



the city of moreno valley

FOURTH
OF JULY
PARADE & FAMILY FUN FEST

sweet land of liberty

VENDOR PACKET
2017




MORENO VALLEY
WHERE DREAMS SOAR

951.413.3280 | www.moval.org

TEL: 951.413.3280
FAX: 951.413.3719
WWW.MOVAL.ORG



14075 FREDERICK STREET
P.O. BOX 88005
MORENO VALLEY, CA 92552-0805

April 3, 2017

Dear Vendor/Organization:

The City of Moreno Valley invites you to join us and approximately 15,000 residents, in celebrating the 4th of July! Do not miss out on this opportunity to participate in the Family FunFest, voted (by the Press Enterprise) "The Best Hometown Event in the Inland Empire." The festival is scheduled to take place on Tuesday, July 4th, at Mountain View Middle School from 2:00 p.m. to 9:30 p.m.

The main stage will feature family enjoyment beginning at 4:00 p.m. this years' entertainment includes multiple live performances. As a grand finale, the event will conclude with a fireworks extravaganza at 9:00 p.m., simulcast with patriotic music by KOLA (99.9 FM). This promises to be the best July 4th show ever! Presale tickets are available at the Moreno Valley Conference and Recreation Center from June 1 to July 1. Cost is \$2 per person or \$10 for a family (up to 6 people). On July 4th, entry is free from 2:00 p.m. - 4:00 p.m. After 4:00 p.m. the entry fee is \$3 per person. Military service members with valid identification and children under 5 are free.

Booth spaces are available and subject to approval in the following categories:

Festival Vendors

	<u>Resident</u>	<u>Non-Resident</u>
Hobby/Arts & Crafts Handcrafted Booth/Toy Booth	\$75	\$98
Commercial Food Booth	\$250	\$325
Non-Profit Food Booth	\$150	\$195
Non-Profit/First Amendment	\$25	\$33

Commercial Booth spaces are available for sponsors who donate \$1,000 or more.

The Parks and Community Services Department will not be accepting applications for bouncers or kid zone activities as those services will be provided by the department. See the attached booth application and vendor information.

We look forward to your participation in the 2017 Family FunFest! If you have any questions, you may contact our office at (951) 413-3280 or visit our website at www.moval.org/fourth.

Sincerely,

Betsy Adams
Interim Parks & Community Services Director

cc: Finance Department
Fire Prevention
Health Department

LOTTERY PROCEDURES FOR FESTIVAL VENDORS

1. Vendors will be selected by a lottery drawing on Tuesday, May 2nd. Vendors do not need to be present. Vendors wishing to attend may do so. Lottery will begin promptly at 10 a.m. at the Conference & Recreation Center.
 - a. New Lottery Process
 - i. Vendors are required to submit a completed vendor application to the Parks and Community Services Department (PCSD) starting Monday, April 3rd through Friday, April 28th between the hours of 7:30 a.m. and 4:30 p.m.
 - ii. City of Moreno Valley will administer vendor lottery on Tuesday, May 2nd.
 - iii. Vendors will receive an approval notice via phone call on Wednesday, May 3rd.
 - iv. Each approved vendor will be given an appointment time between 10 a.m. and 1 p.m. for Tuesday, May 9th, to review and complete vendor paperwork with a PCS Representative (Health Permit and Business License)
2. Upon vendor approval notice, PCS staff will inform you on May 9th of your booth space with the selected food type, craft/toy or information you have selected to be sold or distributed at your booth.
3. On Form 1 of the Vendor Application, please remember to list food/item choices. In the event your food selection is not available, PCS staff will choose from the other options you have listed. You may request to be placed on a wait list should one of your food items become available. Food selections may become available due to a vendor cancellation or the need to fill a booth space.
4. On May 9th, at your appointment time, please bring the required forms listed in section 6 of the PROCEDURES FOR FESTIVAL VENDORS. Vendors will also need to make payment for their festival vendor space on the assigned day. In the event a vendor is not prepared, their booth space will be cancelled and offered to the next applicable booth type on the waiting list.

