

Town of Paradise



Outdoor Special Event Guide

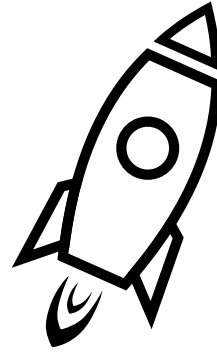
Pop-Up Events / Christmas Tree Lots / Pumpkin Patches / Carnivals / Parades / Athletic Events

Building Resiliency Center

Town of Paradise
6295 Skyway
Paradise, CA 95969

(530) 872-6291 ext. 411

Business Roadmap



Pop Up events / Christmas tree lot /Pumpkin patch / Carnivals / Parades / Athletic events

Special Events 01

Outdoor special events that the public is invited to, with or without a fee, are potentially subject to a special event permit

02 Parade Permits

Closure or use of the public road, sidewalk, alleyway, or trailway require a parade permit

Temp Use Permits 03

Short-term and/or seasonal events can potentially be permitted as a temporary use

04 Liquor Licenses

Liquor licenses for alcohol sales at special events are required through the ABC office in Redding

Health Dept 05

All vendors that serve or sell food must be permitted by the County Health Dept

06 Insurance

Some special events, such as parades or events that are in the Community Park, require liability insurance



www.townofparadise.com

Welcome to the Town of Paradise

Welcome to the Town of Paradise. This booklet includes information you may need in obtaining permits for conducting an outdoor special event.

One-time, annual or recurring outdoor events using streets, sidewalks, open spaces, and parking areas require a special event permit.

Depending on the specifics of the event, Special Event Permits can be in the form of Temporary Use Permits, Outdoor Special Event Permits, Fair/Carnival/Circus Permits, or Parade Permits.

If you are not sure if a particular Town-issued permit is required for your event, contact the Planning Division at (530) 872-6291 ext. 411 for assistance.

Conducting a Special Event

Do I need a Special Event Permit?

A Special Event Permit is needed when:

1. An outdoor gathering of individuals for the purpose of participating in an organized event composed of activities such as eating and/or drinking, exhibitions, games, and/or performances of a musical or theatrical type to which the public is admitted with or without the payment of admission charges.
 1. An outdoor special event does not include events conducted under the auspices of a school district, recreation/park district, Butte County, and/or the Town of Paradise.
2. An organized activity that takes place on or has an impact on Town of Paradise property, public facilities, sidewalks, medians, or street areas. Certain public properties with Town limits belong to other jurisdictions such as Butte County, Paradise Unified School District, and Paradise Recreation and Park District. In such cases, you would need additional approval from the appropriate agency.
3. Outdoor special sales, outdoor art and/or craft show exhibits, swap meets, flea markets, or parking lot sales when it is not a fixed place of business displaying its own business inventory outside.

TOWN INSURANCE AND BOND REQUIREMENTS

Town of Paradise
5555 Skyway
Paradise, CA 95969
(530) 872-6291 ext. 101
Monday – Thursday 8:00 a.m. – 5:00 p.m.
<https://www.townofparadise.com/business>

Depending on the type of event you plan to operate, you may be required to show proof of liability insurance or to bond before the Town will issue a special event permit. Insurance and bonds are issued by private companies. The following types of businesses may require insurance and/or bonds:

Business

Outdoor Festivals
Secondhand Dealer

Coverage

Surety Bond
Surety Bond

OUTDOOR FESTIVAL PERMIT

Planning Division
Town of Paradise
6295 Skyway
Paradise, CA 95969
(530) 872-6291 ext. 411
Monday 9:00 am – 5:00 p.m. (closed from 12-1 p.m.)
Tuesday – Friday 8:00 a.m. - 5:00 p.m. (closed from 12-1 p.m.)
<https://www.townofparadise.com/planning/page/special-event-permits>

An Outdoor Festival Permit is required for an outdoor gathering of individuals for the purpose of participating in an organized event composed of activities such as eating and/or drinking, exhibitions, games, and/or performances of a musical or theatrical type to which the public is admitted with or without the payment of admission charges. Outdoor events conducted by the school district, recreation/park district, and/or the Town are exempt from permit. Applications need to be filed with the Planning Division at least 40 days before the event as they need to be reviewed and approved by the Town Manager, Fire Marshal, and the Police Chief.

