



**City Hall**  
 14177 Frederick Street  
 P. O. Box 88005  
 Moreno Valley, CA 92552-0805  
**951.413. 3000**

# SPECIAL EVENT PERMIT & APPLICATION

Permit No.: \_\_\_\_\_

### SPECIAL EVENTS

**Applications shall be filed prior to the event in accordance with Section V of the Special Event Policy. A late processing fee will be applied if not submitted in compliance with time frames.**

Special Events include, but are not limited to, the following:

- Parades, runs, walks, running/walking/bicycle races, Christmas decoration displays, and all other events that encroach on city streets or public rights-of-way;
- Community fireworks displays (privately sponsored);
- Events in City parks or facilities with greater than fifty participants;
- Helicopter/airplane landings; or
- Any organized activity or set of activities which involves the possible or necessary provision of additional City services.

### APPLICATION INFORMATION

Business Name (if any): \_\_\_\_\_

Event Description: \_\_\_\_\_

Event will take place in:  City Park     City-leased Facility     City-owned Facility     Within Public Street

Event will include:    Attendance:     Less than 50     50-300     300-1000     1000-2500     2500+

Tents/Canopies     Y     N    Food Services     Y     N    Alcoholic Beverages     Y     N    Music/Band     Y     N

Date(s) of Event:    /    /    -    /    /    Time of Event: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

### CONTACT PERSONS

**APPLICANT** Name \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State    Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Fax No. (    ) \_\_\_\_\_

**OWNER** Name \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State    Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Fax No. (    ) \_\_\_\_\_

**EVENT DESCRIPTION**

Type of Event:

 **Music or sound amplification:**

Amplification shall be oriented away from sensitive uses, such as residences. Mitigation to minimize noise impacts may be required.

Hours of music or sound amplification: \_\_\_\_\_:\_\_\_\_\_ am/pm to \_\_\_\_\_:\_\_\_\_\_ am/pm

 **Concession and Food Vendors:**

Provide a separate list of all vendors intended for the event. Vendors shall obtain City Business License. Prepared foods shall require a health permit from the County Department of Health Services. The serving of alcohol requires a permit from the State of California Alcoholic Beverage Control Department.

Food and/or beverage vendor(s)       Yes    No

Alcoholic beverage vendor(s)       Yes    No

Police services being requested       Yes    No

Fire services being requested       Yes    No

Barricades, cones or other traffic control devices being requested       Yes    No

 **Insurance:**

A Certificate of Insurance is required for all events taking place on City-owned or City-controlled property, including the public right-of-way. The insurance coverage shall be for \$1,000,000 General Liability Insurance. The City of Moreno Valley, Moreno Valley Community Services District and the Community Redevelopment Agency of the City of Moreno Valley shall be certificate holder and additional insured. The carrier is required to provide information regarding notice of cancellation or reduction of coverage to the City.

**APPLICANT SIGNATURE**

I certify under penalty of perjury that all information in this application is true and correct, that any false or misleading information shall be grounds for denial, and I agree to comply with any and all Conditions of Approval. I also understand that the City is to be reimbursed for all services rendered, whether required services are rendered at the request of the applicant or as a condition of approval for the Special Event Permit.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PERMIT SUBMITTAL REQUIREMENTS**

Completed and signed forms (as applicable - dependent upon the type of event, applicable permits, inspections and fees may be required):

- Special Event Permit Application (Fee \$\_\_\_\_\_)
- Encroachment Permit (Fee \$57.00)
- Business License Application (Fee \$\_\_\_\_\_)
- Fire Permit/Inspection Application (Fee \$\_\_\_\_\_)
- Building Special Request Application (Fee \$\_\_\_\_\_)
- Emergency Contact Form
- Letter from property owner or property leasing agent authorizing the use of the land for the proposed special event.

Fully dimensioned site plan, identifying the following:

- Location and size of project site
  - Lot dimensions
  - Closest intersection(s)
- Vehicular and/or pedestrian access points
  - Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
  - Loading/unloading area(s)
- Location of on-street/off-street parking area(s)
- Location of lighting, fencing (6' high maximum), and gates
- Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
- Location of grandstand, inclusive of speaker locations
- Location of any flammable liquids
- Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
- Location of signage
  - Temporary signs or banners up to a maximum of 80 square feet
  - No signs are permitted within 10 feet of any vehicular access or within of any public right of way, and shall not exceed 30 inches in height above the street curb
  - Pennants and A frame signs are prohibited
  - Helium filled balloons shall not exceed a maximum height of 50 feet above grade
  - Cold air balloons and blimps are permitted in commercial zones only
- Map showing check points (if applicable)
- Map illustrating route of walk/run/race and proposed signage (if any)

Check made payable to the **City of Moreno Valley** for the total of all fees due.

Deposit against services to be rendered may be required.

**DIVISION REVIEW AND APPROVAL SIGNATURES**

**PARKS & RECREATION**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**PUBLIC WORKS - LAND DEVELOPMENT**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**BUILDING & SAFETY**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**PLANNING**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**PUBLIC WORKS - TRANSPORTATION**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**PUBLIC WORKS - MAINTENANCE & OPERATIONS**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**DIVISION REVIEW AND APPROVAL SIGNATURES (continued)**

**POLICE**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**FIRE PREVENTION**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**ADMINISTRATIVE SERVICES**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**RISK MANAGEMENT**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**OTHER AFFECTED DEPARTMENTS/DIVISIONS: \_\_\_\_\_**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**CITY MANAGER (if applicable)**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

**NOTIFICATIONS**

- Riverside County Health Department - Environmental Health Division** - (951) 358-5172 (north of Alessandro) or (951) 654-5378 (south of Alessandro) - It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being provided.
- Alcohol Beverage Control Board** - (951) 782-4405 - It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.
- Moreno Valley Code Compliance Division** - (951) 413-3337
- Moreno Valley Capital Projects Division** - (951) 413-3130
- Moreno Valley Special Districts Division** - (951) 413-3480
- Moreno Valley Police Department** - (951) 697-8350 - It is the responsibility of the applicant to notify the Administrative Sergeant of the event.