



# APPLICATION FOR SPECIAL EVENT PERMIT

SMART Internal Use Only  
MP \_\_\_\_\_

1. **To be completed for Public Agency/Organization/Corporation**

Applicant: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

3. **This application is submitted for permission to perform the following in the SMART Right of Way:**

**Event Name:** \_\_\_\_\_ **Number of Participants:** \_\_\_\_\_

**Event Duration:** \_\_\_\_\_ **Check all that apply:**

Event Start Date/Time: \_\_\_\_\_ Set-Up Start Date/Time: \_\_\_\_\_ Run/Walk/Bike  Street Fair   
 Event End Date/Time: \_\_\_\_\_ Set-Up End Date/Time: \_\_\_\_\_ Parade  Other: \_\_\_\_\_

4. **Detailed description of event including event location & area of impact to SMART property** (include additional sheets or supporting documents, as necessary):

5. **Liability & Insurance**

Applicant will be required to provide proof of insurance for General Liability with Railroad Endorsement naming SMART as additional insured. In the event applicant cannot provide proof of insurance, each event participant must sign a waiver releasing SMART from any and all liability PRIOR TO issuance of permit.

**PLEASE INCLUDE FEE OF \$200 PER DAY OF EVENT WITH SUBMISSION**

Mail or email application and supporting documents to: SMART 5401 Old Redwood Highway, Ste 200 Petaluma, Ca 94954 **OR** [lgiraud@sonomamarintrain.org](mailto:lgiraud@sonomamarintrain.org)

Applicant Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SMART Internal Use Only**

**Permit No.:** \_\_\_\_\_ **Reviewed by:**

**Date Issued:** \_\_\_\_\_ **Engineering:** \_\_\_\_\_ **Risk Management:** \_\_\_\_\_  
**Prepared By:** \_\_\_\_\_ **Security:** \_\_\_\_\_ **Operations:** \_\_\_\_\_

**Comments** (if necessary, use separate sheet or continue on back):