Please note: Business Licenses may be obtained in advance through the City of Moreno Valley Finance Department. This will help expedite the process on the assigned appointment day. Please refer to section 3 of the PROCEDURES FOR FESTIVAL VENDORS for Business License information.

PROCEDURES FOR FESTIVAL VENDORS

1. A vendor meeting will be held on **Thursday, June 15, 2017**, at 5:30 p.m. at the Moreno Valley Conference and Recreation Center located at 14075 Frederick St., Moreno Valley for all approved vendors.
2. If you are selling food items, PCSD staff will be coordinating the health permit for all food vendors. Food vendors must submit all paperwork to the PCSD. You do not need to go to the Health Department directly.
3. All vendors and non-profit organizations must apply for a business license with the Finance Department located on the 2nd floor of City Hall, 14177 Frederick St., Moreno Valley. If you already have a business license, you are still required to obtain sign off approval on your business license.

Business License Fee:

A. Non-Profit Vendor

The fee for a business license may be waived with proof of non-profit status (IRS Exemption Letter).

B. Vendor

The fee for a business license may be waived if you have sold no more than three times this year in Moreno Valley (Ord. 446 chapter 5.02.675, adopted 02/14/95).

4. All vendors must comply with the attached fire requirements. For clarification on the attached fire requirements, you may contact Fire Prevention located at 14177 Frederick St., Moreno Valley, (951) 413-3370.
5. Arts and craft vendors are **required** to provide two photographs of items to be sold.
6. Once you have received your PCSD approval notice with date and time of your scheduled appointment, you will meet with Parks and Community Services staff to complete the registration of your booth space. Moreno Valley Parks and Community Services Department is located at the Moreno Valley Conference and Recreation Center, 14075 Frederick St., Moreno Valley, (951) 413-3280.

Please bring the following information with you at the time of your appointment:

- Copy of 2017 Business License with a signature from the Finance Dept. (*if applicable*)
- Attached forms 1, 2, 3, and 4 with vendor signature.
- Arts and Craft vendors are required to provide two photographs of items to be sold.

7. For vendor entry onto the festival site, vendors will be issued a vendor parking permit and wristbands, at the vendor meeting, taking place on **June 15**, at 5:30 p.m. at the Moreno Valley Conference & Recreation Center, 14075 Frederick St., Moreno Valley.

