



Parade/Assembly/City Plaza – Application Checklist

Please complete and return the following items to the Brian Auger, Economic Development Coordinator.

- Completed Parade/Assembly/City Plaza Permit Application (available at the Economic Development, 1313 Fifth Avenue, or SR Police Department, 1400 Fifth Avenue or online at http://docs.cityofsanrafael.org/EconDev/Event_Parade+Permit.pdf)
- Application Processing Fee made payable by check or money order, to the City of San Rafael
 - \$80 for standard/commercial events
 - \$40 for non-profit fundraising events
- When Police services are required the charge is \$100 per hour per officer.
- Diagram of Event Layout.
- Description of Event, including Time Schedule, Monitor and Cleanup Plan, Security Plan, and Volunteer Tasks.
- Written list of Power Requirements. Power services charge may be assessed after review by Events Coordinator. If services are charged, payment must be received no less than 48 hours prior to event.
- Insurance Certificate with Additional Insured Endorsement must be received no less than 48 hours prior to event. Events Coordinator will provide details.
- Refundable Damage Deposit, may be charged after review of the event plan; minimum \$500.00, up to maximum \$1,000.00.

Contact Information:

Brian Auger, Events/Film Coordinator,
San Rafael Economic Development
E-mail: brian.auger@cityofsanrafael.org
Phone: (415) 485-3465 or (415)485-3383
Fax: (415)485-3175

Traffic Office, San Rafael Police Department
(415) 483-3035

Return completed application/event information and payment to:

City of San Rafael
Economic Development
1313 Fifth Avenue
P.O. Box 151560
San Rafael, CA 94915-1560