



# SPECIAL EVENTS GUIDE

The purpose of this document is to provide clarification between the different types of special events, provide a guide on how applications are processed and timelines differentiate between events types. For more detailed information on items addressed in this document or subjects not addressed, please see Visalia Municipal Code 12.48.

<b>Special Event (Non-Expressive) <u>Type A</u> -Events <u>NOT</u> likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or not have, nor plan to have more than one thousand (1,000) persons in attendance.</b>	<b>Page #2</b>
<b>Definition:</b> An event that is <u>not classified</u> as an “Expressive Event” or a “Spontaneous Expressive Event” conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	

<b>Special Event (Non-Expressive) <u>Type B</u> - Events likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or have, plan to have more than one thousand (1,000) persons in attendance.</b>	<b>Page #3</b>
<b>Definition:</b> An event that is <u>not classified</u> as an “Expressive Event” or a “Spontaneous Expressive Event” conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	

<b>Expressive Event <u>Type A</u> - Events <u>NOT</u> likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or not have, nor plan to have more than one thousand (1,000) persons in attendance.</b>	<b>Page #4</b>
<b>Definition:</b> “Expressive Event” shall mean any Special Event organized or conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	

<b>Expressive Event <u>Type B</u> - Events likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or have, plan to have more than one thousand (1,000) persons in attendance.</b>	<b>Page #5</b>
<b>Definition:</b> “Expressive Event” shall mean any Special Event organized or conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	

<b>Spontaneous Expressive Event</b>	<b>Page #6</b>
<b>Definition:</b> “Spontaneous Expressive Events” shall mean any Expressive Event occasioned by news, affairs, or circumstances coming into public knowledge less than five (5) days prior to the date of such event.	

# Special Event (Non-Expressive) Type A

*Events **NOT** likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or not have, nor plan to have more than one thousand (1,000) persons in attendance.*

<b>Definition:</b> Non-Expressive Special Events	An event that is <u>not classified</u> as an “Expressive Event” or a “Spontaneous Expressive Event” conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	
<b>Step #1</b>  Start Application Process (Submit)	<ul style="list-style-type: none"> <li>Applications - Special Event Applications may be found and submitted on the City of Visalia’s website: <a href="https://www.visalia.city/depts/community_development/special_events/default.asp">https://www.visalia.city/depts/community_development/special_events/default.asp</a></li> <li>Fee – Applications will not be processed until application fee has been paid. Fees may be paid via check or credit card, in person, through the mail, or credit cards can be used over the phone (559-713-4444).</li> <li>Applications shall be initiated at least <b><u>one (1) month prior</u></b> to the event.</li> <li>Applications may be initiated as early as one (1) year prior to the event.</li> </ul>	VMC 12.48.030 (E) Visalia Fire Department’s Rates and Fees Schedule  VMC 12.48.040 (B)  VMC 12.48.040 (B)
<b>Step #2</b>  Processing of Applications	<ul style="list-style-type: none"> <li>After initial review of an application, the Special Events Committee may require additional information and documents to be provided.</li> <li>A meeting may be scheduled either in person or via telephone to coordinate and review requirements for processing the applications.</li> </ul>	VMC 12.48.060 (A)  VMC 12.48.040 (C)
<b>Step #3</b>  Application process completed	<ul style="list-style-type: none"> <li>Completed application and other materials required by the Special Events Committee shall be received by the Committee no later than <b><u>seven (7) business days prior</u></b> to the event.</li> <li>A Special Event shall be authorized if, after consideration of the application documentation provided, along with any other relevant information, the Committee finds that the event is in compliance with 12.48.080 of the City of Visalia’s Municipal Code</li> </ul>	VMC 12.48.040 (D)  VMC 12.48.080

# Special Event (Non-Expressive) Type B

*Events likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or have, plan to have more than one thousand (1,000) persons in attendance.*