Family Fun Fest 2017

Rules of Operation

1. **HOURS OF OPERATION:** The festival is from 2:00 to 9:30 p.m. All vendors must be set up no later than 10:30 a.m. and no earlier than 7:00 a.m. All sales will terminate at 9:30 p.m. Vendors must remain on site and not remove any items until the conclusion of the fireworks.
2. **SPACE AVAILABILITY:** The City reserves the right to select and place booths as deemed necessary.
3. **CRAFT/TOY/HOBBY VENDORS:**
 - a. All craft vendors must sell items that are handcrafted.
 - b. No used or garage sale type items may be sold.
 - c. Photographs **MUST** be provided of all items sold.
 - d. All face painters are required to use face paint products that comply with EU & FDA regulations. (No acrylic paint will be permitted)
 - e. Distribution of flyers or business advertisement by arts and crafts booth vendors is not permitted.
4. **FOOD VENDORS:**
 - a. At least one main food item or a maximum of two main food items per booth space are permitted (i.e., the sale of one hot dog item and one hamburger item = the limit of two main food items.)
 - b. Only three booths of the same main food items will be permitted for this event. After June 1st this rule is subject to change without notice depending on the number of registered vendors.
 - c. Food vendors must only sell the approved items at the Family Funfest. Any vendor not abiding by the PCS regulation will be asked to break down and leave the festival site and no refund will be granted.
 - d. Distribution of flyers or business advertisement by food booth vendors is not permitted.
5. **ELECTRICITY:**
 - a. Electricity is not available at the festival.
 - b. Vendors are responsible for providing their own electrical power source including electrical outlets and commercial power cords through the use of generators.
 - c. Generators may not be shared between vendors.
6. **CANCELLATIONS AND REFUNDS:**
 - a. No refunds will be given for canceled reservations.
 - b. If you find that you are unable to participate, please call to cancel your reservation at (951) 413-3280.
 - c. In case of natural disaster (rain, earthquake, etc.), the City of Moreno Valley will not be responsible for any inconvenience or loss you, your group, or your organization may encounter due to cancellation of this event. In such case, **NO** refunds will be given (no exceptions).
7. **PROHIBITED ITEMS:** The City reserves the right to inspect items to be sold on site and may deem items not appropriate for sale. No merchandise shall be sold, used or given away that is obscene, dangerous, or unlawful. Expressly prohibited items include, **but are not limited to**, the following: Alcoholic beverages (sales through Beer Garden only) drug paraphernalia, butterfly knives, switch blades, throwing stars, water guns, explosive devices; fireworks or related products which simulate firecrackers, fireworks, or guns; silly string; poppers; cap guns; disappearing ink; stink bombs; or toy weapons of any kind.
8. **GENERAL VENDOR RULES:**
 - a. Agencies/Organizations may obtain up to two booth spaces of any type for this event.
 - b. **Vending by strolling during the festival is not permitted. If vendors are found circulating among the crowd selling their wares, they are subject to be closed down.**
 - c. Each vendor is responsible for his/her own money. Bring enough money to make change at your booth - change service is not provided.
9. **SOUND RESTRICTIONS:** No music or amplification will be permitted.

10. **BOOTH LIGHTING:** Vendors must provide their own booth lighting. Lights **must** be turned off at 9:00 p.m. for the Firework Extravaganza.
11. **SPACE LOCATION:** Space location will be at the discretion of the City. Booth space dimensions are 15' X 15'. Vendors requiring larger spaces must pay for an additional booth space.
12. **PARKING:** No parking permitted on festival site. Vendors must park in the vendor parking lot. Permits will be provided at the vendor meeting on **June 15** at 5:30 p.m.
13. **CLEAN UP:** Vendors who do not leave their booth area clean will be billed a cleaning fee of \$50 and will not be permitted to return as a vendor next year.
14. **SIGNAGE:**
 - a. All signs must be compatible with the general aesthetics of the event, i.e., neat in appearance.
 - b. The use of "fighting words," obscenities, grisly or gruesome displays, or highly inflammatory slogans likely to provoke disturbance are prohibited.
15. **NON-PROFIT SERVICE INFORMATION/FIRST AMENDMENT ACTIVITIES BOOTH:**

Non-profit organizations and groups or individuals wishing to exercise their freedom of expression may do so as long as they abide by the following provisions and regulations:

 - a. The solicitation of funds or acquiring of signatures may take place on a person-to-person basis only within an assigned booth space, so not to cause an unsafe obstruction to the flow of pedestrian traffic, and to discourage contact with patrons who indicate that they do not wish to have contact.
 - b. All individuals engaging in expressive conduct are prohibited from harassing patrons, causing an unsafe obstruction to the flow of pedestrian or vehicular traffic, or pursuing contact with patrons who indicate that they do not wish to have contact with the leaf letters.
 - c. Leafleting rules apply only to noncommercial expressive activity, and individuals may not leaflet in connection with a commercial enterprise.
 - d. Violations of the leafleting provisions would lead to immediate revocation of the right to distribute leaflets.
 - e. The planned manner in which individuals engage in expressive conduct must not be confrontational in nature and likely to embroil other groups or the general public in open conflict.
 - f. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of Family Fun Fest activities.
 - g. No food, beverages or items may be sold in this booth.
16. **BOOTH TYPES NOT AVAILABLE:**

