

SUBJECT: APPROVAL FOR COMMUNITY CIVIC EVENT - PORTERVILLE CHAMBER OF COMMERCE - IRIS FESTIVAL - APRIL 25, 2015

SOURCE: Finance Department

COMMENT: The Porterville Chamber of Commerce is requesting approval to hold its annual Iris Festival on Saturday, April 25, 2015, from 9:00 a.m. to 5:00 p.m. This year's festival will include a Chili-Cook-Off, Car Show, Sidewalk Sales and Antique Peddlers Faire, along with the usual entertainment, food and craft booths. The following request for street closures and public property usage are requested from 3:00 a.m. to 8:00 p.m.:

**STREETS:**

Main Street from Morton Avenue to Olive Avenue;  
Garden Avenue from Main Street to the alley east of Main Street;  
Oak Avenue from Division Street to the alley east of Main Street;  
Mill Avenue from Division Street to the alley east of Main Street;  
Putnam Avenue from Division Street to the alley east of Main Street;  
Cleveland Avenue from Division Street to the alley east of Main Street;  
Thurman Avenue from Division Street to the alley east of Main Street; and  
Harrison Avenue from Division Street to the alley east of Main Street.

**SIDEWALKS:**

Main Street from Olive Avenue to Morton Avenue;

**PARKING LOT:**

Former J.C. Penney parking lot.

**PARK:**

Centennial Park on Main Street.

This request is being made under Community Civic Event Ordinance No. 1326, as amended. The application has been routed according to the ordinance regulations and reviewed by all departments involved. All requirements are listed on the attached Application, Agreement and Exhibit A and Exhibit B.

RECOMMENDATION: That the Council approve the Community Civic Event Application and Agreement from the Porterville Chamber of Commerce, subject to the Restrictions and Requirements contained in the Application, Exhibit A and Exhibit B of the Community Civic Event Application.

ATTACHMENT: Community Civic Event Application, Agreement, Exhibit A, Exhibit B, Map and Outside Amplifier Permit.

D.D. MB

Appropriated/Funded AMB

C.M. J

Item No. 17

# CITY OF PORTERVILLE

291 N. Main Street, Porterville, CA 93257  
559-782-7451 Fax: 784-4569



## APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

DO YOU HAVE? Event Flyer? E-mail address? Website?  
Application date: 2/10/15 Event date: 4-25-15  
Event time: 9am - 5pm, Clear 3a-8pm  
Name of Event: Porterville Iris Festival  
17th annual  
Sponsoring organization: Chamber Porterville Phone # 5597847502  
Address: 93 N main st  
Authorized representative: Stephanie Carter Phone # 5597847602  
Address: same as above  
Event chairperson: Cherly Haugen Phone # \_\_\_\_\_  
Location of event (location map must be attached): Downtown Porterville - main street  
close to market.  
Type of event: Festival - Vendor kids zone, entertainment,  
chili cook off, foodbooths, sidewalk sales,  
Non-profit status determination: 501(c)(6)

City services requested (fees associated with these services will be billed separately):  
Barricades (quantity): 60 Street sweeping Yes \_\_\_\_\_ No X  
Police protection Yes X No \_\_\_\_\_ Refuse pickup Yes X No \_\_\_\_\_  
Other: Special events officer  
Parks facility application required: Yes \_\_\_\_\_ No X Attached \_\_\_\_\_  
Assembly permit required: Yes \_\_\_\_\_ No X Attached \_\_\_\_\_

### STAFF COMMENTS (list special requirements or conditions for event):

<u>Appr.</u>	<u>Deny</u>		
_____	_____	Bus. Lic. Spvr.	_____
_____	_____	Pub. Works Dir	_____
_____	_____	Comm. Dev. Dir.	_____
_____	_____	Field Svcs. Mgr.	_____
_____	_____	Fire Chief	_____
_____	_____	Parks Dir.	_____
_____	_____	Police Chief	_____
_____	_____	Admin. Svcs. Dir.	_____

# CITY OF PORTERVILLE

## APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

### *What constitutes a Community Civic Event?*

A non-profit organization wishes to sponsor an event that is open to the community at large and will utilize public property. Most of the time, Community Civic Events require street or sidewalk closures.

