.org)  
Phone 916-712-1356
- **311** – Customer Service Help Center  
Email [311@cityofsacramento.org](mailto:311@cityofsacramento.org)  
Phone **311 or (916)-808-5011**  
if outside City Limits **(916)-264-5011**