NO AIR BOUNCER KID ZONE BOOTH SPACES ARE AVAILABLE.
17. **RULES ON DISTRIBUTION OF COMMERCIAL ADVERTISEMENT:**

Distribution of commercial advertisement is not permitted. Only event sponsors are permitted to distribute commercial advertising material.
18. **FESTIVAL VENDOR MEETING:**

A vendor meeting will be held on **June 15**, at 5:30 p.m. at the Moreno Valley Conference and Recreation Center, 14075 Frederick St., Moreno Valley. This will be the only time you will receive your parking pass, vendor permit, wristbands, vendor parking location, etc.

4TH OF JULY PARADE/FESTIVAL VENDOR FIRE REQUIREMENTS

The following are the fire requirements pertaining to vendors:

1. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of twenty (20) feet in all directions (CFC 2404.15.5).
2. A 40 B:C Fire Extinguisher shall be provided where cooking is done with current State Fire Marshal tag affixed (CFC 2404.12).
3. Each booth and/or vendor is responsible to provide a 2-A10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher (CFC 2404.12).
4. Generators and other similar equipment shall be isolated from contact with the public and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture specifications, grounding rods may be required (CFC 2404.19).
5. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures (CFC 2404.17.2).
6. Any tents or canopies used shall be in conjunction with Chapter 24 of the 2010 California Fire Code.
7. Tents over 200 square feet and canopies over 400 square feet and any tent or canopy to which cooking is being conducted shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Fire Prevention Bureau for approval (CFC 2404.3).
8. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.
9. Combustible decorations or effects used within tents, canopies, or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701 (CFC 2404.5).
10. Gas, liquid, and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy, or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh (CFC 2404.15.2).
11. Cooking equipment located outside the tent or canopy shall be located a minimum of 20 feet away from such structures (CFC 2404.15.5).
12. LP-Gas shall be located a minimum of 10 feet from any such structure (CFC 2404.16.2.1).
13. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed (CFC Section 605).
14. No smoking signs shall be posted conspicuously (CFC 2404.6 & CFC 310).

Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions will result in closure of stand during event hours.

If there are any questions concerning these fire requirements, please contact the Fire Prevention Bureau at (951) 413-3370.

Vendor Copy

**“2017 FAMILY FUN FEST”
FESTIVAL VENDOR REGISTRATION FORM**

The 2017 Family Fun Fest will be held on July 4th, at Mountain View Middle School, 13130 Morrison St., Moreno Valley from 2:00 p.m. until 9:30 p.m. Due to the limited number of spaces available, spaces will be assigned by a lottery system. Vendors are required to bring their own tables, chairs, coverings, and awning. Space provided is for your set up only. **No electrical power or lighting is provided.**

Return this registration form to the Parks and Community Services Department at 14075 Frederick St., Moreno Valley. Please call (951) 413-3280 if you have any questions.

NAME: _____
 DAY PHONE: _____ EVENING PHONE: _____
 EMAIL: _____
 ADDRESS: _____
 DESCRIPTION OF ITEMS FOR SALE: _____
 1st choice: _____
 2nd choice: _____
 3rd choice: _____
 4th choice: _____

NUMBER OF BOOTHS _____
(Each booth space will measure 15' x 15'. If more space is needed, an additional booth space will need to be purchased.)

WILL YOU BE UTILIZING A GENERATOR? _____
DO YOU REQUIRE ANY SPECIAL CONDITIONS OR HAVE ANY SPECIAL REQUIREMENTS FOR YOUR BOOTH? _____

	<u>Resident</u>	<u>Non-Resident</u>
Hobby Handcrafted Booth, Arts & Crafts and Toy Booth (Must provide photographs of items to be sold)	\$75	\$98
Commercial Food Booth	\$250	\$325
Non-Profit Food Booth	\$150	\$195
Non-Profit/First Amendment	\$ 25	\$ 33

Commercial Booth spaces are available for sponsors who donate \$1,000 or more.