<b>Definition:</b> Non-Expressive Special Events	An event that is <u>not classified</u> as an “Expressive Event” or a “Spontaneous Expressive Event” conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	
<b>Step #1</b>  Start Application Process (Submit)	<ul style="list-style-type: none"> <li>Applications - Special Event Applications may be found and submitted on the City of Visalia’s website: <a href="https://www.visalia.city/depts/community_development/special_events/default.asp">https://www.visalia.city/depts/community_development/special_events/default.asp</a></li> <li>Fee – Applications will not be processed until application fee has been paid. Fees may be paid via check or credit card, in person, through the mail, or credit cards can be used over the phone (559-713-4444).</li> <li>Applications shall be initiated at least <b>two (2) month prior</b> to the event.</li> <li>Applications may be initiated as early as one (1) year prior to the event.</li> </ul>	<p>VMC 12.48.030 (E) Visalia Fire Department’s Rates and Fees Schedule</p> <p>VMC 12.48.040 (B)</p> <p>VMC 12.48.040 (B)</p>
<b>Step #2</b>  Processing of Applications	<ul style="list-style-type: none"> <li>After initial review of an application, the Special Events Committee may require additional information and documents to be provided.</li> <li>Events likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way <b>SHALL</b> provide a <u>Special Event Encroachment Permit</u>, <u>Good Neighbor</u>, and <u>Traffic Control Plan</u> as part of their application.</li> <li>A meeting may be scheduled either in person or via telephone to coordinate and review requirements for processing the applications.</li> </ul>	<p>VMC 12.48.060 (A)</p> <p>VMC 12.48.060 (B)</p> <p>VMC 12.48.040 (C)</p>
<b>Step #3</b>  Application process completed	<ul style="list-style-type: none"> <li>Completed application and other materials required by the Special Events Committee shall be received by the Committee no later than <b>fourteen (14) business days prior</b> to the event.</li> <li>A Special Event shall be authorized if, after consideration of the application documentation provided, along with any other relevant information, the Committee finds that the event is in compliance with 12.48.080 of the City of Visalia’s Municipal Code</li> </ul>	<p>VMC 12.48.040 (D)</p> <p>VMC 12.48.080</p>

# Expressive Event Type A

*Events **NOT** likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or not have, nor plan to have more than one thousand (1,000) persons in attendance.*

<b>Definition:</b> Expressive Events	“Expressive Event” shall mean any Special Event organized or conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.		
<b>Step #1</b>  Start Application Process (Submit)	<ul style="list-style-type: none"> <li>Applications - Special Event Applications may be found and submitted on the City of Visalia’s website: <a href="https://www.visalia.city/depts/community_development/special_events/default.asp">https://www.visalia.city/depts/community_development/special_events/default.asp</a></li> <li>Fee – Applications will not be processed until application fee has been paid. Fees may be paid via check or credit card, in person, through the mail, or credit cards can be used over the phone (559-713-4444).</li> <li>Applications shall be initiated at least <b>five (5) business days prior</b> to the event.</li> <li>Applications may be initiated as early as one (1) year prior to the event.</li> </ul>		<p><i>VMC 12.48.030 (E)</i> <i>Visalia Fire Department’s Rates and Fees Schedule</i></p> <p><i>VMC 12.48.040 (B)</i></p> <p><i>VMC 12.48.040 (B)</i></p>
<b>Step #2</b>  Processing of Applications	<ul style="list-style-type: none"> <li>After initial review of an application, the Special Events Committee may require additional information and documents to be provided.</li> <li>A meeting may be scheduled either in person or via telephone to coordinate and review requirements for processing the applications.</li> </ul>		<p><i>VMC 12.48.060 (A)</i></p> <p><i>VMC 12.48.040 (C)</i></p>
<b>Step #3</b>  Application process completed	<ul style="list-style-type: none"> <li>Completed application and other materials required by the Special Events Committee shall be received by the Committee no later than <b>three (3) business days prior</b> to the event.</li> <li>A Special Event shall be authorized if, after consideration of the application documentation provided, along with any other relevant information, the Committee finds that the event is in compliance with 12.48.080 of the City of Visalia’s Municipal Code</li> </ul>		<p><i>VMC 12.48.040 (D)</i></p> <p><i>VMC 12.48.080</i></p>

# Expressive Event Type B

*Events likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way; or have, plan to have more than one thousand (1,000) persons in attendance.*

