City of Redlands
35 Cajon Street, Ste. 222
Redlands, CA 92373
(909) 798-7655 ext 3

SPECIAL EVENTS PERMIT APPLICATION

EVENT:_____

ORGANIZER:_____

Date of Event:_____/_____/_____

Date Submitted:____/___/_____







NOTICE TO PERMIT APPLICANT

- Completed Special Event Permit Applications **must** be submitted to the Facilities & Community Services Department a **minimum of four (4) months prior** to the date the event is scheduled to begin.
- All forms in this application package that are relevant to your event must be complete and submitted together in order to be considered.
- Applicants must conform to all requirements for maintaining liability insurance.
- Incomplete applications or applications submitted past the deadline are subject to denial of request to hold event.

APPLICATION PROCESS

STEP 1 – Review Application Packet
The Special Events Application Packet has been designed to assist event organizers and will help with the development of event plans that comply with local codes, laws, policies and regulations governing activities associated with the production and management of special events. By applying to schedule a special event, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local and state codes, laws, policies, and regulations associated with the proposed event and its related activities.

STEP 2 – Assess Venue
As an event organizer it is your responsibility to assess the venue, anticipated attendees, and event components of your proposed event prior to submitting the applications for the various permits. It is important to develop management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

STEP 3 – Submit Application
The City of Redlands requires permit applications to be submitted no later than ninety (90) days prior to the actual date of your event and allows applications to be submitted as early as six (6) months before the event date. At the sole discretion of the City of Redlands, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Facilities & Community Services Dept no later than 30 days prior to your event.

All Applications Must Be Complete. The City of Redlands is not required to act upon an incomplete permit application. A permit application will not be approved or denied and you will not have requested venues reserved or held if you have not provided the required information. It is therefore important to provide all required information and documentation in a timely and complete manner. For an application to be considered complete, applicants must submit the following minimum information required in sufficient detail that the material can be understood and assessed: (there is a checklist form on page 13 to aid in the process).

- Special Events Permit Application with Site Plan
- Street Closure Permit with Route Map – if applicable
- Request to Serve Alcohol Permit form with Site Plan – if applicable
- Submit all required Certificates of Liability Insurance

STEP 4 – Review Process
After submitting your complete application and forms, your application will be reviewed by those departments involved with your requests in which fees and deposits will be determined. Departments may place conditions on your event, for example, solid waste requirements or specific parking plans.

STEP 5 – Submit Fees and Finalize Details
Once a Special Event Packet has been reviewed and approved; fees are due. A Coordination Meeting will be scheduled approximately two weeks prior to the event consisting of the Event Organizer(s) and representatives from supporting departments to settle/confirm final details.

SUMMARY OF EVENT

Event Title _____

Description _____

_____

_____

_____

_____

_____

_____

Date/Time

Setup	Date_____	Time_____	Location(s) _____
Event Starts	Date _____	Time_____	Location(s) _____
Event Ends	Date _____	Time_____	Location(s) _____
Dismantle	Date _____	Time _____	Location(s) _____

Anticipated Attendance: Total_____ Per Day_____

*Submit a Site Plan for each venue listed

CONTACTS Person(s) or Agent(s) responsible for and authorized to represent this event on all matters:

	Primary Contact:	Secondary Contact
Name:	_____	_____
Address:	_____	_____
City, State, Zip	_____	_____
Phone:	_____	_____
Email:	_____	_____

Name of Organization: _____ Is it Non-Profit? _____

Mailing Address of Organization: _____ Tax I.D. #: _____

Yes	No	
☐	☐	Is this an annual event? How many years have you been holding this event? _____
☐	☐	Street Closure(s) requested? If yes, please complete Street Closure Permit Application and Barricade Rental Form in Appendix A
☐	☐	Does this event involve a parade? Please complete Parade/Public Assemblies Permit Application form in Appendix A
☐	☐	Will you be serving alcohol? If yes, please complete <u>both</u> Alcohol Permit forms in Appendix A
☐	☐	Are you requesting use of the Prospect Park Sign? If yes, please complete the Sign Request form in Appendix A
☐	☐	Are you requesting use of the City Stage? If yes, please complete the Show Mobile Rental form in Appendix A
☐	☐	Vendor(s)? If yes please complete the Vendor List in Appendix A.

APPENDIX A

SITE PLAN

Your event site plan/route map should include but not be limited to:

- [ ] An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- [ ] The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- [ ] The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- [ ] The location of first aid facilities and ambulances.
- [ ] The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- [ ] A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- [ ] Generator locations and/or source of electricity.
- [ ] Placement of vehicles and/or trailers.
- [ ] Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- [ ] Identification of all event components that meet accessibility standards.
- [ ] A parking and/or shuttle plan for events that are likely to exceed parking lot capacity of the space you are using.
- [ ] Other related event components not listed above.

