



CITY USE ONLY
DATE: _____
INITIALS: _____

CITY OF MORENO VALLEY SPECIAL EVENT PERMIT APPLICATION

*Applications shall be filed prior to the event date in accordance with Section V of the Special Event Policy. **Applications must be submitted ninety (90) days prior to the event date.** Keep in mind that depending on the scope of each event, the City may require earlier submittal.*

APPLICANT AND ORGANIZATION INFORMATION

Applicant Name:	Day Time Phone: ()
Organization Name:	Evening Phone: ()
Address: _____	City: _____ State: _____ Zip: _____
Fax Number: _____	Website: _____
Day of Event Contact Name: _____	Telephone: ()
E-Mail: _____	Cell Phone: ()

EVENT INFORMATION

Event Title: _____

Date(s) of Event: _____

Location of Event: _____

City Park City-leased Facility City-owned Facility Within Public Street Other: _____

Event Times:

Day 1:

Set up	Date: _____	Time: _____	to	_____
Event	Date: _____	Time: _____	to	_____
Clean-Up	Date: _____	Time: _____	to	_____

Day 2:

Set up	Date: _____	Time: _____	to	_____
Event	Date: _____	Time: _____	to	_____
Clean-Up	Date: _____	Time: _____	to	_____

Type of Event: 5k or 10k Run Bike Races Block Party Celebration
 Ceremony Concert Festival Fundraiser
 Farmers Market Marathon Half-Marathon Parade
 Procession Street Fair Walkathons Car Show
 Other: _____

Expected Attendance: _____

Less than 50 50-75 76-300 301-1000 1001-2500 Over 2500

YES NO

- Is this event open to the public?
 Is there an admission charge?
 *If yes, how much? _____

Event Description (50-Word Minimum):

SITE PLAN/ROUTE MAP

Your event site plan/route map should be submitted in PDF format and include but not be limited to the checklist below:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue 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 (24') 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
- Fire Hydrants
- ADA Parking Stalls
- Restrooms/Portable restrooms
- Signage Placement
- Other related event components not listed above

CONCESSIONAIRES

FOOD:

All food services within the City of Moreno Valley, must follow the County of Riverside Department of Environmental Health regulations. Contact the health department at (951) 358-5172 or visit www.rivcoeh.org for more information. It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being provided.

If a professional caterer(s) will be hired for this event, please provide the following:

- **Health Permit- (TFF Temporary Food Facility Permit)**
- **Liability insurance (MUST meet City Requirements)- (see attached for insurance requirements).**
- **City of Moreno Valley Business License or Special Event Temporary License**

YES NO

Does your event include food concessionaires?

Do you or your concessionaires intend to cook food at the event area?

If yes, please specify method: Electric Gas Propane Other _____

***Please refer to Contact Vendor Form on [page 11](#)**

NON-FOOD:

All non-food vendors must provide the City of Moreno Valley with the following:

- **Liability insurance (MUST meet City Requirements)- (see attached for insurance requirements).**
- **City of Moreno Valley Business License or Special Event Temporary License**

YES NO

Will non-food items or services be sold at your event?

*If yes, please refer to the *Contact Vendor Form* on [Page 11](#)

Please list the number of booths:

Number of Food Vendors: _____

Number of Retail/craft Vendors: _____

Games/Activity Booths: _____

Ticket Booth: _____

Informational Booths: _____

YES NO

Will you require the use of potable water?

If yes, explain how/what you will use the water for? _____

PORTABLE RESTROOMS

You are required to provide portable restroom 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.

YES NO

- Do you plan to provide portable restroom facilities at your event?
If yes: Total number of portable toilets _____
Number of ADA accessible portable toilets _____

*Please add vendor info on *Contact Vendor Form* on [Page 11](#)

ENTERTAINMENT AND RELATED ACTIVITIES

MUSIC OR SOUND AMPLIFICATION:

Venues may have certain sound level restrictions for the municipal code of the City of Moreno Valley. Amplification shall be oriented away from sensitive uses, such as residences. Mitigation to minimize noise impacts may be required.

YES NO

- Will there be musical entertainment featured at your event? Live DJ

Hours of music or sound amplification: ____: ____ am/pm to ____: ____ am/pm

If you anticipate utilizing generators, please provide the make, model and size. Fire & Building and Safety Departments may inspect generators for adherence to regulations.

1. Make: _____ Model: _____ Size: _____
2. Make: _____ Model: _____ Size: _____
3. Make: _____ Model: _____ Size: _____

*Please refer to *Band Contact Form* on [Page 12](#)

Total Number of performing groups/bands: _____

YES NO

- Will there be a professional sound engineer?
*If yes, what company will you be using? _____
(add contact info to *Contact Vendor Form* on [Page 11](#))

- Will a sound check be conducted prior to the event?

*If yes: Start Time: _____ End Time: _____

STAGE:

All stage vendors must provide the City of Moreno Valley with the following:

- **Liability insurance (MUST meet City Requirements) - (see attached for insurance requirements).**
- **City of Moreno Valley Business License or Special Event Temporary License**

YES NO

- Will there be a stage(s) at the event?
If so, please provide dimensions of stage(s) and quantity: _____
- Will the stage be ADA accessible?

