

# City of Oakdale

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## ONE TIME EVENT APPLICATION

### Please Note

Effective August 1, 2007 the Oakdale City Council approved the following processing fees pertinent to One Time Event Applications

For private events that require City of Oakdale approval relative to the event such as, but not limited to, one-time alcohol permits from the Alcoholic Beverage Control Board, or Dance Permits.

Fees:

\$140 per application

**PLUS** \$150 if event includes alcohol

**Fees MUST accompany application at time of submission.**

(The minimum 30-day application process will not begin until fees are received by City Clerk.)

# ONE TIME EVENT APPLICATION

CITY OF OAKDALE  
280 NORTH THIRD AVENUE – OAKDALE, CA 95361

Event Name: \_\_\_\_\_

Host/Sponsor: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Times: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Location: \_\_\_\_\_

Anticipated Number of Guests \_\_\_\_\_

Alcohol Hosted:  Yes  No

Alcohol Sold:  Yes  No

1. \$140 Application Processing Fee must be submitted with the application. An additional \$150 must be included for events including alcohol. **These processing fees are non-refundable.**
  2. If the Applicant has any questions regarding the requirements of the Special Events Code, or this Application, a request for clarification should be made to **Kathy Teixeira, City Clerk, at 845-3573**. However, no clarification made by the City is binding unless incorporated into the terms of the Special Events Permit.
3. Please provide the information requested in items "A1" through "A3" below. If any portion of the requested information does not apply to this Application, please indicate "N/A" for that item.

A. **The name, address, and telephone numbers of each of the following:**

A1. The person filing the application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

A2. An alternate person to contact if an emergency arises (someone other than a City employee) and the applicant is unavailable:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

A3. The organization sponsoring the event (The "Applicant:"):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

4. By submitting this Application, the Applicant understands that the City shall review the application under the procedures set forth in the OMC. If the City approves the application, the Applicant will be notified by the City. The application processing fee(s) are non-refundable

On behalf of the Applicant, I hereby submit this Application for a Special Events Permit for the event described in this Application.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

Submit application with appropriate fee(s) to:

**City Clerk  
280 North Third Avenue  
Oakdale, CA 95361**



**OAKDALE POLICE DEPARTMENT**

**DANCE PERMIT APPLICATION**

DATE OF APPLICATION: \_\_\_\_\_ DATE OF DANCE: \_\_\_\_\_

ORGANIZATION OR SPONSOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

LOCATION OF THE DANCE: \_\_\_\_\_

TYPE OF DANCE: \_\_\_\_\_

PERSONS IN CHARGE (NO MORE THAN TWO):

1. \_\_\_\_\_ 2. \_\_\_\_\_

TIME OF DANCE: FROM \_\_\_\_\_ TO \_\_\_\_\_

APPROX NO. OF PEOPLE ATTENDING: \_\_\_\_\_

ALCOHOLIC BEVERAGES (CIRCLE): YES NO IF YES, NUMBER OF BARS: \_\_\_\_\_

NUMBER OF SECURITY OFFICERS: \_\_\_\_\_ AGENCY USED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ OAKDALE POLICE DEPARTMENT

APPROVED BY: \_\_\_\_\_ OAKDALE CITY HALL

\*PLEASE NOTE\* The number of security officers to be used will depend on the number in attendance and if there will be alcohol served at the dance.