



City of Camarillo

Department of Community Development

601 Carmen Drive Camarillo CA 93010 | 805.388.5360 | planning@cityofcamarillo.org

SPECIAL EVENT PERMIT

Approval Date:	June 26, 2024	Permit No.:	SPEV 24-15	FEE:	Waived
Applicant:	Camarillo Old Town Association	Contact Name:	Christina Chastain		
		Phone Number:	805.465.9336		
Event:	Heritage Days Midsummer Fiesta 2024	Case Planner:	Brett McMahon 805.383.5608		
Location(s):	Studio Channel Islands located at 2222 Ventura Boulevard, the former Courthouse parking lot located at 2220 Ventura Boulevard, and Ventura Boulevard, with closure on Ventura Boulevard from Glenn Drive to Fir Street and partial closure of Arneill Road between Daily Drive and Ventura Blvd in Old Town Camarillo from Saturday morning to Sunday evening.				
Event Date(s):	Wednesday, July 10, 2024 Thursday, July 11, 2024 Friday, July 12, 2024 Saturday, July 13, 2024 Sunday, July 14, 2024	Event Time(s):	4 p.m. - 9 p.m. 4 p.m. - 9 p.m. 4 p.m. - 10 p.m. 10a.m. - 10 p.m. 10 a.m. - 8 p.m.		
Set up Date/Time:	July 7, 2024, at 8 a.m.	Clean-up Date/Time:	July 16, 2024, at 12 p.m.		
Summary:	Camarillo Old Town Association will host the Heritage Days Midsummer Fiesta 2024 event with 20,000 people anticipated to attend and 125 volunteers and staff working the event. The event will include the closure of Ventura Boulevard between Glenn Drive and Fir Street and the partial closure of Arneill Road between Daily Drive and Ventura Boulevard, carnival rides, non-food vendors, food vendors, live music, live art, bingo (July 11 th only), and a classic car show. Security will be provided by Cornwall Security. Additional portable restrooms and handwashing stations will be on-site in multiple locations. Parking will be available at Harley's Bowl (305 Arneill Road), the Metrolink Station, and any available accessible public parking in Camarillo Old Town.				

The Department of Community Development is in receipt of a special event permit, SPEV 23-15 application from the Camarillo Old Town Association for the Heritage Days Midsummer Fiesta 2024. The special event application is approved **subject to your compliance with the conditions on the following pages.**

☐ Approved

Signature _____ Date _____
Paul McClaren, Senior Planner

APPLICANT	Please read these conditions of approval carefully, sign below, and return the original permit to the Department of Community Development immediately upon receipt. Thank you.	
	RE: SPEV 23-15; Camarillo Old Town Association, Heritage Days Midsummer Fiesta 2024, July 10-14, 2024	
	I, _____, the authorized representative of the event permit described above, do hereby acknowledge that I have read the terms and conditions of this permit; that the terms and conditions as noted in this permit are acceptable and Permittee agrees to abide by, comply with, and accept complete responsibility therefore.	
	DATED this _____ day of _____, 2024. By: _____ _____ (Print Authorized Representative here)	
	For: _____ _____ (Applicant/Permittee Name here)	

STAFF	Attachments: Applicant only: Approved Application/site plan; waste reduction info; applicant copy of the permit Distribution List only: Approved Application with conditions/site plan		
	Distribution: Via Email: ChristinaChastain@outlook.com; ptyas@studiochannelislands.org		
	Via Email:	City Manager's Office City Clerk's Office City Code Compliance Division Administrative Services Department	Traffic Sergeant, Police Department VC Fire Protection District Business Tax Division, Finance Dept. Public Works Dept./Streets Div.
			Public Works, Land Development Building and Safety Public Works Dept./Traffic Div.
F:\Departments\Community Development\SPFV\2024\24-15, Heritage Days\City Council - 6.26.24			