TIMELINE

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary.

HOUR	ACTION

SECURITY PLAN

Have you hired a licensed professional security company to develop and manage your event's security plan? YES ☐ NO ☐

If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization _____

Address: Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Cellular _____

Private Patrol Operator License# _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application. _____

MEDICAL PLAN

Any event that has physical activity or is a race and has above 50 people requires a medical plan. Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

YES ☐ NO ☐ If yes, please list:

Medical Services Provider _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Cellular _____

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. You may attach the plan to this application if necessary.

ACCESSIBILITY PLAN

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

YES **NO**

☐ ☐ Will there be a Clear Path of Travel throughout your event venue? Please describe _____

☐ ☐ Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event? Please describe _____

☐ ☐ Will a minimum of 10% of portable rest rooms at your event be accessible? Please describe

☐ ☐ Will all food, beverage and vending areas be accessible? Please describe _____

☐ ☐ Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility? Please describe _____

If telephones are provided, will at least one telephone at each phone bank have a volume control and is hearing aid compatible? Please describe _____

If an information center is provided at your event will customer service representatives be available to assist disabled individuals? Please describe _____

If all areas of your event venue cannot be made accessible will maps or programs be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains, and first aid stations? Please describe _____

RESTROOM FACILITIES PLAN

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. Indicate on your timeline when portable toilets will be set up. Do you plan to provide portable rest room facilities at your event?

YES ☐ **NO** ☐

If yes: Total number of portable toilets _____

If no: Please explain: _____

Restroom Company _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____ Cellular _____

LIST OF VENDORS

Please provide a list of vendors, what they are there for and their business license numbers. Keep in mind that this list of vendors cannot change after the event has been approved. All must have a Redlands business license in order to participate with your event. If you need more entries, please attach a list with the same information to your event package. Vendors include all businesses either performing a service or selling at your event. All food concessioners must meet the San Bernardino Counties Department of Public Health Food Handler's and Fire Suppression requirements.

Yes No

- ☐ ☐ Will items or services be sold at your event?
- ☐ ☐ Will you have some education only (not selling a product or service) booths?
- ☐ ☐ Will items or services sold at your event present unique liability issues (e.g. massage, etc.)?
- ☐ ☐ Does your event include food concession and/or preparation areas?
- ☐ ☐ Do you intend to cook food in the event area?

If yes, please specify method:

- ☐ Gas
- ☐ Electric
- ☐ Charcoal
- ☐ Other (specify) _____

VENDOR	SERVICE THEY ARE PROVIDING	REDLANDS BUSINESS LICENSE NUMBER	EDUCATIONAL INFORMATION ONLY? (Y/N)

ENTERTAINMENT PLAN

YES NO

☐ ☐ Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages _____

Number of Performers/Bands _____

Performer/Band name and music type _____

☐ ☐ Will sound checks be conducted prior to the event?

If yes, Start time_____Finish time_____

☐ ☐ Will sound amplification be used?

If yes, Start time_____Finish time _____

☐ ☐ Do you plan to have a patron dance component to either live or recorded music at your event?

If yes, please describe _____

☐ ☐ Please describe the sound equipment that will be used for your event _____

_____

☐ ☐ Will inflatables, such as jumpers, or similar devices be used at your event?

If yes, please describe _____

☐ ☐ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please fill out a fireworks permit also located in this packet.

If yes, please describe _____

☐ ☐ Will your event include the use of any signs, banners, decorations, or special lighting?

If yes, please describe _____

☐ ☐ Will there be massage activities at your event? If yes, please describe_____

_____

☐ ☐ Do your event plans include any, drawings or raffle opportunities?

If yes, please describe _____

ALCOHOL

Please Note: You will need to have your alcohol permit approved by Redlands city council prior to your event. A copy of your Alcohol license will be needed after city council approval, before the event.

Yes No

☐ ☐ Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales
- ☐ Beer
- ☐ Wine
- ☐ Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

MITIGATION OF IMPACT

YES NO

☐ ☐ Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities.

If no, please explain _____

_____

_____

☐ ☐ Do you have a sample of the notice that you propose to distribute two weeks prior to your event? If yes, please attach.

If no, please explain _____

_____

_____

MARKETING AND PUBLIC RELATIONS

Yes No

☐ ☐ Will this event be marketed, promoted, or advertised in any manner?

