

SPECIAL USE PERMIT FOR PINE MOUNTAIN VILLAGE

Please submit applications 60 days prior to commencement of the use of event to ensure adequate review of the application by the PMCCPOA Board of Directors. In order for the PMCCPOA Board to process a Special Use Permit, the application fee must be submitted with the completed application. Depending on the type of event a Clean-Up/Damage Deposit may be required. All applicants for events in Pine Mountain Village must be Non-Profit Groups or a Member of the of Pine Mountain Club Commercial Property Owners Association in good standing.

CHECK TYPE OF USE OR EVENT

- Festival Motor Vehicle Charity Theatre/Musical Wedding/Funeral
- Other – Describe: _____
- Guests will be charged to attend. If so, Admission Charge: \$ _____
- Proceeds will benefit: _____

DESCRIPTION OF USE OR EVENT

Location requested: _____

Date(s) of Event: _____ Start of Set Up: _____ am/pm Tear Down: _____ am/pm

Time/Hours of Event: _____ Number of Volunteers: _____

Age of Volunteers: _____ - _____ Anticipated Number of Attendees: _____

Will food be served: Yes No Will food be prepared onsite: Yes No

Health Permit Required: Yes No If so, please attach copy of your Health Permit Application. Once your Health Permit has been obtained, a copy must be provided to the PMCCPOA Board prior to this event.

Will alcohol be served: Yes No If so, please attach a copy of your ABC application. ABC permit must be provided to the PMCCPOA Board prior to this event.

Will loud speakers be used: Yes No Live entertainment: Yes No

Hours of live entertainment: _____ Provide a detailed description of the type of live entertainment: _____

THERE ARE NO RESTROOM FACILITIES IN THE VILLAGE.

Number of portable toilets being rented: _____ Number of hand washing stations: _____

Number and type of other temporary structures and how will they be fastened to the ground (i.e. easy ups): _____

- Will event require Sheriff: Yes No Highway Patrol: Yes No Private Security: Yes No
- Fire Department Personnel: Yes No Ambulance: Yes No

Provide any additional information you want the Board to consider or any special needs for the event on a separate sheet

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SUBMITTAL REQUIREMENTS

Proof of Non-Profit Entity Status; or If Member, Member's Name: _____

Application Fee: \$ _____ Clean-Up Damage Deposit of: \$ _____

(Deposit is refundable after event, less any charges. PMCCPOA reserves the right to recover additional costs from applicant plus expert witness fees, and reasonable attorney fees.)

4 copies of Site Plan Attachment are provided for use to:

- Show location of all event activities including buildings, temporary improvements and portable restrooms.
- Show all vendor locations, parking areas, food and beverage service locations.
- Show any street closures and the location of any lighting.
- Show location of all generators, storage facilities, refuse containers and dumpsters.

Proof of insurance with limits of not less than \$1,000,000 naming the Pine Mountain Club Commercial Property Owners Association (PMCCPOA) as an additional insured.

Copies of Health Permits, ABC Permit, and/or Resale Permits prior to the event, or satisfactory written proof they will be issued prior to the event.

Proposed signage for street closures and directions to the event.

EMERGENCY CONTACT PERSON INFORMATION: (This person must be onsite throughout the entire event)

Name: _____ Cell Number: _____

Email: _____ Additional Contact Number: _____

APPLICANT INFORMATION:

Name: _____ Cell Number: _____

Email: _____ Additional Contact Number: _____

I hereby certify and declare under penalty of perjury under the laws of the State of California that all of the foregoing information is true and correct.

Print Applicant Name: _____

Signature: _____ Date: _____

ACTION TAKEN:

Approved (See attached Conditions of Approval)

Denied Reasons for denial: _____

Provide any additional information you want the Board to consider or any special needs for the event on a separate sheet