CONDITIONS OF APPROVAL

GENERAL

1. The applicant, or representative, must sign and return this original permit to the City of Camarillo immediately upon receipt of this permit (see signature section). Failure to do so will be deemed a withdrawal of the application. A copy of this letter is enclosed for your files.
2. The applicant must read and become familiar with all conditions of approval. Failure to comply with any conditions of approval can result in the shutdown of the event and the revocation of the permit.
3. This permit authorizes those activities and events included in the special event application. Any changes to the approved special event application, including changes to the activities and events must be approved by the Department of Community Development no later than ten (10) days before the event.
4. The use of restrooms, patio areas, and breezeways within Studio Channel Islands are not available for use by Fiesta event patrons and staff. The applicant must coordinate with Studio Channel Islands management to obtain approval for a plan to place signs and physical barriers within Studio Channel Islands that notify the general public that no public restrooms are available and to prevent Heritage Days event patrons from accessing these areas. A copy of the approved plan must be submitted to the Department of Community Development by Monday, July 8, 2024.
5. The applicant is responsible for all costs associated with the use of City water and electrical hookups. The in-kind funding approved by the City Council for up to \$43,300 for Heritage Days may be applied to offset these charges.
6. A Large Event-Recycling & Disposal Plan must be submitted to info@sws-inc.com at least 14 days before the start of any event, including the set-up day(s) for the event. Any large venue or event must plan for the removal, disposal, and diversion of, and reporting of all recyclables, organics (including food waste), and solid waste. It is required that 50% of all materials be diverted from landfills. Each event is required to account for all materials removed from the site and submit a post-event Recycling & Disposal Report along with hauling receipts from each landfill, facility, or vendor. The report is due by email to info@sws-inc.com 10 days after the event occurs.

This event must provide separate containers clearly marked for all recyclables, organics (including food waste), and solid waste.
7. No later than July 8, 2024, a security deposit of \$2,000 must be submitted to the Department of Community Development by the applicant for cleanup (including the steam cleaning of the area as necessary) and staff supervision, as the City streets and areas of the event are to be left in a clean, undamaged condition. The cost for cleanup or damage resulting from the event is the obligation of the holder of the Special Event Permit. The City will provide supervision during all events, including setup, the event, cleanup, and closing if determined by the Community Development or Public Works Director to be necessary. Costs for supervision will be deducted from the deposit. If costs exceed the deposit, the applicant will receive an invoice for additional costs.

8. The Beer Garden operated by Camarillo Old Town Association is to be approved under a separate special event permit and is subject to the conditions of approval attached to that permit.
9. The applicant is responsible for the payment of any music licensing fees, fines, or penalties that may be assessed upon their musical acts.
10. The applicant is to provide a vendor display map to the Police Department a week before the event.
11. The applicant is to provide a list of all vendors to be included in the insurance policy to Risk Management (Rose Hinojosa) by Wednesday, July 3, 2024.
12. The applicant must provide washing stations next to portable restroom locations. The applicant is responsible for monitoring the hand washing stations to ensure that they are filled with water, soap, and paper towels throughout the event.
13. The applicant must submit a final event itinerary for review and approval by the Department of Community Development and Police Department by July 3, 2024. The event itinerary must include as follows:
 - a. A detailed shift schedule for all areas of the event as shown on the approved Event Organization. The schedule must include the name of the responsible party for each area and a contact number.
 - b. A detailed schedule by date of the event that includes set up and closing times for all vendors.
 - i. Include specific times when food vendors are to shut down their lines and stop selling food.
 - c. Opening and closing times for the carnival rides.
 - i. Include specific times when Kastl Amusement must stop selling tickets and when rides are to stop operating.
14. After further review or if any changes are made to the application, further conditions may be required.
15. The applicant must notify the Department of Community Development immediately if:
 - a. There are any changes to this application,
 - b. If the event is canceled, or
 - c. There are changes to the main contact persons and/or their phone numbers.
16. The applicant is responsible for obtaining all proper permits from all other applicable agencies and jurisdictions.
17. The Metrolink Station parking area is **not** to be used to park or store any equipment, vehicles, or merchandise associated with the event or its operations. The City will secure advance authorization from the Ventura County Transportation Commission (VCTC) to allow for towing of unauthorized vehicles from their property.
18. Flyers must be distributed by the applicant to all the businesses, merchants, and residents within Old Town no later than **June 28, 2023**. The flyer must include the traffic detour and business accessibility via Fir Street to the alley along the north side of Ventura Boulevard / Fir Street to Arneill Road. The flyers must be hand delivered and must include the name of the event contact along with a contact phone number for any questions or concerns.
19. The applicant is liable to the City of Camarillo for expenses incurred for extraordinary service to this event.

