



CITY OF FAIRFIELD

SPECIAL EVENT PERMIT APPLICATION

Please check one:

- ☐ BLOCK PARTY (a festive gathering on a residential street requiring the closure of a street to vehicular traffic)
- ☐ MINOR EVENT (a special event with at least 75, but less than 350 attendees)
Minor Events with the furnishing or sale of alcohol shall be considered a Major Event
- ☐ MAJOR EVENT (a special event with at least 350 attendees)

Insufficient or unclear information will delay your application. Staff will review the preliminary checklist and provide guidance on additional information required.

Use the following as a guide to make sure that your application is complete when submitted. Please see the Special Event Application Submittal Requirements Table to determine if an item is applicable to your event. Special Events shall comply with all regulations in Chapter 12A of the City of Fairfield Municipal Code and supplemental information. Incomplete applications will not be accepted.

- 1) For events hosted at a City of Fairfield park or recreational facility, please check the availability of the park or facility by calling the Parks and Recreation Department at (707) 399-1997
- 2) For events hosted at the Solano County Annex Lawn, please check the availability of the Lawn by contacting the Solano County Events Center at (707) 784-7908 and read through the Solano County Lawn Events Fact Sheet
- 3) Fill out the Special Event Permit Application, look over to Special Event Requests Check List to see if any item applies to your event, and sign the Indemnification, Reimbursement Agreement, and Reservation of Rights (Pages 1-7)
- 4) Check the Special Event Application Submittal Requirement table for additional application requirements, depending on the type of event
- 5) Submit a complete application and pay the associated application fee in person at the Planning Division Counter at 1000 Webster St. 2nd Floor Fairfield, CA 94533 or via email at planning@fairfield.ca.gov.
 - a. Fees for special events are as follows: Block Party (\$54), Minor Event (\$430), Major Event (\$716)
 - b. Fees are subject to change annually with the fee schedule update

Once a complete application is submitted, please 2-4 weeks for application review. You will receive a Special Event Permit Letter with final conditions that shall be met prior to the event date.

Permits are effective once all conditions have been met.

City of Fairfield Special Event Permit Application

*For Major Events, the permit application must be submitted at least 90 days prior to event date;
for Minor Events, the permit application must be submitted at least 60 days prior to event date.*

Event Applicant Information

Main contact for coordinating all application details

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Organization Name (if applicable): _____ Title in Organization: _____

Address of Applicant/Organization: _____

Event Day On-Site Contact Information

Main contact for the day of event

☐ Check if same as Event Applicant, if so, no need to complete this section

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Organization Name (if applicable): _____ Title in Organization: _____

Address of Applicant/Organization: _____

Property Owner Information

Main contact for the property owner for the location where the event is held

☐ Check if same as Event Applicant, if so, no need to complete this section

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Organization Name (if applicable): _____ Title in Organization: _____

Address of Applicant/Organization: _____

Event Day Information

Complete the following fields. If your application does not include a specific element, check the "no" box

Name of Event/Activity: _____

☐ Parade, Run, Walk, March, Race

☐ Carnival, Concert, Dance, Fair

☐ Other (describe): _____

☐ Block Party (please read the supplemental information on page 10)

Event Description (please describe in detail what the event is for and any special activities associated with the event, attach supplemental sheets if necessary):

Is this Event Open to the Public? (check one) ☐ Yes ☐ No

Is this Event City-Sponsored? (check one) ☐ Yes ☐ No

If Yes, you must provide the documentation of City Council approval.

Event Location and Specific Address:

☐ Indoor-Only Event

☐ Outdoor-Only Event

☐ Indoor/Outdoor Event

Event Date(s): _____ Event Set-Up Date (if different from event date): _____

Event Start Time: _____ Event End Time: _____

Event Set-Up Start Time: _____ Event Clean-Up End Time: _____

Total Number of Persons Expected for the Duration of the Entire Event: _____

Maximum Number of Persons Expected at Any One Time: _____

Will the event be in the public right of way (in public streets, sidewalks, etc.)? (check one) ☐ Yes ☐ No

If Yes, complete the following fields in this question. If No, continue to the next question.

An approved Traffic Control Plan is required for any event that proposes street closures.

