

CITY OF OXNARD TEMPORARY USE PERMIT APPLICATION SUBMISSION CHECKLIST



Permit Number: _____

Special events held within the City of Oxnard with an impact to public property are required to obtain a Temporary Use Permit (TUP). Applications for large events and events on City property must be submitted at least ninety (90) days prior to the requested event date. Applications for smaller events can be submitted thirty (30) days prior to the event date. Applications received after the deadline may be refused at the discretion of the Community Development Director. Please type or print legibly; applications will not be reviewed until all required documents are submitted.

TUP CHECKLIST

Refer to the following checklist to ensure your application is complete prior to submission. Applications will not be reviewed until all required items are submitted. **If you have any questions about this checklist, or are not sure if an item is required, contact 805-385-7447 or specialevents@oxnard.org.** Additional details and requirements about the permitting process can be found online at oxnard.gov/specialevents.

Required Items:

- Completed Temporary Use Permit (TUP) Application Form:** please type or print legibly and complete all sections
- Fire Temporary Use Permit Form:** please type or print legibly and complete all sections
- Business Tax Certificate:** required for all event organizers, vendors, entertainment, etc. Contact 805-385-7817 for questions or to obtain a current business tax certificate.
- Property Owner Permission:** Required **before** a TUP will be accepted. Include a letter, e-mail, or permit granting the event applicant permission to use this property for the event for events on property not owned by the City. For events on City owned property, applicant must receive approval from the City prior to promoting the event.
- Site Plan:** Include a map, aerial photo, or depiction of the event layout including all event elements, parking locations, and impacted rights-of-way. Include a comprehensive route map for events moving through public rights-of-way.
- Emergency Plan:** must indicate exit routes and crowd control measures with approximate distances to areas of safe refuge. This information can be incorporated into the site plan or provided as a separate document. A template can be found online at oxnard.gov/specialevents
- Insurance Requirements:** Refer to "Exhibit A" for insurance requirements; **required for all events at the time of submission**

Items that may be required depending on your event elements:

- Parks Special Event Permit:** required for any event in a City Park; complete application online at facilitron.com/oxnardparks before TUP submission
- Detailed Route Map:** for events such as runs, walks, parades, marches, etc; include times of impact and closures.
- Professional Traffic Control Plan:** all events including street closures must provide a professional traffic control plan (TCP) for the event, including identification of road closures, traffic control devices being used, and times of impact.
- Parking Plan:** for events with over 100 attendees; must identify parking areas and how participants will safely move between the parking and event location. This can be included on the site plan.
- Vendor List:** submit a list of all vendors, including business name, address, phone number and City Business License number at least thirty (30) days before the event.
- Alcohol:** Contact the Department of Alcohol and Beverage Control (ABC) at 805-289-1011 to obtain necessary permits. All individuals serving alcohol must complete RBSS training prior to the event which will be verified by the Oxnard Police Department.
- Food:** Contact the Ventura County Environmental Health Division at 805-654-2431 to obtain necessary food permits. VCEHD approval is required for any event that includes food elements. A Fire Department Food Truck/Food Vendor form must be completed for each food vendor.

CITY OF OXNARD INSURANCE MATRIX - EXHIBIT A



	TIER I	TIER II	TIER III
Coverage Types and Limits	NO alcohol present and up to 1,000 attendees	Events with alcohol or 1,000+ attendees	Unusual risks and exposures to be determined by City's Risk Manager and/or attendance greater than 10,000 people
A) Commercial General Liability (CGL)	\$1 million per occurrence AND \$2 million aggregate	\$2 million per occurrence AND \$2 million aggregate if policy is written for a single event OR \$2 million per occurrence AND \$4 million aggregate if policy covers multiple events	\$5 million - \$10 million per occurrence AND aggregate at Risk Manager's Discretion
B) Blanket Additional Insured Endorsement OR Additional Insured Endorsement for Premises and Ongoing Operations such as form CG 20 26 04 13 or equivalent on General Liability, Umbrella and Liquor Liability policies	X ----- X	X ----- X	X ----- X
C) Primary and Noncontributory Endorsement on General Liability, Umbrella and Liquor Liability Policies	X	X	X
D) Liquor Liability per occurrence if alcohol is served or sold at the event	N/A	\$2 million per occurrence/aggregate	Up to \$5 million per occurrence/aggregate
E) Auto Liability for commercial vehicles on City property (other than a public street)	\$1 million per occurrence	\$1 million per occurrence	\$1 million per occurrence

ADDITIONAL REQUIREMENTS.....

- **Policies must be written by an insurance company with an AM Best Rating of at least A:VII**
- **The Description of Operations box on the Certificate of Insurance shall contain this language:**

The City of Oxnard, its officials, officers, agents, employees and volunteers shall be named as additional insured under the General Liability policy. All policies are primary and noncontributory. 30 day notice of cancellation will be provided to the Certificate Holder.

- **The certificate holder section of the Certificate of Insurance shall be addressed as follows:**

The City of Oxnard
Attn: Risk Manager
300 W. Third Street, 1st Floor
Oxnard, CA 93030