20. The provisions of the Noise Ordinance must be complied with. If amplifiers or similar equipment are proposed to be used, the maximum sound level permitted at any residential property must not exceed 55 dB(A) from 7 a.m. to 9 p.m. and 45 dB(A) from 9 p.m. to 7 a.m. If concern is raised regarding the sound level of music, it may be required that the sound be modified so as not to be a nuisance to the surrounding residential areas. If a complaint is received for any music or loud noise, including the revving of engines, open headers, excessive engine noise, etc., then at the request of any Camarillo Police Officer, the music must be turned down or the loud noise quieted. If a second complaint is received, the music or loud noise is to be shut off, or violators may be asked to leave the event.
21. All speakers must be directed away from the surrounding neighborhoods to help reduce any noise impact.
22. To protect the landscaping in the planter areas along Ventura Boulevard, those areas must be fenced off. Fencing must constantly be monitored by a person associated with the event to ensure they are maintained in an upright position.
23. Occupied building exit doors must not be obstructed. Tents or displays are not permitted in front of exit doors.
24. **SIGNAGE:** No bandit signs, human signs, balloons, flags, buntings, or pennant flags are permitted. All barriers, signs, and/or markings must be placed in locations where they will not create a sight distance restriction for the motoring public or pedestrians and must be removed at the conclusion of the event. No signs are permitted other than those authorized by the Sign and Special Events Ordinance.
 - a. Displays, props, equipment, or signage must not be erected in such a manner to block the visibility of the motoring public from entering or exiting the area. Any signs, props, or displays erected must be removed at the conclusion of the event.
 - b. An on-site banner for the special event during the day of the event may contain a maximum of 36 square feet in area and three feet in height.
 - When mounted on a fence or fence post, the top of the banner may not exceed eight feet in height. If mounted on a building, the banner may not exceed the roofline of the building.
 - The on-site banner must be removed at the conclusion of the event.
 - c. 8 off-site banners may be placed no more than 30 days before the event and must be removed no later than two days after the event.
 - Each off-site banner must contain a phone number and contact person associated with the event who is responsible for removing the banner.
 - When mounted on a fence post, fence, or wall, the top of the banner may not exceed 8 feet in height. If mounted on a building, the banner may not extend above the roofline of the building.
 - No off-site banners may be placed within the public right-of-way.
 - Banners may not exceed 36 square feet and 3 feet in height.
25. No signage may be placed within the public right-of-way, including on any light or utility poles. No off-site signage is permitted unless specifically approved by the Department of Community Development under this Special Event Permit.

