



<b>CITY USE ONLY</b>
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. A late fee in addition to the application fee will apply to any submittal received less than 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:
- |   |                                      |  |                                      |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 5k or 10k Run  | <input type="checkbox"/> Bike Races  | <input type="checkbox"/> Block Party   | <input type="checkbox"/> Celebration |
| <input type="checkbox"/> Ceremony       | <input type="checkbox"/> Concert     | <input type="checkbox"/> Festival      | <input type="checkbox"/> Fundraiser  |
| <input type="checkbox"/> Farmers Market | <input type="checkbox"/> Marathon    | <input type="checkbox"/> Half-Marathon | <input type="checkbox"/> Parade      |
| <input type="checkbox"/> Procession     | <input type="checkbox"/> Street Fair | <input type="checkbox"/> Walkathons    | <input type="checkbox"/> Car Show    |
| <input type="checkbox"/> 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):

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**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](http://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).**

**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).**

**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 Non-Food Vendors: \_\_\_\_\_

Games/Activity Booths: \_\_\_\_\_

Sales 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   
  \*If yes, will you be requesting to use the City's electricity to power your entertainment needs?(applicable fees will apply)

Total of amps needed: \_\_\_\_\_

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).**

**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).**

**YES NO**

- Will inflatables, rides, trains, or similar equipment be used at your event?  
If yes, please describe: \_\_\_\_\_
- Will animals be present or 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.

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## 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.

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## 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 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

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Will there be 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

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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

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## 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.

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**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: \_\_\_\_\_

**BAND CONTACT FORM**

Band/Performance Name	Contact Name	Phone #	Address	Description