TOTAL FEE ENCLOSED: \$ _____
 1. Make checks payable to City of Moreno Valley
 2. Business License fees (if applicable) are not included. They will be paid directly to the Finance Dept.

Form Check off List:
 Form 1 - Vendor Registration Form _____
 Form 2 - Rules of Operation _____
 Form 3 - Fire Requirements _____
 Form 4 - Waiver and Hold Harmless Agreement _____
 Check off Form _____

Family Fun Fest 2017

Rules of Operation

1. **HOURS OF OPERATION:** The festival is from 2:00 to 9:30 p.m. All vendors must be set up no later than 10:30 a.m. and no earlier than 7:00 a.m. All sales will terminate at 9:30 p.m. Vendors must remain on site and not remove any items until the conclusion of the fireworks
2. **SPACE AVAILABILITY:** The City reserves the right to select and place booths as deemed necessary.
3. **CRAFT/TOY/HOBBY VENDORS:**
 - a. All craft vendors must sell items that are handcrafted.
 - b. No used or garage sale type items may be sold.
 - c. Photographs **MUST** be provided of all items sold.
 - d. All face painters are required to use face paint products that comply with EU & FDA regulations. (No acrylic paint will be permitted)
 - e. Distribution of flyers or business advertisement by arts and crafts booth vendors is not permitted.
4. **FOOD VENDORS:**
 - a. At least one main food item or a maximum of two main food items per booth space are permitted (i.e., the sale of one hot dog item and one hamburger item = the limit of two main food items.)
 - b. Only three booths of the same main food items will be permitted for this event. After June 1st this rule is subject to change without notice depending on the number of registered vendors.
 - c. Food vendors must only sell the approved items at the Family Funfest. Any vendor not abiding by the PCS regulation will be asked to break down and leave the festival site and no refund will be granted.
 - d. Distribution of flyers or business advertisement by food booth vendors is not permitted.
5. **ELECTRICITY:**
 - a. Electricity is not available at the festival.
 - b. Vendors are responsible for providing their own electrical power source including electrical outlets and commercial power cords through the use of generators.
 - c. Generators may not be shared between vendors.
6. **CANCELLATIONS AND REFUNDS:**
 - a. No refunds will be given for canceled reservations.
 - b. If you find that you are unable to participate, please call to cancel your reservation at (951) 413-3280.
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 - b. **Vending by strolling during the festival is not permitted. If vendors are found circulating among the crowd selling their wares, they are subject to be closed down.**
 - c. Each vendor is responsible for his/her own money. Bring enough money to make change at your booth - change service is not provided.
9. **SOUND RESTRICTIONS:** No music or amplification will be permitted.