26. The applicant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each participating vendor, exhibitor, carnival ride operator, and volunteer or any other person or entity involved by, for, with, or on behalf of the applicant in connection with this permit. In the event the applicant fails to obtain such indemnity obligations from others as required, the applicant agrees to be fully responsible according to the terms of this section.
27. The applicant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from every participating vendor, exhibitor, carnival ride operator, and volunteer or any other person or entity involved by, for, with, or on behalf of Applicant/Permittee in connection with this permit. In the event the Applicant/Permittee fails to obtain such indemnity obligations from others as required here, Applicant/Permittee agrees to be fully responsible according to the terms of this section.
28. Should the City determine it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Applicant/Permittee will be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by City, even if the matter is not prosecuted to a final judgment or is amicably resolved unless City should otherwise agree with Applicant/Permittee to waive said fees or any part thereof. The foregoing will not apply if the Applicant/Permittee prevails on every issue in the enforcement proceeding.
29. **FOOD AND BEVERAGES:** The applicant must contact the Ventura County Department of Environmental Health at 805.654.2820 for permitting, clearance, and inspection of temporary food facilities and vending. All food trucks must have proper permits from the Ventura County Department of Environmental Health.
30. **NON-SMOKING REQUIREMENT:** As a result of the City Council's adoption of Ordinance 1053 on April 28, 2010, and effective May 28, 2010, smoking is not permitted at any public event (including those held on private property) in the City of Camarillo. This new law affects all areas within an event's permitted site, including parking lots, streets, and sidewalks, beginning 60 minutes before to 60 minutes after the conclusion of the event.
 - a. All event permittees must include information about the law in their publicity to ensure maximum compliance with the law. At a minimum, the words, **"SMOKE-FREE EVENT"** must be included in legible, capitalized, boldface type on news releases, flyers, posters, websites, and brochures. (Note: 8-point to 12-point type is sufficient for printed materials ranging from 3½" x 8½" to 8½" x 11"—proportionally larger type is required for oversize documents and posters.) A PDF version of the sign is available at www.cityofcamarillo.org and may be printed in color on 11" x 17" paper.
 - b. The City of Camarillo Community Development Department will provide (free of charge) enough two-color, 12" x 18" signs printed with the "No Smoking" symbol and the words, **"THIS IS A SMOKE-FREE EVENT"** for all major access points to each event. These signs must remain posted and visible throughout the event's operation and should be placed on a mounting substantial enough to withstand wind, rain, and crowds.

CHARITY BINGO (GAMBLING) FUNDRAISING EVENTS:

31. The non-profit organization must secure all required approvals for the event from the Bureau of Gambling Control before the start of the event.
32. The event must operate in accordance with the Business & Professions Code sections 19985 through 19987, which specifically authorizes non-profit organizations to conduct what are referred to as "controlled games" as fundraisers under specified circumstances.

33. The nonprofit organization may hold only one gambling fundraiser per calendar year.
34. The event cannot last more than 5 consecutive hours.
35. The sponsoring organization is required to check the identification of participants to ensure each participant is at least 21 years of age.
36. In accordance with the Business & Professions Code section 19986(c), no cash prizes or wagers may be awarded to participants, however, the winner of each game may be entitled to a prize from those donated to the fundraiser. An individual prize awarded to each winner must not exceed a cash value of five hundred dollars (\$500). For each event, the total cash value of prizes awarded must not exceed five thousand dollars (\$5,000).
37. In accordance with the Business & Professions Code section 19986(d), at least 90 percent of the gross revenue from the fundraiser must go directly to the nonprofit organization.
38. Only controlled games as defined by California Penal Code section 337j(e)(1) may be played at these events. Pursuant to California Penal Code section 330, et seq. slot machines and other games, including roulette, craps, twenty-one, or any banking or percentage game played for anything of value, are prohibited and cannot lawfully be played for charitable fundraising purposes.
39. Bingo is only permitted for July 11, 2024, from 4 to 9 p.m. in the approved tent within the beer garden area. Any bingo activities outside of this tent and/or outside of the approved time frame is strictly prohibited.

INSURANCE

40. The applicant must procure and maintain for the duration of the permit insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the permitted activity. The cost of such insurance must be borne by the applicant. If the applicant maintains higher limits than the minimums shown, the City requires and is entitled to coverage for the higher limits maintained by the applicant.

At all times this permit is effective, Applicant/Permittee must procure and maintain commercial general liability insurance with a coverage limit of \$3,000,000 General Aggregate and \$1,000,000 for Each Occurrence.

At all times this permit is effective, Carnival operators must procure and maintain commercial general liability insurance with a coverage limit of \$10,000,000 General Aggregate and \$5,000,000 for Each Occurrence.

Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage. **Liability policies will be endorsed to name the "City of Camarillo, its elected and appointed officials, agents, volunteers, and employees" as "additional insured" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by City will be excess thereto.** Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to City.

All vendors (including food vendors, non-food vendors with sales, and exhibitors) must procure and maintain commercial general liability insurance with a coverage limit of \$2,000,000 General Aggregate and \$1,000,000 for Each Occurrence.

The applicant and the Carnival operator must furnish to City a duly authenticated certificate of insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by City from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A: VII."