Sidewalk Closure? ☐ Yes ☐ No

Street/Road Closure? ☐ Yes ☐ No

City-Owned Parking Lot Closure? ☐ Yes ☐ No

Location of Closures:

Will the event have any of the following? (check one for each element) ☐ Yes ☐ No

If Yes, for any of the following, provide structure details including size, height, and/or attached equipment.

If No, continue with the rest of the application.

Tents (larger than 100 square feet)? ☐ Yes ☐ No

Stages? ☐ Yes ☐ No

Trusses? ☐ Yes ☐ No

Weight-bearing Structures? ☐ Yes ☐ No

Generators? ☐ Yes ☐ No

Details for the above structures (attach plans and mechanical specifications if available):

Will the event have alcohol? (check one) ☐ Yes ☐ No

If Yes, you must contact the Alcoholic Beverage Control (ABC) and comply with all direction received by ABC.

Will the event have music? (check one) ☐ Yes ☐ No

If Yes, complete the following fields in this question. If No, continue to the next question.

Amplified Music? ☐ Yes ☐ No

Live entertainment? ☐ Yes ☐ No

DJ? ☐ Yes ☐ No

Will your event require waste management services? (check one) ☐ Yes ☐ No

If Yes, you must contact Republic Services at (707) 437-8900 or provide a waste management plan for department review and approval.

Please initial that you will provide your service agreement with Republic Services or another waste management provider no later than 7 days prior to your event for solid waste disposal: _____

Special Event Requests Check List

Check “yes” if the element is applicable to your event. If your event does not include a specific element, check “no.” One box must be checked for each element.

Street or Lane Closure ☐Yes ☐No: Date impact STARTS: _____ Date impact ENDS: _____
from _____ a.m./p.m. to _____ a.m./p.m.

Fire Inspection ☐Yes ☐No: All food trucks shall be inspected by the Fairfield Fire Department before event start time. A fire permit is required for all Carnivals and Fairs. Contact Fire Marshal Steve Conti at sconti@fairfield.ca.gov for scheduling. See supplemental information for more information (Pages 11 and 12, Venues & Structures).

Building Permit and Inspection ☐Yes ☐No: A construction permit is required for all diesel generators, tents larger than 100 square feet in area, stages over 30 inches high, and all weight-bearing structures. See supplemental for more information (Page 11 and 12).

Waste Management Services ☐Yes ☐No: Events with food vendors and/or other solid waste generation may require a waste management plan. Please contact Republic Services at (707) 437-8900 or another waste management service provider. See supplemental for more information (Page 14).

Block Party Street Closures ☐Yes ☐No: You are required to provide barricades or traffic cones and detour signs to close streets for a Block Party. For events larger than a block party in the public right of way, please contact the City’s Public Works Department at (707) 428-7485 for more information.

Traffic Control ☐Yes ☐No: For events larger than a block party in the public right-of-way, please contact the City’s Public Works Department at (707) 428-7485 for guidance on creating and implementing a traffic control plan. See supplemental for more information (Pages 12 and 13).

Public Park or Facility Rental ☐Yes ☐No: Events that take place in a public park or Parks and Recreation Facility require advanced reservation. Please contact Parks and Recreation at (707) 399-1997 for rental information.

Vendors/ Food Trucks ☐Yes ☐No: The Special Event applicant shall obtain a business license that covers the vendors and/or food trucks of the event if vendors and/or food trucks are present at the event. Please provide the names of all vendors and/or food trucks.

Event Insurance ☐Yes ☐No: The Special Event applicant shall purchase a special event insurance policy naming the City as an additional insured. See Special Events Insurance Requirements for additional guidance (Pages 8-10).

Consumption of Alcoholic Beverages ☐Yes ☐No: The applicant must contact the Alcoholic Beverage Control (ABC) and comply with any and all directions received by ABC. See supplemental for more information (Page 14).

Serving Food for Public Consumption ☐Yes ☐No: Special Events that are serving food for public consumption must obtain a health permit from the Solano County Department of Environmental Health and provide the City a copy of the Health Permit 7 days before the event date. Please contact the Solano County Department of Environmental Health at (707) 784-6765. See supplemental for more information (Page 14).

