



CITY OF ROCKLIN  
**SMALL SPECIAL EVENT**  
 PILOT PROGRAM

The City of Rocklin municipal code section 17.63 governs special events including those which are exempt from regulation and those which are not. Under section 17.63.010(D) special events which meet the following criteria are deemed to have no impacts in surrounding properties and therefore exempt under the City’s Small Special Event Pilot Program:

- Groundbreakings, ribbon-cuttings or grand openings **75 attendees or less**
- The event will occur on a single day between 8:00am and 10:00pm and all related activities will occur entirely on site
- Parking will be accommodated on site or in permissible on-street public parking locations
- Designated handicap parking stalls will remain accessible
- Amplified sound shall not be audible beyond property lines
- No special or additional lighting will be required or utilized for the event
- No more than 1 temporary “A-Frame” type sign can be used one-day in advance of the event, located 3’ outside of the public right-of-way and removed after the event
- All equipment and debris shall be removed no later than 5:00pm the following day
- Any damage sustained to the parking lot or landscape areas shall be repaired/replaced within 14 days of notice of the damage
- No more than 4 pop-up tents (open on all sides) can be used, however additional shade structures, fencing, stages and/or outdoor cooking may be permissible with the approval of the Rocklin Fire Department (see safety note below)
- No fireworks, outdoor fires, and/or luminaries may be used
- Alcohol sales or consumption may be permissible with approval of a one-day alcohol license from the California Department of Alcoholic Beverage Control and the Rocklin Police Department (see safety note below)
- A fire extinguisher shall be made available and placed in a visible area
- One or more properly licensed food trucks may be permissible with the approval of the Rocklin Fire Department and assuming they do not interfere with compliance of any of the other criteria noted herein (see safety note below)
- The event sponsor will provide or ensure adequate staffing and security to manage the event

Assuming conformance to the above criteria, please provide the following information **a minimum of two business days prior** to the event for record keeping purposes:

Event sponsor		Event address	
Event date		Event contact	
Event start/end times		Cell phone	

Safety Note:

If the event includes elements that require approval by the Rocklin Fire or Police Departments they **must** be contacted **a minimum of ten business days prior** to the event. Refusal to comply with the above criteria or excessive calls for service may result in event termination or assessment of costs.

Questions may be directed to the Planning Department at (916) 625-5160