Authorization: This permit must be submitted **NO LESS THAN 30 days PRIOR** to the date of the event in order to obtain City Council approval.


City Code requirements:

- At least 48" must remain clear on sidewalks for pedestrian traffic.
- Do not block any entrance to or exit from buildings.
- Area must be accessible to emergency and safety personnel and vehicles.
- Electrical cords must be approved and installation checked by the Fire Department.


Liability insurance: The sponsoring organization/applicant agrees to provide and keep in force during the term of this permit a policy of liability and property damage insurance against liability for personal injury, including accidental death, as well as liability for property damage which may arise in any way during the term of this permit. The City of Porterville shall be named as additional insured. **When the location of the event is in Downtown Porterville, the Porterville Redevelopment Agency must also be named as additional insured.** The amounts of such insurance and any additional requirements are listed in Exhibit "A." A Certificate of Liability Insurance form sample is enclosed for your convenience. **This original certificate shall be submitted to the Finance Department prior to the City of Porterville Council's approval.**

 Authorized Representative Initials

Alcohol liability insurance: Organization/Applicant will obtain an alcohol permit if any alcoholic beverages are to be served. The insurance policy shall be endorsed to include **full liquor liability** in an amount not less than one million dollars (\$1,000,000) per occurrence. The City of Porterville shall be named as additional insured against all claims arising out of or in connection with the issuance of this permit or the operation of the permitted, his/her agents or representatives pursuant to the permit. **Claims-made policies are not acceptable.**

 Authorized Representative Initials

Health permit: Organization/Applicant **will obtain or ensure** that all participants obtain a 'Temporary Food Facilities' permit(s) from the Tulare County Public Health Department, if any food is to be served in connection with this Community Civic Event. To contact the Tulare County Environmental Health Department located at 5957 S. Mooney Blvd., Visalia, CA, 93277, call 559-733-6441, or fax information to 559-733-6932; or visit their website: [www.tularehhsa.org](http://www.tularehhsa.org).

 Authorized Representative Initials

First aid station: Organization/Applicant will establish a first aid station, with clearly posted signs, to provide basic emergency care, such as ice/hot packs, bandages, and compresses.

 Authorized Representative Initials

Agreement: The sponsoring organization/applicant agrees to comply with all provisions of the Community Civic Event Ordinance 15-20(e), as amended, and the terms and conditions set forth by City Council and stated in Exhibit "A." The sponsoring organization/applicant agrees, during the term of this permit, to secure and hold the City free and harmless from all loss, liability, and claims for damages, costs and charges of any kind or character arising out of, relating to, or in any way connected with his/her performance of this permit. Said agreement to hold harmless shall include and extend to any injury to any person or persons, or property of any kind whatsoever and to whomever belonging, including, but not limited to, said organization/applicant, and shall not be liable to the City for any injury to persons or property which may result solely or primarily from the action or non-action of the City or its directors, officers, or employees.

Porterville Chamber of Commerce (Name of Organization)	Stephanie Cortez (Signature)	2/11/15 (Date)
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VENDOR/PARTICIPANT LIST IN CONNECTION WITH THE APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

Location: Main St, Olive to Morton Event date: 4/25/15 Event time: 9-5  
Closure 3am-8pm

[illegible]

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# CITY OF PORTERVILLE

REQUEST FOR STREET CLOSURES AND PUBLIC PROPERTY USAGE IN CONNECTION WITH THE APPLICATION AND AGREEMENT FOR A PERMIT TO HOLD A COMMUNITY CIVIC EVENT OR OTHER ACTIVITY TO BE HELD ON PUBLIC PROPERTY

Name of event: Iris Festival

Sponsoring organization: Porterville Chamber of Commerce

Event date: April 25, 2015 Hours: Event 9am-5pm  
Closure 3am-8pm

**ATTACH MAP MARKING AREAS TO BE CLOSED OR USED:**

## Closed

<u>Street Name</u>	<u>From</u>	<u>To</u>	<u>Activity</u>
Main	Olive	Morton	Vendor Booth
Garden	Main	East Alley	Kids Zone
Oakmill	Division	East Alley	Entertainment
Putnam			Chili Cookoff
Cleveland			military
Thurmont			Display
Harrison			
<u>Sidewalks</u>	<u>From</u>	<u>To</u>	<u>Activity</u>
Main	Olive	Morton	merchant
			Sidewalk Sale
<u>Parking lots and spaces</u>	<u>Location</u>		<u>Activity</u>
All Spaces →	adjacent to Allen's Post Building		Antique
			Sidewalk
			Fooders
			Fair..