10. **BOOTH LIGHTING:** Vendors must provide their own booth lighting. Lights **must** be turned off at 9:00 p.m. for the Firework Extravaganza.
11. **SPACE LOCATION:** Space location will be at the discretion of the City. Booth space dimensions are 15' X 15'. Vendors requiring larger spaces must pay for an additional booth space.
12. **PARKING:** No parking permitted on festival site. Vendors must park in the vendor parking lot. Permits will be provided at the vendor meeting on **June 15**, at 5:30 p.m.
13. **CLEAN UP:** Vendors who do not leave their booth area clean will be billed a cleaning fee of \$50 and will not be permitted to return as a vendor next year.
14. **SIGNAGE:**
 - a. All signs must be compatible with the general aesthetics of the event, i.e., neat in appearance.
 - b. The use of "fighting words," obscenities, grisly or gruesome displays, or highly inflammatory slogans likely to provoke disturbance are prohibited.
15. **NON-PROFIT SERVICE INFORMATION/FIRST AMENDMENT ACTIVITIES BOOTH:**
 Non-profit organizations and groups or individuals wishing to exercise their freedom of expression may do so as long as they abide by the following provisions and regulations:
 - a. The solicitation of funds or acquiring of signatures may take place on a person-to-person basis only within an assigned booth space, so not to cause an unsafe obstruction to the flow of pedestrian traffic, and to discourage contact with patrons who indicate that they do not wish to have contact.
 - b. All individuals engaging in expressive conduct are prohibited from harassing patrons, causing an unsafe obstruction to the flow of pedestrian or vehicular traffic, or pursuing contact with patrons who indicate that they do not wish to have contact with the leaf letters.
 - c. Leafleting rules apply only to noncommercial expressive activity, and individuals may not leaflet in connection with a commercial enterprise.
 - d. Violations of the leafleting provisions would lead to immediate revocation of the right to distribute leaflets.
 - e. The planned manner in which individuals engage in expressive conduct must not be confrontational in nature and likely to embroil other groups or the general public in open conflict.
 - f. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of Family Fun Fest activities.
 - g. No food, beverages or items may be sold in this booth.
16. **BOOTH TYPES NOT AVAILABLE:**
 NO AIR BOUNCER KID ZONE BOOTH SPACES ARE AVAILABLE.
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 A vendor meeting will be held on **June 15**, at 5:30 p.m. at the Moreno Valley Conference and Recreation Center, 14075 Frederick St., Moreno Valley. This will be the only time you will receive your parking pass, vendor permit, wristbands, vendor parking location, etc.

I have carefully read, understand, and will abide by the above rules and regulations governing this event. I am aware that if my organization does not comply with these regulations, our booth may be closed down during festival hours.

Printed Name _____ Signature _____ Date _____
 Title _____ Organization _____
 Day Telephone _____ Evening Telephone _____
 Email address _____

4TH OF JULY PARADE/FESTIVAL VENDOR FIRE REQUIREMENTS

The following are the fire requirements pertaining to vendors:

1. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of twenty (20) feet in all directions (CFC 2404.15.5).
2. A 40 B:C Fire Extinguisher shall be provided where cooking is done with current State Fire Marshal tag affixed (CFC 2404.12).
3. Each booth and/or vendor is responsible to provide a 2-A10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher (CFC 2404.12).
4. Generators and other similar equipment shall be isolated from contact with the public and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture specifications, grounding rods may be required (CFC 2404.19).
5. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures (CFC 2404.17.2).
6. Any tents or canopies used shall be in conjunction with Chapter 24 of the 2010 California Fire Code.
7. Tents over 200 square feet and canopies over 400 square feet and any tent or canopy to which cooking is being conducted shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Fire Prevention Bureau for approval (CFC 2404.3).
8. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.
9. Combustible decorations or effects used within tents, canopies or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701 (CFC 2404.5).
10. Gas, liquid, and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy, or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh (CFC 2404.15.2).
11. Cooking equipment located outside the tent or canopy shall be located a minimum of 20 feet away from such structures (CFC 2404.15.5).
12. LP-Gas shall be located a minimum of 10 feet from any such structure (CFC 2404.16.2.1).
13. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed (CFC Section 605).
14. No smoking signs shall be posted conspicuously (CFC 2404.6 & CFC 310).

Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions will result in closure of stand. If there are any questions concerning these fire requirements, please contact the Fire Prevention Bureau at (951) 413-3370.

I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR THE EVENT. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THESE FIRE REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE AND IS SUBJECT TO CLOSURE OF STAND DURING EVENT HOURS.