Each vendor must provide individual complete certificates of insurance to the Camarillo Old Town Association. By Wednesday, July 3, 2024, the applicant must submit to the Community Development Department a complete list of each vendor with the Camarillo Old Town Association certifying receipt of each certificate of insurance. The City will not require a copy of each COI. Vendors that are unable to provide an individual certificate of insurance may be added to the Camarillo Old Town Association's policy if COTA's policy has been purchased thru the City's Special Event Insurance Program.

Payment for vendor coverage must be submitted to the City no later than Wednesday, July 3, 2024.

The applicant is responsible for collecting each of the certificates of insurance for the participating parties so that all the documentation can be submitted at one time to the Department of Community Development no later than **Wednesday, July 3, 2024.**

BUSINESS TAX

41. By **Wednesday, July 3, 2024**, the applicant, or its representative must contact the Business Tax Division of the City of Camarillo (805.388.5330) to apply for a Special Event business License and submit payment of **\$600**. The Special Event Business License allows all vendors, including the carnival owners, to conduct business within the City and solicit future business by participating in the five-day event. The business license obtained for this event will be valid only from July 10 through July 14, 2024.

PARKING / TRAFFIC

42. The applicant must comply with the **traffic detour plan** approved by the City Department of Public Works/Traffic Division for the entire duration of the event. No modifications are to be made to either the site plan or the traffic detour plan unless made by and under the direction of the Camarillo Police Department and a designated City representative.
 - a. COTA Committee must notify residents/businesses of traffic detours and business accessibility via Fir Street to the alley along the north side of Ventura Boulevard / Fir Street to Arneill Road.
 - b. Barricades, signs, cones, and delineators must be delivered to the event site and around the perimeter on the evening of **Friday, July 12, 2023, no later than 9 p.m.**
 - c. Traffic control set-up must not begin earlier than 5 a.m. on **Saturday, July 13, 2024**, and streets re-opened no later than **Sunday, July 14, 2024, at midnight.**
 - d. The City of Camarillo Noise Ordinance must be complied with during this activity.
43. During the event, the Police Department reserves the right of final approval on all decisions concerning traffic flow and public safety. The applicant may be required to modify the event at the request of the Police Department representative(s) to assure a safe activity. The Traffic Sergeant of the Camarillo Police Department (or their designee) is the contact person to assist the event representative(s) in areas of mutual concern.

44. Access roads at least 20 feet wide must be provided on Ventura Boulevard. All access roads must have an unobstructed vertical clearance of not less than 13 feet, 6 inches.
45. The public sidewalk must be accessible for pedestrian circulation.
46. The public event must be accessible to people with disabilities.
47. All vehicles associated with the event must be parked in proper parking areas and must not block access to any of the surrounding uses.
48. Tenants/patrons must be allowed to enter and leave the location without being unduly delayed and a parking attendant must monitor the approved parking area.
49. Participant and event staff parking is to be monitored so that vehicles are not blocking any streets, entrances/exits, and are parking in approved parking areas. A 36-inch minimum aisle pathway must be maintained throughout the event to allow for proper ingress and egress of attendees and staff, and to allow emergency personnel to easily reach anyone requiring assistance.
50. Event coordinators must make sure traffic flow does not back up into drive aisles or streets. If this occurs, event coordinators must stop the event to correct the problem. Event coordinators and/or participants are not to enter the roadway for any traffic control. At the request of any Camarillo Police Officer, the event must be shut down for the safe passage of vehicles and/or pedestrians that may need to enter or pass through the event.

SAFETY

51. All booths and activities must have an adult associated with the event present for as long as the booth or activity is open and in no case be manned solely by minors.
52. All generators must be isolated from the public by physical guards, fences, or enclosures.
53. Proper safety precautions must be made for all the entertainment and any equipment to prevent injury. Any equipment and/or instruments must have proper lighting and be roped off/barricaded and the cords covered or contained to prevent any tripping hazard. Equipment and/or instruments must not be stored or kept in the parking lot.
54. If the event has any kind of activity which causes any kind of safety issue, the event must cease until the activity ceases. If it is determined that police officers are required for crowd control or other purposes, officers may work the detail on overtime at the prevailing overtime rate and the Applicant/Permittee may be responsible for those costs.