PARADE PERMIT

Planning Division
Town of Paradise
6295 Skyway
Paradise, CA 95969
(530) 872-6291 ext. 411
Monday 9:00 am – 5:00 p.m. (closed from 12-1 p.m.)
Tuesday – Friday 8:00 a.m. - 5:00 p.m. (closed from 12-1 p.m.)
<https://www.townofparadise.com/planning/page/special-event-permits>

Parade permits are required for any parade, ceremony, show, exhibit, pageant, or procession of any kind in or upon any street, alley, or road in the town. Eligible events also include athletic events such as organized bike rides (i.e. Wildflower) and 5k runs that use a portion of the roadway, sidewalk, and/or trailway. A parade permit can also be used to close Black Olive Dr, in front of the Community Park, when the park is being rented. Parade permits should be filed at least 30 days before the event and are reviewed by the Town Manager, Town Engineer, and Police Chief. If staffing is available, applicants can apply for road closure control from the VIPs through the Police Dept. Parade permits do require a \$2M liability policy.

ALCOHOLIC BEVERAGE LICENSE

Alcoholic Beverage Control Board Redding
District Office
1900 Churn Creek Rd, Suite 215
Redding, CA 96002
(530) 224-4830
Monday - Friday
8:00 a.m. - 5:00 p.m.
<https://www.abc.ca.gov/licensing/apply-for-a-new-license/>

If you will be selling alcoholic beverages at your event, you must obtain an Alcoholic Beverage License. The type of license you obtain depends on whether you are already a licensee holding a special event (such as grocery store or liquor store), or a charitable, fraternal, religious, or political organization looking to secure a Daily License ([ABC Form 221](#)). Alcohol sales as part of a Community Park rental will require the Town to cosign on the liquor license application.

TEMPORARY USE PERMIT

Planning Division
Town of Paradise
6295 Skyway
Paradise, CA 95969
(530) 872-6291 ext. 411
Monday 9:00 am – 5:00 p.m. (closed from 12-1 p.m.)
Tuesday – Friday 8:00 a.m. - 5:00 p.m. (closed from 12-1 p.m.)
<https://www.townofparadise.com/planning/page/planning-applications>

Temporary Use Permits can be used to potentially permit short-term, seasonal, and pop-up events that are not otherwise covered by an Outdoor Festival permit such as fairs, rodeos, carnivals, Christmas tree lots, pumpkin patches, swap meets/flea markets or outdoor special sales that aren't connected to a business on-site, or a commercial grand opening events with excessive banners.

FOOD SALES PERMIT

Department of Public Health
Environmental Health Division
Butte County
202 Mira Loma Drive
Oroville, CA 95965
(530) 552-3880
Monday – Friday 8:00 a.m. – 4:00 p.m.
<https://www.buttecounty.net/767/Food-Program>

Community events, charitable fundraisers, and farmers' markets that prepare and/or sell food do require permitting through the County Health Dept (Division of Environmental Health). Applications should be submitted at least two (2) weeks prior to the event.

SELLER'S PERMIT / SALES AND USE TAX PERMIT

State of California
Department of Tax and Fee
Administration
2881 Churn Creek Road, Ste B
Redding, CA 96002
(530) 224-4729
Monday - Friday
8:00 a.m. - 5:00 p.m.
<https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>

If you will be selling tangible personal property in the State of California, you must apply for a Seller's Permit. The requirement to obtain a seller's permit applies to individuals as well as corporations, partnerships, and limited liability companies. The Seller's Permit allows the CDTFA to keep track of your taxable sales and to collect the sales tax. You will be issued a Sales and Use Tax Permit Number when you apply for a Seller's Permit. There is no fee for a Seller's Permit.