REQUIREMENTS FOR COMMUNITY CIVIC EVENT

PORTERVILLE CHAMBER OF COMMERCE

IRIS FESTIVAL

APRIL 25, 2015

Finance Director:

*M. Bemis*

Deputy Public Works Director:

*M. Reed*

Community Development Manager:

*J. Phillips*

No comments.

Deputy Public Works Director:

*B. Styles*

Barricades may be obtained and returned at  
555 N. Prospect St.

Fire Chief:

*G. Irish*

No comments.

Parks and Leisure Services Director:

*D. Moore*

Keep vehicles off the grass in  
Centennial Park. Keep public out of the  
Main Street planters.

Police Lieutenant:

*J. Hall*

Please see Exhibit B.

Administrative Services Director:

*P. Hildreth*

Please see Exhibit A, page 2.

## REQUIREMENTS FOR COMMUNITY CIVIC EVENT

Sponsor: Porterville Chamber of Commerce  
Event: Iris Festival  
Event Chairman: Cheryl Haugen  
Location: Main Street  
Date of Event: April 25, 2015  
Time of Event: 9:00 a.m. to 5:00 p.m.

### RISK MANAGEMENT: Conditions of Approval

That the Porterville Chamber of Commerce provide a Certificate of Commercial General Liability Insurance Coverage evidencing coverage of not less than \$1,000,000 per occurrence, and having the appropriate Endorsement naming the City of Porterville and Successor Agency to the Porterville Redevelopment Agency, its Officers, Employees, Agents and Volunteers as 'Additional Insured' against all claims arising from, or in connection with, the Permittee's operation and sponsorship of the aforementioned Community Civic Event.

- A. Said Certificate of Insurance shall be an original (fax and xerographic copies not acceptable), the Certificate shall be signed by an agent authorized to bind insurance coverage with the carrier, and the deductible, if any, shall not be greater than \$1,000.
- B. Said insurance shall be primary to the insurance held by the City of Porterville, be with a company having an A.M. Best Rating of no less than A: VII, and the insurance company must be an 'admitted' insurer in the State of California.

**CITY OF PORTERVILLE/POLICE DEPARTMENT**  
**Community Civic Event Application**

**Iris Festival, April 25, 2015**

Proposed Conditions/Requirements for Iris Festival Ȳ Downtown Porterville

- City Council approval is required for all street closures.
- On all streets approved for closure, ensure adequate barricades/barriers are used to warn motorists of non-access and prevent vehicle access to those designated areas.
- If event organizers anticipate the need for removal of parked vehicles from public roadways related to the event, the affected public roadways must be posted with appropriate signage no less than 24 hours in advance of the event. Said signs and associated posting must meet minimum requirements as established by the California Vehicle Code. (Recommend event organizers contact OIC Mark Azevedo of the Porterville Police Department/Traffic Unit in order to ensure that signs meet the requirements as established by law or request additional assistance).
- Food vendors should provide inspection certificates from the Tulare County Health Department to members of the organizing committee, to ensure food product safety.
- If event organizers anticipate the sales of alcoholic beverages during the event, they must first apply for and be granted a temporary license to sell alcohol from the CA Dept. of Alcoholic Beverage Control. If such license is issued, additional conditions may apply (beer garden, location, security).
- An Outside Amplifier Permit has been approved and granted. However, event organizers shall not allow music to be played so loud as to unreasonably disturb the peace and good order of any residents or business establishments in the surrounding area.
- At conclusion of event, event organizers shall ensure streets are promptly cleared of any vehicles, equipment, booths or anything that could present a hazard to pedestrians or vehicles traveling through this area.

John Hall, Lieutenant  
Police Department

EXHIBIT B



E ST.

MORTON AVE.