Armed security ☐ **Yes** ☐ **No**: Events with armed security require review and approval from the Fairfield Police Department. Please contact the City's Police Department at (707) 428-7300. See supplemental for more information (Page 12).

Extended hours ☐ **Yes** ☐ **No**: Events hosted past 2:00 a.m. require review and approval from the Fairfield Police Department. Please contact the City's Police Department at (707) 428-7300.

Indemnification, Reimbursement Agreement, and Reservation of Rights

The Special Event Permit applicant, its officers, employees, or agents (collectively “Permittees”) shall indemnify, defend, and hold harmless, the City, its elected officials, officers, employees, agents, and volunteers (collectively “Indemnitees”) from and against any and all loss, claims, lawsuits, actions, damages, and liabilities against arising from the special event and proximately caused by the actions of the Permittees. This indemnification obligation shall include, but not be limited to, paying all fees and costs incurred by legal counsel of the City’s choice in representing the Indemnitees in connection with any such claims, actions, or lawsuits, any expert fees, and any award of damages, judgments, verdicts, court costs, or attorney’s fees in any such claim, action, or lawsuit. (Ord. No. 2013-25, §2; Ord. No. 2021-011, §1. Formerly 12 A.13.)

Certification

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under Chapter 12A of the City of Fairfield Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager’s designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations, and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized also commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Fairfield. Such Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City or its agents.

By signing this preliminary application for a Special Event Permit, the undersigned acknowledges they have read, understand, and agree to all the City’s terms and requirements as detailed in this form and attached supplemental information. The applicant understands and acknowledges that additional information may be required and that applicant is required to provide such information as requested by City, or risk permit denial. Applicant acknowledges there will be a fee, or fees, assessed for a Special Event Permit, and that such permit will not be issued until all fees are paid to the City. This form and all required information implement Chapter 12A of the City of Fairfield Municipal Code. The City reserves the right to deny any application based on its right to do so pursuant to Chapter 12A.

Applicant First and Last Name (please print): _____

Applicant Title Within Organization (if applicable): _____

Name of Organization (if applicable): _____

Organization’s Contact Phone Number: _____

Authorized Signature: _____

Property Owner's Consent- I declare under penalty of perjury that I am the owner of the property involved in this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief, and I consent to the occurrence of activities associated with this special event application (A property owner authorization letter is acceptable).

Property Owner's First and Last Name (please print): _____

Property Owner's Contact Phone Number: _____

Property Owner's Signature: _____

Special Event Insurance Requirements

Please do not request insurance documents until you have heard from Risk Management. Risk Management will contact you when the limits are determined. If you have any questions regarding insurance, you may contact the Risk Management team at riskmanagement@fairfield.ca.gov.

The Special Event Applicant ("Applicant") shall procure and maintain for the duration of the event insurance claims for injuries to persons or damages to property, which may arise from or in connection with the special event. The cost of such insurance shall be the responsibility of the Applicant. Certificates of insurance meeting the following requirements shall be provided to the City of Fairfield Risk Management within fifteen (15) working days from the City's written notification of approval to award the Special Event Permit. Failure to provide the insurance certificates meeting the City's requirements within fifteen (15) working days may cause challenges so please start the insurance process early. Risk Management representatives are ready to assist you with your insurance.

Minimum Scope of Insurance

Coverage shall be at least as broad as the following:

Certificate of Insurance; Certificate holder shall be: ***City of Fairfield, its officers, officials, employees, agents and volunteers***, 1000 Webster Street, Fairfield, CA 94533.

- 1) Insurance Services Office (ISO) Commercial General Liability coverage

The items to fulfill the insurance requirements are as follows:

- 1) **Certificate of Insurance.** Certificate holder shall be: ***City of Fairfield, its officers, officials, employees, agents and volunteers***, 1000 Webster Street, Fairfield, CA 94533
- 2) **Additional Insured Endorsement.** This is separate from the Certificate and must have the policy number on it linking it to the policy because the City does not accept "Blanket Additional Insured Endorsements" without documentation linking it to the policy.
- 3) **Primary and Non-Contributory for Workers' Compensation and General Liability.** Evidence of primary language either endorsement or the actual page(s) of the policy typically found in the "Other Insurance" section of the policy.
- 4) **Alcohol Endorsement** for serving alcohol.

