

## **INSTRUCTIONS FOR APPLYING FOR FESTIVAL PERMIT – CCC 15.08, FESTIVALS**

A festival permit applies to any event where the total attendance is anticipated to be 1,500 or more over the entire event, the duration is three hours or longer, it takes place outdoors, and amplified sound is used.

Festivals are differentiated from assemblies because they involve recorded musical entertainment, live entertainment, or other outdoor entertainment where sound is used as part of the entertainment or for public address.

The application must be filed in writing with the Clerk of the Board not less than 90 days prior to the first scheduled day of the festival and accompanied with a permit fee of \$2,500. No less than five copies of all materials shall be submitted for review by:

- Board of Commissioners
- Health and Human Services Department/Environmental Health
- Sheriff
- Public Works/Roads
- Fire District

Due to the complex requirements of the permit process, please secure approval before arranging for entertainment and making a commitment for the festival.

The attached application highlights the rules and regulations outlined in CCC 15.08. The applicant/promoter is responsible for compliance with all of the requirements of the festival code and for submission of all documents in compliance with such.

IT IS IMPERATIVE THAT ALL WRITTEN INFORMATION AND DOCUMENTATION IS SUBMITTED WITH THE APPLICATION. THE COUNTY IS REQUIRED TO HOLD A PUBLIC HEARING WITHIN 30-DAYS AFTER SUBMISSION OF THE APPLICATION TO APPROVE OR DENY THE PERMIT.

### **1. Submit application with fee.**

- 2. Submit written documentation as outlined in CCC 15.08, Festivals and as summarized on the application/checklist form.** The ordinance states that the decisions made by various departments are based upon written plans and documentation. Departments cannot base decisions on verbal conversations; carefully read the ordinance and address each requirement in writing. Each department approving the various requirements might follow-up with you to clarify issues or to request additional documentation. Section 15.08.040(8) a site and development plan

These instructions are not intended to be all-inclusive. It is the responsibility of the applicant to comply with the requirements of CCC 15.08, Festivals.

Once approved, the site and facilities will be inspected by County personnel to ensure that you are complying with the stated plans upon which approval was made. If you fail to comply with requirements, your permit may be withdrawn and the event closed.