D ST

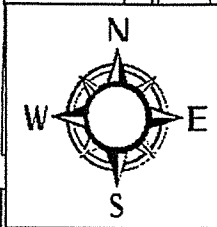
HOCKETT

Chili  
Cook  
-Off

SECOND

THIRD

FOURTH



POLICE

HARRISON

Parking  
Lot  
# 4

Restrooms

THURMAN

CITY  
HALL

Gazebo

CLEVELAND

Parking  
Lot  
# 3

Parking  
Lot  
# 5

Restrooms

Kids Area

PUTNAM AVE.

Sky Bungee

Restrooms

MILL

HOCKETT

DIVISION

Parking  
Lot  
# 6

Restrooms

Stage

OAK

Parking  
Lot # 1 & 2

HIC Restroom

I C of C

174

55

Train

F

221

178

F

Antiques

MAIN

SECOND

THIRD

FOURTH

D ST.

HOCKETT

OLIVE AVE.

Salute to Military

F - Food Booth Locations

Parking  
Lot  
# 7

GARDEN

WILLOW

RAILROAD

HENRAHAN ST.

RAILROAD

CITY OF PORTERVILLE  
OUTSIDE AMPLIFIER PERMIT  
(City Ordinances #18-9 & 18-14)



This application must be submitted ten (10) days prior to the date of the event. A copy of this permit must be at the operating premises of the amplifying equipment for which this registration is issued.

- 1 Name and home address of the applicant: Porterville Chamber of Commerce  
93 N Main St.
- 2 Address where amplification equipment is to be used: Main St
- 3 Names and addresses of all persons who will use or operate the amplification equipment: Various  
Chamber Volunteers Joseph Zenith, Monte Regas, Chris Wilcox
- 4 Type of event for which amplification equipment will be used: Irish Festival
- 5 Dates and hours of operation of amplification equipment: April 25, 2015 9am-5pm
- 6 A general description of the sound amplifying equipment to be used: Outdoor PA system, 300 watts

Section 18-9

It shall be unlawful for any person within the city to use or operate or cause to be operated or to play any radio, phonograph, jukebox, record player, loudspeaker, musical instrument, mechanical device, machine, apparatus, or instrument for intensification or amplification of the human voice or any sound or noise in a manner so loud as to be calculated to disturb the peace and good order of the neighborhood or sleep of ordinary persons in nearby residences or so loud as to unreasonably disturb and interfere with the peace and comfort,

The operation of any such instrument, phonograph, jukebox, machine or device in such manner as to be plainly audible at a distance of one hundred feet (100') from the building, structure, vehicle, or place in which, or on which it is situated or located shall be prima facie evidence of a violation of this section. (Ord. Code § 6311)

Section 18-14

It shall be unlawful for any person to maintain, operate, connect, or suffer or permit to be maintained, operated, or operated, or connected any or sound amplifier in such a manner as to cause any sound to be projected outside of any building or out of doors in any part of the city, except as may be necessary to amplify sound for the proper presentation of moving picture shows, or exhibiting for the convenient hearing of patrons within the building or enclosure in which the show or or exhibition is given, without having first procured a permit from the chief of police, which permit shall be granted at the will of the chief of police upon application in writing therefore, but which permit, when granted, shall be revocable by the city council whenever any such loudspeaker or sound amplifier shall by the council be deemed objectionable, and any such permit may be so revoked with or without notice, or with or without a formal hearing, at the option of the council, and in the event of the revocation of any such permit, the same shall not be renewed, except upon application as the first instance. (Ord. Code § 6312)

Penal Code Section 415 (2) Any of the following persons shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars (\$400), or both such imprisonment and fine: (2) Any person who maliciously and willfully disturbs another person by loud and unreasonable noise.

I hereby certify that I have read and answered all statements on this registration form and that they are true and correct.

Stephanie Cordes  
Signature of Applicant

2/11/15  
Date

THIS OUTSIDE AMPLIFIER PERMIT HAS BEEN APPROVED. HOWEVER, WE URGE YOU TO REMAIN CONSIDERATE OF THE GENERAL PEACE AND ORDER OF THE NEIGHBORS IN THE AREA. FAILURE TO ABIDE BY THESE REGULATIONS CAN RESULT IN REVOCATION OF THE PERMIT.

[Signature]  
City of Porterville, Chief of Police/Designee

3/10/15  
Date