MORENO



City Hall

14177 Frederick StreetP. O. Box 88005Moreno Valley, CA 92552-0805951.413. 3000

SPECIAL EVENT PERMIT & APPLICATION

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 C	ity-owned Facility			
Event will include: Attendance: 🗅 Less than 50 🗅 50-300 🔾 3	300-1000 🗖 1000-2500 📮 2500+			
Tents/Canopies □ Y □ N Food Services □ Y □ N Alcoholic Be	verages 🔾 Y 🔾 N Music/Band 🗘 Y 🔾 N			
Date(s) of Event: / / - / / Time of Ev	vent:			
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. ()			

Spe	ecial Event Applicant	Special Event Date:			
EVENT DESCRIPTION					
Ту	Type of Event:				
	Music or sound amplification:				
	Amplification shall be oriented away	y from sensitive uses, such as residences. Mitigation to minimize noise impacts			
	may be required. Hours of music or sound amplificati	on:: am/pm to: am/pm			
ט	Concession and Food Vendors: Provide a separate list of all vendor	rs intended for the event. Vendors shall obtain City Business License. Prepared			
	foods shall require a health permit f	from the County Department of Health Services. The serving of alcohol requires			
	a permit from the State of California	a 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			
	5				
u	Barricades, cones or other traffic co	ontrol devices being requested			
	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 regarding notice of cancellation or r	e holder and additional insured. The carrier is required to provide information reduction of coverage to the City.			
		APPLICANT SIGNATURE			
Lo	ertify under penalty of periury 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.				
Δr	oplicant Signature	Date			
\ ~\	prioditi Oigilatulo				
Pr	int Name				

Spe	ecial Event Applicant Special Event Date:				
	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.				
Fu	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				
	boxes which adjoin the property and/or street				
u	☐ 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)				
Cł	neck made payable to the <i>City of Moreno Valley</i> for the total of all fees due.				
De	eposit against services to be rendered may be required.				

Special Event Applicant	_ Special Event Date	
DIVISION REVIEW AND API	PROVAL 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:		

Special Event Applicant	Special Event Date:
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
۵	Moreno Valley Police Department - (951) 697-8350 - It is the responsibility of the applicant to notify the Administrative Sergeant of the event.

Special Event Applicant _____

Special Event Date: _____