SECURITY

55. All security personnel must be dressed and easily recognizable as security and their primary responsibility be that of security.
56. Hand-held radio communications must be maintained for the entirety of the event between all staff and volunteers.
57. The event coordinator or assistant coordinator must remain available during the entire event to ensure that all conditions attached to the application are complied with. In the event there is a call for service during the event (fire, ambulance, or law enforcement), the Applicant/Permittee or a representative will meet the responding unit(s) and direct them to the scene as needed. The person in charge will be expected to abide by the decisions of the responding public safety units and assist in implementing those decisions (i.e., clearing a specific area, additional traffic control, or closing the event).
58. As determined by the traffic control plan, police officers are required for traffic safety and will work the detail on overtime at the prevailing overtime rate. The event sponsor must pay

for any cost and may be required to deposit funds before the event as determined by the Director of Community Development.

59. The applicant is liable to the City of Camarillo for expenses incurred for extraordinary service to this event.

CARNIVAL RIDES

60. With permission from the Pleasant Valley School District, the carnival rides may begin setting up at 10:00 a.m. on the afternoon of **Sunday, July 7, 2023**. To comply with the City's Noise Ordinance, no set-up must continue beyond 9 p.m.
61. All carnival rides must have current OSHA permits. Arrangements are to be made to have an OSHA inspector on-site during the installation of the rides if required by OSHA. All rides must be cleared by OSHA and City personnel and have proper permits by **Wednesday, July 10, 2024, at 4 p.m.**, before the event opens Wednesday night. If the rides are not cleared, they must not operate Wednesday evening. If they are not cleared by OSHA on **Thursday, July 11, 2024**, they must not operate Thursday evening. If they are not cleared by OSHA on **Friday, July 12, 2024**, they must not operate at any time during the event.
62. The ticket booths for the carnival rides are to be closed **a half hour (30 minutes) before** the approved scheduled time of closing Friday through Saturday evening and **forty-five (45) minutes** before closing on Sunday.

TRASH AND RECYCLING

63. The Applicant/Permittee is required to ensure that proper containment, cleanup, and removal of any spills are implemented during the entire event. Please see the enclosed attachment for the minimum requirements.
- a. The entire event area and all parking lots must be completely cleaned at the conclusion of the event, which includes the removal of all trash and debris. Containers for trash must be provided around the event area and monitored continuously to ensure they are emptied and returned promptly. If City trash receptacles are used during the event, the permittee must also empty those containers.
- b. Containers must be provided for recycling with the containers clearly marked for that purpose. Please contact EJ Harrison at 805.647.7786 for further information.
64. As a result of the City Council's adoption of Ordinance 1181, effective on January 1, 2022, food providers, vendors, and event promoters are prohibited from selling or providing food or beverages in any expanded polystyrene (i.e., Styrofoam) food or beverage container, or separately providing such containers. The applicant acknowledges and agrees to enforce and comply with Ordinance 1181.

RESTROOMS

65. Enough clearly identified restroom facilities must be located within the event area to serve the convenience of those attending the activity (with an adequate number of accessible units). Appropriate and sufficient supplies must be available during the entire duration of the event. A trash receptacle must be provided at each hand-washing area.
66. Portable toilets should be located away from drainage facilities, watercourses, and from traffic circulation. If site conditions allow, place portable facilities a minimum of 50 feet from drainage conveyances and traffic areas. In the event this is not feasible, contact the stormwater division at 805.383.5659 for procedures to protect the inlet to prevent possible contamination.

BUILDING AND SAFETY

67. Electrical equipment and installations must comply with the Electrical Code. Appropriate clearances must be obtained from the Building and Safety Department before the set-up of any electrical connections. Inspections will be conducted before the event begins to ensure compliance. Please contact the Building and Safety Department at 805.388.5395.
68. The applicant must contact the City of Camarillo Department of Building and Safety at 805.388.5395 for permit requirements and inspection of the stage area.