Minimum Limits of Insurance

Event Sponsor shall maintain limits no less than the following

- 1) **General Liability:** \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, or personal injury and property damage. **If Commercial General Liability insurance or other forms with a general aggregate limit is used, the general aggregate limit shall be twice the required per occurrence limit.**

If the Applicant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Applicant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

- 2) **Liquor liability** if liquor is sold or provided.

- 3) **Food-borne illness coverage** if food is sold or provided; or if you are retaining an established food provider, you should request the insurance certificates for their business. The food provider will have coverage that satisfies this requirement and you will not need to purchase any additional coverage.

Other Insurance Provisions

The General Liability policy is to be accompanied by appropriate **ISO Primary and Additional Insured Endorsements** to contain the following provisions:

- 1) The City of Fairfield, its officers, officials, employees, agents, and volunteers are to be covered as insureds as respects: liability arising out of the special event by or on behalf of the Applicant; products and completed operations of the Applicant; premises owned, occupied or used by the Applicant; or Automobiles owned, leased, hired or borrowed by the Applicant. The coverage shall contain no special limitations of the scope of protection afforded to the City of Fairfield, its officials, employees, agents or volunteers.
- 2) For any claims related to the event, the Event Sponsor's insurance coverage shall be **primary and non-contributory insurance** as respect the City of Fairfield, its officers, officials, employees, agents or volunteers. Any insurance or self-insurance maintained by the City of Fairfield, its officers, officials, employees, agents, or volunteers shall be excess of the Event Sponsor's insurance and shall not contribute with it.
- 3) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days prior written notice has been given to the entity.
- 4) Endorsements should be provided on standard ISO forms appropriate to jo. Primary and Additional Insured endorsements **are required** to be provided separately from the certificate. Primary and Additional endorsements may:
 - a. Be an additional cost to the insured.
 - b. Not be readily available so start the process early.
 - c. May need to be requested from the underwriter.
 - d. Preferred endorsements CG 20 10 11 85 or CG 20 26 11 85

Any insurance or self-insurance maintained by the City of Fairfield, its officers, officials, employees, or volunteers shall be excess or secondary of the insurance and shall not contribute with it. The City needs either a primary Endorsement or a copy of the actual policy that shows the event sponsor's insurance is primary ("Other Insurance" Section of the policy is acceptable).

- 5) We DO NOT ACCEPT endorsements or certificates with the wording, "but only in the event of a named insured's **sole** negligence."

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer coverage, or other special circumstances.

Subcontractors

Applicant shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Applicant shall ensure that City of Fairfield is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

Waiver of Subrogation

Applicant hereby grants the City of Fairfield a waiver of subrogation which any insurer may acquire against the City of Fairfield, its officers, officials, employees, and volunteers., from Applicant y virtue of the payment of any loss. Applicant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation but this provision applies regardless of whether or not the city of Fairfield has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII.

Special Event Permit Supplemental Information

Occupancy

FMC 12A defines Special Events subject to a Special Event Permit as any organized assemblage of seventy-five (75) or more persons at any public place. FMC 12A further defines a Special Event as a “Major Special Event” if there are more than 350 attendees present at any time, or more than 75, but less than 350 attendees when alcoholic beverages will be furnished or sold.