<b>Definition:</b> Expressive Events	“Expressive Event” shall mean any Special Event organized or conducted solely or primarily for the purpose of engaging in speech protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution.	
<b>Step #1</b>  Start Application Process (Submit)	<ul style="list-style-type: none"> <li>Applications - Special Event Applications may be found and submitted on the City of Visalia’s website: <a href="https://www.visalia.city/depts/community_development/special_events/default.asp">https://www.visalia.city/depts/community_development/special_events/default.asp</a></li> <li>Fee – Applications will not be processed until application fee has been paid. Fees may be paid via check or credit card, in person, through the mail, or credit cards can be used over the phone (559-713-4444).</li> <li>Applications shall be initiated at least <b><u>seven (7) business days prior</u></b> to the event.</li> <li>Applications may be initiated as early as one (1) year prior to the event.</li> </ul>	<p>VMC 12.48.030 (E) Visalia Fire Department’s Rates and Fees Schedule</p> <p>VMC 12.48.040 (B)</p> <p>VMC 12.48.040 (B)</p>
<b>Step #2</b>  Processing of Applications	<ul style="list-style-type: none"> <li>After initial review of an application, the Special Events Committee may require additional information and documents to be provided.</li> <li>Events likely to be, in, upon, or along any portions of any city street, sidewalk, alley, or other public right-of-way <b>SHALL</b> provide a <u>Special Event Encroachment Permit</u>, and <u>Traffic Control Plan</u> as part of their application.</li> <li>A meeting may be scheduled either in person or via telephone to coordinate and review requirements for processing the applications.</li> </ul>	<p>VMC 12.48.060 (A)</p> <p>VMC 12.48.060 (B)</p> <p>VMC 12.48.040 (C)</p>
<b>Step #3</b>  Application process completed	<ul style="list-style-type: none"> <li>Completed application and other materials required by the Special Events Committee shall be received by the Committee no later than <b><u>five (5) business days prior</u></b> to the event.</li> <li>A Special Event shall be authorized if, after consideration of the application documentation provided, along with any other relevant information, the Committee finds that the event is in compliance with 12.48.080 of the City of Visalia’s Municipal Code</li> </ul>	<p>VMC 12.48.040 (D)</p> <p>VMC 12.48.080</p>

# Spontaneous Expressive Event

<b>Definition:</b>	“Spontaneous Expressive Events” shall mean any Expressive Event occasioned by news, affairs, or circumstances coming into public knowledge less than five (5) days prior to the date of such event.		
Spontaneous Expressive Event			
<ul style="list-style-type: none"> <li>Prior to the start of the event, the organizer of a Spontaneous Expressive Event shall notify the Special Events Committee of the event and, to the extent reasonably practicable under the circumstances, respond to all appropriate requests for information.</li> <li>A Spontaneous Expressive Event must not present a substantial safety or traffic hazard and must not unduly impede, obstruct, impair, or interfere with the public’s use of the street or other public property, the operation of emergency vehicles, the provision of city services, or any lawful competing use of the location where the event is located.</li> <li>If any portion the previous prevision cannot be met than the following shall apply: <ul style="list-style-type: none"> <li>Unless the Spontaneous Expressive Event’s location has special communicative value to the purpose of the event and such value would be lost by moving the event to another location, the event’s organizer must make a diligent and good faith effort to relocate the event, and its participants, to another location that does not present a substantial safety or traffic hazard, or unduly impede, obstruct, impair, or interfere with the public’s use of the street or other public property, the operation of emergency vehicles, the provision of city services, or any lawful competing use of the location where the event is located.</li> <li>If the Spontaneous Expressive Event cannot be relocated due to the special communicative value of the event’s location or the unavailability of another location, then the Chief of Police shall take appropriate action to the extent reasonably necessary to eliminate the hazard, risk, interference, or impairment; provided, however, that the Chief of Police shall not order the area cleared or the cessation of spontaneous expressive activities unless reasonably necessary to avoid imminent danger to person or property.</li> </ul> </li> </ul>	VMC 12.48.070 (B)		
	VMC 12.48.070 (C)		
	VMC 12.48.070 (D)		
	VMC 12.48.070 (1)		
	VMC 12.48.070 (2)		