If yes, please describe _____

_____

_____

☐ ☐ Will there by live media coverage during the event?

If yes, please describe _____

_____

_____

☐ ☐ Will media vehicles be parked within the event venue?

If yes, please describe safety plan _____

_____

_____

☐ ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe _____

_____

_____

INSURANCE REQUIREMENTS

Regardless of the event you are required to have insurance that indemnifies the city of Redlands listing the location date and time.

Name of Insurance Agency _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Cellular _____

Contact Name _____

Policy Type _____

Policy Amount _____

Policy Number _____

MARKETING AND PUBLIC RELATIONS

Yes No

☐ ☐ Will this event be marketed, promoted, or advertised in any manner?

If yes, please describe _____

_____

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☐ ☐ Will there by live media coverage during the event?

If yes, please describe _____

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☐ ☐ Will media vehicles be parked within the event venue?

If yes, please describe safety plan _____

_____

_____

☐ ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe _____

_____

_____

SIGN REGULATIONS

The City of Redlands regulates the placement of event signs throughout the community. Event organizers are responsible for ensuring that all temporary promotional signs, banners, posters, and other advertising materials comply with applicable City regulations.

Please note:

- Temporary signs for events cannot be posted earlier than **60 days** before the event and must be removed within **7 days** of the conclusion of the event.
- Temporary signs for events may not be placed in a manner that creates a traffic hazard, obstructs pedestrian access, blocks visibility, or interferes with public safety
- Temporary signs for events may not be attached to trees, utility poles, traffic control devices, or other public improvements unless specifically authorized.
- Signs installed in violation of City regulations may be removed by the City and may result in enforcement action or administrative citations.
- It is the responsibility of the event organizer to understand and comply with all applicable sign regulations before posting promotional materials.
- City approval or permits for signs may be necessary.

City of Redlands Municipal Code

12.55.090: SIGNAGE ASSOCIATED WITH USE OF PUBLIC PROPERTY FOR SPECIAL EVENTS:

When the city allows a special event, sponsored by a private entity, the city shall state only the time, place, manner and quantity of signage allowed, and leave decisions as to which signs may be displayed as part of the event to the private party sponsor. When the city sponsors a special event, public property may be used to promote and identify the special event, but cosponsors, if any, shall be limited to commercial entities and commercial sign messages only.

(Ord. 2520 § 1, 2002)

SIGN DESCRIPTIONS

Yes No

☐ ☐ Will your event utilize signs, banners, posters, directional signs, or other advertising materials within the City of Redlands?

If yes, please describe the type, size, quantity, and proposed locations of signs in the table below.

☐ ☐ Will any signs be placed on public property or within the public right-of-way (City co-sponsored events only)?

If yes, please describe the proposed locations in the table below.

Sign Content	Size	Number of Signs	Placement Location(s)

PROMOTIONAL SIGN DISCLOSURE

By signing this application, the applicant acknowledges responsibility for complying with all applicable City of Redlands sign regulations and understands that non-compliant signs may be removed and may be subject to enforcement action.

☐ **I have read and understand the City of Redlands sign regulations notice above.**

For questions regarding sign regulations, please contact the City of Redlands Facilities & Community Services Department prior to installing any signs.

Print Name of Applicant/Host Organization: _____

Title: _____

Signature: _____

Date: _____

INSURANCE REQUIREMENTS

Regardless of the event you are required to have insurance that indemnifies the city of Redlands listing the location date and time.

Name of Insurance Agency _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____ Pager/Cellular _____

Contact Name _____

Policy Type _____

Policy Amount _____

Policy Number _____

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Redlands Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Redlands.

Print Name of Applicant/Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Redlands, please make sure that the following steps have been completed:

Have you?

- [ ] Signed and dated your application?
- [ ] Attached your event site plan?
- [ ] Attached your event parking and shuttle plan?
- [ ] Attached your event security plan?
- [ ] Provided a copy of your security company's Private Patrol Operator's License?
- [ ] Attached your event medical plan?
- [ ] Attached a copy of your accessibility plan?
- [ ] Attached a complete entertainment list and schedule?
- [ ] Included letters of support or endorsement from impacted entities and community groups within your venue area?
- [ ] Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- [ ] Attached your Certificate(s) of Insurance?
- [ ] Attached a copy of your IRS 501(C) tax exemption letter?
- [ ] Included any County, State, or Federal permits that may be required to hold your event in the selected venue?
- [ ] Applied for a Police Vice Permit, if applicable?

Submit your completed permit application to:

Special Events
FCS Department
35 Cajon St. Suite #*222*
Redlands, CA 92373