Venue and Structures

- 1) Indoor events located within an established event facility such as a hotel ballroom, event center, church, community center, or other building intended to serve as a venue for special events or gatherings may not require a Special Event Permit
- 2) Outdoor events located within a City of Fairfield Public Park or recreational facility may not require a Special Event Permit if they do not meet the requirements identified above under the Occupancy section of this supplemental. For such smaller events, contact the Parks and Recreation Department for their review and approval.
- 3) Small tents (e.g. EZ-Up or pop-up canopy) do not require a Permit for inspection. However, small tents shall be flame resistant and require a permanently affixed label complying with CPAI-84 per Fairfield Fire Department. Additionally, tents and membrane structures that exceed a total of 400 square feet of covered area require an operational Permit and approval from the Fire Department.
 - a. No more than seven (7) 10-foot by 10-foot tents without sides are allowed to be located immediately adjacent to one another. Groups of seven (7) 10' by 10' tents must be separated by at least 10 feet.
 - b. No more than four (4) 10-foot by 10-foot tents with sides are allowed to be located immediately adjacent to one another. Groups of four (4) 10' by 10' tents must be separated by at least 10 feet.
- 4) Temporary structures such as stages higher than 30 inches and/or 200 square feet, trusses for lighting A/V equipment, or other temporary weight-bearing structures likely require a Building Safety Permit. Contact Building Safety to discuss permit needs for any of the above similar structures.
- 5) There are various considerations for use of generators depending on the size of electrical needs for the proposed event. Small portable generators that do not require power distribution or additional distribution panels do not require a Building Safety Permit. Large portable generators that have power distribution panels may require a Building Safety Permit depending on various factors. For use of all generators, keep the following in mind:
 - a. Generators must be located at least 20 feet from any booth or tent and at least 10 feet away from any inflatable.
 - b. Generators must be separated from contact with the public at the event by a physical guard such as fencing, caution tape, or another barrier.
 - c. Generators in a City of Fairfield public park must be placed in a location and manner that avoids damaging landscape, turf, or grass.
 - d. Generator use shall require at least one (1) fire extinguisher at the designed location(s) per the Fire code.

- e. Cooking appliances or devices that produce sparks or grease-laden vapors or flying vapors shall not be used within 20 feet of a tent or temporary structure. Portable fire extinguishers shall be provided as required by Fire code.
- 6) Where required by the Fire code, a fire and life safety inspection shall be required for temporary tents and/or membrane structures to verify access and egress.

Valet

Events subject to the Special Event Permit requirements under FMC 12A that will use Valet parking must submit the following section of this supplemental along with the name and business information of the Valet Company, a description of the location of parked vehicles, a drive route map, and a separate signed indemnity form (to be provided by the City), signed by the valet company.

Name of Valet Company: _____

Name: _____

Title: _____

Contact: _____

Location of Vehicle Parking: _____

Estimated Number of Vehicles to Park: _____

Parking Start Time: _____

Parking End Time: _____

Security

For events including but not limited to fairs and festivals, a minimum number of security officers in readily identifiable clothing marked "SECURITY" may be required. City Police Department personnel will provide the exact number of officers needed in consultation with you based on your event details.

If attendance is anticipated to exceed 1,000 trained crowd control managers are required in accordance with City of Fairfield Municipal Code 12A. During the event, you must provide at least one trained crowd manager for every 250 persons anticipated. Approved online training is available at www.crowdmanagers.com

Traffic Control and Encroachment

Encroachments are any use of the public right-of-way, such as streets, sidewalks, or other facilities intended for public use to get from one place to another. Any large special events (excluding block parties) may require a traffic control plan that has been approved by the City Public Works Director, or their designee.

All road closures (excluding block parties) require a temporary traffic control plan approved by the Public Works Director or their designee. Any use of temporary traffic control devices must conform to standards set by the State of California Department of Transportation (CalTrans) in the most recently published Manual on Uniform Traffic Control Devices (MUTCD) Failure to provide the required information may result in denial of your special event permit, as determined at the discretion of the City of Fairfield.

Special Event Permit Applicants are solely responsible for providing traffic control plans, implementing traffic control plans, and are encouraged to use qualified traffic control professionals due to liability you incur, and further agree to indemnify the City as specifically detailed in the certification of understanding within the Special Event Permit Form.

It is unlawful to encroach upon a public right-of-way without prior authorization by the City of Fairfield. Failure to obtain approval for encroachment may be subject to penalty and/or criminal prosecution.

In limited instances, the City of Fairfield may create temporary traffic control plans, implement temporary traffic control plans, or other encroachments on behalf of special events. The City's determination to provide traffic control services may require additional costs and is at the full discretion of the City Manager, or their designee. Any services provided by the City for additional cost shall be paid in advance.