GENERAL SAFETY CONDITIONS

69. Electrical equipment and installations must comply with the current California Electrical Code.
70. Children's activities are to be supervised continuously by an adult associated with the event and for the duration of the activity.
71. Access to a telephone must be maintained to expediently report emergencies.
72. The area designated for this event is to be properly secured to allow for the safety of the event participants and spectators.
73. If a portable temporary generator is used:
 - It must be isolated from the public by physical guards, fence, or enclosure,
 - All portable temporary generators must be self-grounded to the frame of the generator,
 - If the portable temporary generator is rated for 5,000 watts or more, a licensed electrician must verify the integrity of the bonding connection and post documentation on the generator, or have documentation available, before the start time of the Special Event. If the portable temporary generator is rated for less than 5,000 watts, the generator must meet the manufacturer's standards and safety requirements,
 - All electrical equipment for the event must be plug-connected through the receptacles mounted on the temporary portable generator.

STORMWATER/ PUBLIC WORKS

Additional information about the requirements listed below can be obtained by calling the Stormwater Program Manager at 805.388.5385.

74. Dry cleanup methods must be used for all areas to be cleaned. When necessary, a high-pressure system must be used, and the wastewater vacuumed up and disposed of properly (not to the storm drain system). All adjacent storm drain inlets must be protected during any wash-down events to prevent any discharge to them. No carnival attraction rides must be allowed to be washed down without total collection and proper disposal of the wastewater.
75. The applicant is required to ensure that proper containment, cleanup, and removal of any spills are implemented during this activity. The following are the minimum requirements of a spill prevention plan that must be followed in the event of a spill during the event:

Cleanup

- Ensure adequate spill cleanup materials are kept in accessible locations and clearly identified. Spill materials can include sandbags, absorbents such as kitty litter, broom and dustpan, gloves, and eye protection.
- Clean up leaks and spills immediately.
- Protect/block any adjacent storm drain inlets to prevent spilled material from entry.

- Use a rag for small spills on paved surfaces, a damp mop for general cleanup, and absorbent material for larger spills. If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be sent to either a certified laundry (rags) or disposed of as hazardous waste.
- Never hose down or bury dry material spills. Clean up as much of the material as possible and dispose of it properly.

Minor Spills

- Minor spills typically involve small quantities of oil, hydraulic fluid, gasoline, paint, etc. which can be controlled by the first responder at the discovery of the spill.
- Use absorbent materials on small spills rather than hosing down or burying the spill.
- Absorbent materials should be promptly removed and disposed of properly.
- Follow the practice below for a minor spill:
 1. Contain the spread of the spill.
 2. Recover spilled materials.
 3. Clean the contaminated area and properly dispose of contaminated materials.

Semi-Significant Spills

Semi-significant spills still can be controlled by the first responder along with the aid of other personnel such as laborers and the foreman, etc. This response may require the cessation of all other activities.

Spills should be cleaned up immediately:

- Contain the spread of the spill.
- Notify the supervisor immediately.
- If the spill occurs on paved or impermeable surfaces, clean up using "dry" methods (absorbent materials, cat litter, and/or rags). Contain the spill by encircling it with absorbent materials and do not let the spill spread widely.
- If the spill occurs in dirt areas, immediately contain the spill by constructing an earthen dike. Dig up and properly dispose of contaminated soil.
- If the spill occurs during rain, cover the spill with tarps or other material to prevent contaminating runoff.

Significant/Hazardous Spills

For significant or hazardous spills that cannot be controlled by personnel in the immediate vicinity, the following steps should be taken:

- Notify the local emergency response by dialing 911. In addition to 911, the applicant must notify the proper city officials (805.388.5338). It is the applicant's responsibility to have all emergency phone numbers at the site.
- The services of a spill contractor or a Hazardous Material team should be obtained immediately. Event personnel should not attempt to clean up until the appropriate and qualified staff have arrived at the job site.

76. The entire event area is to be completely cleaned at the conclusion of the event, which includes the removal of all trash and debris. Containers for trash must be provided around the event

area and monitored continuously to ensure they are emptied and returned promptly. No trash must be allowed to enter any storm drain inlets.