***Please refer to the *Contact Vendor Form* on [Page 11](#)**

RELATED ACTIVITIES:

All vendors must provide the City of Moreno Valley with the following:

- **Liability insurance (MUST meet City Requirements) - (see attached for insurance requirements).**
- **City of Moreno Valley Business License or Special Event Temporary License**

YES NO

- Will inflatables, rides, trains, or similar equipment be used at your event?
If yes, please describe: _____
- Will you be using any of the City's approved inflatable companies?
If yes, which one? _____
*If no, please provide vendor information on [page 11](#)

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 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 restrooms, parking, phones (if any), drinking fountains, and first aid stations? Please describe _____

***Depending on the amount of attendees you may be required to provide additional ADA parking stalls in accordance to City of Moreno Valley regulations.**

TRANSPORTATION/LAND DEVELOPMENT

- All participants must obey all traffic laws when using public streets.
- Event signs or markings must not be permanently placed on City property.
- Emergency and resident access must be maintained.
- The event parking and traffic circulation should not overflow into surrounding residential areas.
- The applicant must ensure ADA parking, access, and path of travel requirements are followed. If there are any questions concerning the Park's facilities, they should contact the City's Building and Safety Department.

Street Closures:

YES NO

- Are you planning on closing any City streets?

Type of Closure: Street Closure Sidewalk Closure

If yes, please fill out the information below:

Street Name: _____

From (cross street): _____

To(cross street): _____

***All street closures must be approved by the City of Moreno Valley**

SAFETY EQUIPMENT/TRAFFIC CONTROL

YES NO

- Will your event involve the use of traffic safety equipment?

If yes, please list vendor on [Contact Vendor Form on Page 11](#)

- It may be necessary for the Event Organizer to obtain a Professional Traffic Plan.
- Streets must be closed from intersection to intersection; streets cannot be closed mid-block. Event Organizer is responsible for posting Temporary "No Parking" Signs according to requirements a minimum of 72 hours prior to the event set-up time.
- Please list the streets, from intersection to intersection, which will be closed for your event. Please attach an additional sheet of paper with the requested information below. Your Site Plan/Map must show all streets, street closures, and must include a designated 12-foot wide emergency lane.

FIRE

YES NO

- Event will include canopies/tents with over 200 feet of material but no more than 400 feet of material.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

Event will require the use of electrical generators. How many: _____ Size: _____

Event will host the use of fireworks, explosive devices, or pyrotechnics for special effects.

SECURITY PLAN

YES NO

- Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, please provide the following information and attach copies of the company's Business License, Liability Insurance and California State License.

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

MEDICAL PLAN

YES NO

- Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan? If yes, please list on *Contact Vendor Form* on [Page 11](#)

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.

BUSINESS LICENSE

Special Event Coordinator/Organizers are required to obtain a City of Moreno Valley Business License. Coordinator/Organizers are also required to pay a fee based on the number of vendors attending their event, per day. Fees are based on the table below and are paid during the application process. Individual vendors sub-contracting with the Event Coordinator/Organizer are not required to obtain a City of Moreno Valley Business License.

Special Event Coordinator/Organizer (Business License) Fees:

Coordinator/Organizer Event Fees	
Number of Vendors	Fee
10 or <u>Less</u>	\$100.00 per day
11 - 25	\$250.00 per day
26 - 50	\$500.00 per day
51 - 100	\$1,000.00 per day
Over 100	To be Determined by Business License officer
Non-Profit Organizations Receive a 30% Discount on Fees with Proof of 501(c) 3 Letter	

Please contact the Business License office for questions on obtaining a Business License at (951) 413-3080. or visit <https://moval.gov/departments/financial-mgmt-svcs/svc-biz-license.html>.

MEDIA

The City of Moreno Valley reserves the right to videotape and/or photograph any and all community events participating in any City facility including City parks. These videos and photographs are to be used to promote the programs to the community of Moreno Valley. The videos will be edited and televised on MVTV-3 and its related media entities at the discretion of the Media & Communications Division, and the photographs will be used in various print mediums. It is further understood and agreed that this waiver, release and assumptions of risk is to be binding on my heirs and assigns.

MARKETING, PUBLIC RELATIONS AND SPONSORS

YES NO

 Will this event be marketed, promoted, or advertised in any manner? If yes, please describe

 Will there be 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

Will you be providing your own liability insurance for this event or do you need to obtain insurance through the city?

Requesting City Insurance Coverage* Providing my own

Name of Insurance Agency _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Cellular _____

Contact Name _____

Policy Type _____

Policy Amount _____

Policy Number _____

*** Additional fee applies.**

***See attached insurance requirements.**

SANITATION AND RECYCLING

The City of Moreno Valley will advise the event coordinator in regards to the need of sanitation services such as trash, recycling and porta potties. It will be the responsibility of the event coordinator to arrange and pay for any necessary fees. Please contact Waste Management to arrange for these services:

Waste Management of Moreno Valley
17700 Indian St. Moreno Valley, CA 92551
(951) 842-3249

Number of Trash Cans _____

Number of Dumpsters with Lids _____ (One for every of 400 people)

Number of Recycling Containers _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

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.

The City shall conduct pre-event and post-event inspections. If the post-event condition of the event site is not the same as its pre-event condition, the City shall conduct the necessary work to restore the site and shall bill the applicant for the costs of such work.

By signing below, I confirm I have read and agree with the terms stated above:

Print Name of Applicant/Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____

CONTACT VENDOR FORM

Event Host		Event Name			Event Date	
Vendor Name	Vendor Type	Contact Name	Address	Phone	Description of service	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

I hereby certify, under penalty of perjury, the vendor information on this form is true and correct

Applicant Signature: _____

Date: _____