Block Parties- Special Provisions

The City recognizes that neighborhood block parties are an important form of social gathering and help neighbors form closer bonds that build community quality. Applicants for a Special Event Permit for a Block Party must provide:

- 1) Location: a map indicating the location of the street closure and barricades. An encroachment permit is not required for block parties.
- 2) Notices: the owner/tenants of ALL property along the street that will be affected by the Block Party closure shall be notified TWO WEEKS before the scheduled event in writing. Notifications shall identify the date, time, and exact location of the event, as well as the event activities, E.g. jump house, barbecue, music, etc.
- 3) Food/beverage/alcohol: If food, beverage, and/or alcohol will be served, the appropriate business license and liquor license must be obtained, If alcohol is to be served, the area of sale/consumption of beer/wine shall be segregated or confined from other event activities by means of fixed or portable barricades/walls/ropes or other devices. Include a diagram showing the area where the sale/furnishing/consumption of beer/wine/alcohol will be segregated or confined. It is required you provide a security guard to check I.D. and restrict the entrance to minors. You must obtain a permit to sell any food items from the County Health Department at (707) 784-6765.
- 4) Traffic control: You are required to provide barricades or traffic cones and detour signs to close streets for a Block Party. Rental companies can be found online for barricades and cones if needed. Depending on the size of the Block Party and based on the provision of alcohol, police personnel may be required, as determined by the Police Chief, or their designee. If police personnel will be assigned to your Block Party, you must pre-pay the estimated costs as provided by the Police Department. If actual costs are less than estimated, you will receive a refund of the difference.
- 5) Cleanup: You are required to ensure a safe and clean environment during and after the Block Party. Additional garbage service may be required on the day of the Block Party or immediately after.
- 6) Fire inspection: The Block Party site, any structures involved, or vehicles may be subject to inspection and approval by the Fire Department. Event organizers shall comply with any fire/life safety instructions of those officials.
- 7) Insurance: All Special Event insurance requirements are detailed in the Special Event Application are required for Block Parties

Food

Special permits are required if you are serving food to the public at your event. Contact the Solano County Department of Environmental Health at (707) 784-6765 to obtain the required permits. Any food service provider, including but not limited to caterers, food trucks, restaurant delivery, etc. must have a valid City of Fairfield Business License to conduct business within Fairfield. Any food preparation, and heating of food with Sterno, gas, propane, or other flammable/open flame equipment will require additional approval and inspection by the City of Fairfield Fire Marshal.

Alcohol

Any event that includes the sale or furnishing of alcohol must comply with FMC 12A.10. Sales or furnishing of alcohol requires a temporary event permit from the State of California Department of Alcoholic Beverage Control (ABC). Information and forms for special event authorization can be found on the ABC website: <https://abc.ca.gov/licensing/license-forms/event-authorization/> or by contacting the local ABC District Office.

All alcohol sales and consumption must be confined to a specific predetermined location as approved by the City and must be segregated from other event activities unless specifically authorized. A diagram, or the site map, should be provided detailing the area where alcoholic beverages will be served. Additional consultation with the City of Fairfield Police Department may be required. The City reserves the right at its sole discretion and authority, to place additional conditions of approval on any Special Event Permit that includes the sale or furnishing of alcohol to ensure the safety of the event, event participants, and the surrounding community.

If the event is hosted in a City of Fairfield Park, alcohol is limited to beer, wine, and champagne only and may only be provided not-for-sale. Sales of alcoholic beverages are not permitted in Fairfield Parks. No hard alcohol, including mixed drinks and cocktails, or glass bottles is permitted in any park.

The event insurance provided must include liability coverage related to alcohol sale, furnishing, and consumption in accordance with the standard insurance requirements as detailed herein.

Trash & Waste Management

Special Event Applicants are required to keep the event site tidy during operation and for the clean-up and disposal of all trash recycles after the event. All events are required to submit a special event waste management plan OR a signed contract with Republic Services, the City's franchise waste hauler. For Minor Special Events, the waste management plan can be simple details of how waste will be managed during the event.

Major Events may require a detailed waste management plan that includes, but is not limited to, personnel for maintaining waste containers and picking up litter throughout the event, placement location of receptacles, types of receptacles to be used (rollaway or disposable), and a deposit with the City of Fairfield to cover any costs for additional cleanup required should a site be left uncleaned. Waste management service agreements must be provided to the City no later than 7 days before your event.