Dated _____

Signature _____

Title _____

Printed Name _____

Day Telephone _____

Organization _____

**STATEMENT OF APPLICANT
WAIVER AND HOLD HARMLESS AGREEMENT**

The undersigned, acting on behalf of the sponsoring organization identified below, agrees to indemnify, defend and hold the City of Moreno Valley ("City"), the Moreno Valley Housing Authority (HA), the Moreno Valley Community Services District ("District"), and the Moreno Valley Unified School District ("MVUSD"), their officers, officials, agents, and employees, jointly and severally, free and harmless from any and all liability, claims, damages, or injuries to any property or person, arising out of or in connection with any action or other proceeding sought by or proposed for in connection with the special event or the use of the City and/or District property and/or grounds, excepting liability actions arising out of the sole negligence of the City, the HA, the District and the MVUSD, or their authorized agents.

I hereby certify that I will be personally responsible for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of myself and/or my organization. I will be responsible for payment of all charges assessed for use of the specified premises and for any damages sustained by the area used, its equipment, building, or grounds occurring through the occupancy or use of said building and/or grounds by the applicant organization.

I hereby release, discharge and agree not to sue the City of Moreno Valley ("City"), Moreno Valley Housing Authority (HA), the Moreno Valley Community Services District ("District"), and the Moreno Valley Unified School District ("MVUSD"), their officers, officials, agents, and employees, for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of myself and/or my organization, the event organizers or any other participants in the event.

I HAVE CAREFULLY READ THIS RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT NOT TO SUE, AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Printed Name: _____ Date: _____

Signature: _____ Title: _____

Parent/Guardian Signature (if under age 18) _____

Organization: _____

Address: _____

Day Phone: _____ Evening Phone _____



CITY OF MORENO VALLEY

14177 Frederick Street • P.O. Box 88005 • Moreno Valley, CA 92552-0805
Phone: 951.413.3080 • Fax 951.413.3096

Please Check One

- New Application
- Change of Address
- Change of Business Name

BUSINESS LICENSE APPLICATION

PLEASE TYPE OR PRINT CLEARLY:

Business Name _____

Business Location _____
(No P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Health Permit No. _____

Bus. Phone () _____ **Bus. Fax** () _____

Cell No. () _____

E-Mail Address _____

No. of Employees _____ (F/T) _____ (P/T)

Ownership: Corporation Ltd. Liability Corp. Partnership Sole Proprietor Trust

Date business started: _____	Description of Business: _____
-------------------------------------	---------------------------------------

State Lic. No. _____ **License Type** _____ **Expiration Date** _____

Resale No. _____ **Federal I.D. No.** _____ **State I.D. No.** _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - Attach additional page if necessary

Corporate or Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Phone** () _____

City _____ **State** _____ **Zip** _____

Social Security No. _____ **Driver's License No.** _____ **Date of Birth** _____

Corporate or Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Phone** () _____

City _____ **State** _____ **Zip** _____

Social Security No. _____ **Driver's License No.** _____ **Date of Birth** _____

EMERGENCY CONTACT:

Name _____ **Title** _____ **Phone** () _____

Address _____ **Cell Phone** () _____

If your surname is not included in the name of your business, you will need proof of a fictitious name registration and publishing or articles of incorporation.

If your business requires a resale number or any type of license or permit, you will need to provide documentation that you have completed these required actions.

All of the above requirements must be completed before processing of the business license application can be initiated.

All businesses are subject to audit.

CALCULATE GROSS RECEIPTS TAX: Office Use Only

(1) Enter current year's Gross Receipts \$ _____

(2) Gross Receipts Tax Rate \$ _____

(3) Gross Receipts Tax Due \$ _____
(TOTAL of line 1 x line 2)

CALCULATE TOTAL OF FEES AND TAX DUE:

Required Processing Fee \$ **61.00**

Gross Receipts Tax Due \$ _____
(ENTER AMOUNT FROM LINE 3 ABOVE;

IF LINE 3 ABOVE IS \$99.99 OR LESS, ENTER ZERO)

No. of business vehicles _____ x \$6.00 \$ _____

TOTAL AMOUNT DUE \$ **1.00**

TOTAL AMOUNT DUE \$ _____

I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

Signature of Owner or Representative: _____ **Date:** _____

For Office Use Only

Order of Approval	Department	Date	Permit # Home Occ # Encroach #, etc.	Expires	Approved By
	Planning				
	Building				
	Police				
	Health				
	Fire				
	Fictitious Name				
	Proof of Publication				
	Articles of Incorporation ID #				