77. When subjected to high winds or the risk of high winds, temporary sanitary facilities should be secured to prevent overturning. They must be equipped with containment to prevent pollutants from entering the storm drain system. They must be maintained in good working order by a licensed service provider. Dispose of the waste at an authorized disposal facility, never dispose of toilet waste or cleaning materials in the storm drain system.

FIRE DEPARTMENT

Additional information about the requirements listed below is available at vcfd.org or by calling the VCFD Fire Prevention Bureau at 805.389.9738.

78. Fire Safety and Evacuation Plan: A Fire Safety and Evacuation Plan must be prepared and maintained on-site for all special events. Smoking is prohibited. Row seating greater than 200 seats must be fastened together in groups of not less than three or securely attached to the floor.
79. Emergency Vehicle Access: A 20-foot clear emergency vehicle access road must be provided and maintained for the duration of the event. The emergency vehicles' access road must be unobstructed by guest and staff vehicles. Road barriers must be movable by one person without special knowledge or extraordinary effort.
80. Fire Protection Equipment and Systems: Fire hydrants, fire extinguishers, and fire protection components must be maintained, operational, and accessible. A serviced 2A:10BC rated fire extinguisher must be provided and mounted in all areas not to exceed 75 FT of travel. Additional Fire District Fire Extinguisher information is available online.
81. Cooking: Concession stands used for cooking must have a 10-foot clearance on two sides and a serviced 2A:10BC-rated fire extinguisher. Deep-fat fryers must be provided with a serviced class K-rated fire extinguisher. Portable barbecue grills must be located at least 10 feet away from the public, concession stands, buildings, and combustible storage areas. Barriers must be provided to separate the public from all cooking operations. Additional Fire District Special Event Cooking information is available online.
82. Propane: Propane cylinders must be stored in an upright position and must be secured to prevent movement. Propane storage must be in a secure non-public accessible exterior location.
83. Generators: All generators must be isolated from the public by a fence or other enclosure. Each generator must be provided with a serviced 2A:10BC-rated fire extinguisher.
84. Electrical Permit: All temporary electrical systems must be permitted by the local building and safety department and maintained in accordance with the National Electrical Code.
85. Tent Permit: A Fire Code Permit is required for tents over 400 square feet and canopies over 700 square feet. The total square footage must be calculated for multiple tents and canopies that do not have a minimum 12-foot separation. A Fire Safety Officer will be required when the occupant load is greater than 500. The Fire Code Permit Application and fee information is available online.
86. Open Flame and Candle Permits are required to use open flames or candles in connection with assembly areas, religious activities, and performances. Additional Open Flame and Candle Permit information is available online.

87. Fireworks Permit: A Fireworks Permit is required for all fireworks display permits, and a California Pyrotechnic Operator License must be submitted. Additional Fire District Fireworks Permit requirements are available online.
88. Assembly Permit: An Assembly permit is required for indoor or outdoor events where 1,000 or more persons are expected to congregate at one time. These types of events may include but are not limited to carnivals, fairs, festivals, parades, sports events, fundraisers, political rallies, religious activities, trade shows, and exhibits. Additional Fire District Assembly Permit requirements are available online.
89. Public Safety Plan: A Public Safety Plan must be submitted for indoor and outdoor events where 1,000 or more persons are expected to gather in an area other than approved Assembly and Public School occupancies.
90. Crowd Managers: Trained crowd managers must be provided for indoor and outdoor events where more than 500 persons congregate at the same time. A ratio of one crowd manager for every 250 persons is required. Crowd managers may be assigned law enforcement personnel or staff members with formal and approved, documented training.
91. Safety Personnel: When a Fire Code permit is required a dedicated Fire Watch and/or Ventura County Fire Prevention Safety Officer may be required depending on the nature of the event, activities, and the number of persons attending. The costs for safety personnel and permits must be the sole responsibility of the applicant. Additional Fire District Fire Watch requirements are available online.
92. The applicant must comply with Fire Department regulations for maximum capacity permitted for the event.