Comments:



**COMMUNITY EVENT TEMPORARY FOOD FACILITY
OPERATOR'S AGREEMENT FORM**

Name of Event: _____

Location of Event: _____

Dates and Times of Event: _____

Event Start Time: _____

Name of Food Facility: _____

Name of Owner: _____

Name of Person in Charge: _____

Check One: Booth Mobile Food Facility

If booth, describe enclosure: _____

Food and beverage to be served: _____

Where will food be prepared: _____

How will food/beverage be prepared and served: _____

List of cooking equipment: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Oven, # of units: | <input type="checkbox"/> Vertical Broiler, # of units: |
| <input type="checkbox"/> Fryer, # of units: | <input type="checkbox"/> BBQ, # of units: |
| <input type="checkbox"/> Flat grill, # of units: | <input type="checkbox"/> Stove or Range, # of units: |
| <input type="checkbox"/> Other (please describe): | |

Fire extinguisher? Yes No (Check with city/county fire department for rating)

How will cooking equipment be ventilated? _____

How will food be held hot (above 135°F)? _____

How will food be held cold (below 45°F)? _____

How will temperatures be monitored? _____

Describe hand wash setup:

Describe utensil wash setup:

What type of sanitizer will you be using? Chlorine (100ppm, soak 30 seconds)
 Quaternary Ammonia (200ppm, soak 60 seconds)

Do you have test strips to monitor the sanitizer concentration? Yes No

Will any food or equipment be stored outside of booth or mobile food facility? Yes No

If yes, how will food be dispensed, stored and protected; how will equipment be stored and protected?

I agree to adhere to the following requirements to operate at said event:

- Name of facility, city, state, zip code, and name of the operator shall be legible and clearly visible to patrons.
- Hand washing facilities shall be provided at operations handling any open food. Hand washing facilities shall be properly stocked and used as often as necessary to keep hands clean and protect food from cross-contamination. **Note: gloves and/or hand sanitizer are not approved replacements for hand washing.**
- All food and beverage items will be stored, displayed, prepared/ processed at an approved facility.
If applicable: Cottage Food Operation Name: _____
Permit/ Registration Number: _____
- Cold and hot holding equipment shall be provided to ensure proper temperature control during transportation, storage, and operation of the temporary food facility.
- All potentially hazardous foods will be held at or below 45°F or at or above 135°F. At the end of the operating day, any foods held above 41°F shall be disposed of. Thermometers shall be provided to monitor temperatures.
- Ice is considered a food and shall remain off the ground, stored in clean sanitized food grade containers and properly dispensed by operator of the temporary food facility or in approved bulk dispensing unit(s).
- All equipment shall be maintained in a clean and sanitary condition.
- Equipment shall be washed in hot (minimum100°F) soapy water, rinsed and sanitized either in a 3-compartment ware washing sink or 3-bucket system as approved by this department depending on length of event. Sanitizer testing equipment shall be on-site to measure concentration of sanitizer.
- Operations handling any open food must provide **completely enclosed booths**. Contact this department prior to event for approval of an alternative food protection means.

- Significant changes of menu items shall be discussed and approved by this Department prior to event.

I understand these requirements and agree to operate in a manner to protect public health and food from possible contamination.

Name: _____ Date: _____

Contact Phone Number Day of Event: _____

Email: _____

PLEASE FAX TO AREA OFFICE PRIOR TO EVENT

Riverside
(951) 358-5017

Hemet
(951) 766-7874

Corona
(951) 520-8319

Murrieta
(951) 461-0245

Indio
(760) 863-8303

Palm Springs
(760) 320-1470

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Reviewed By: _____

Date: _____

Notes: