



City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

You can complete the application online (see instructions below) or manually complete the attached application and return it with payment and documentation to Lynne A. Paul, Public Works Management Analyst (lpaul@cityofdhs.org).

Online completion of Special Event Permit Application:

To access applications: click on this link <https://deserthotspringsca.viewpointcloud.com/>, navigate to Miscellaneous Permits, choose the Special Event Permit Application (If you haven't already, you will need to create a login and password).

Documentation Needed:

- Facility Use Permit (if you are renting a City facility)
- Site Plan
- Certificate of Insurance
- Fire Department Permit (if applicable)
- Health Department Permit (if applicable)
- Liquor License (if applicable)
- Tax Exemption Certificate from IRS (if not for profit)
- Security Confirmation letter from vendor or Citizens on Patrol
- Marketing Material

Once the application is approved for review, you will receive an e-mail requesting payment. You can pay online with a credit card or bring a check or cash into the office. The fees are: \$25 (if not for profit) OR \$2,075 (if private)

After fees are paid, it will go through a final review process by several city agencies and departments. Once approved, you will receive an e-mail letting you know you can print your permit.

PLEASE NOTE THAT SPECIAL EVENT PERMITS MUST BE SUBMITTED 60 DAYS PRIOR TO THE DATE OF THE EVENT



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SPECIAL EVENT PERMIT APPLICATION CHECKLIST

This checklist is for your use only. Do not return with the application.

Required Documents:

Facility Use Permit (approved) - if the event will take place at a City-owned facility

Special Event Permit (completed and signed)

Site Plan showing the following:

- Nature and purpose of the Special Event.
- Sponsoring Organization.
- Location of assembly or staging area, tents, jumpers, stages, vehicles, food vendors or other units.
- Hours of duration of the event, including days and hours for set-up and break-down.
- Designated parking areas.
- Street closures (traffic control plan), if any (use of Public Works crews may be an additional cost to be borne by the applicant).
- Nature of items of equipment of person(s) to be utilized to produce music, sound or noise during the event.
- Name and telephone number of the person(s) in charge of the Special Event while it is being conducted.
- Any other information required by the City Manager or his/her designee at the time the application is filed.
- A sample of any marketing materials including flyers, hand bills, etc.
- Proposed security and safety measures (police and fire services may be an additional cost to be borne by the applicant).

Certificate of Insurance (see application for details)

- General Liability - \$1,000,000 per occurrence
- Property damage insurance - \$1,000,000
- City named as additional insured
- Evidence the use of the facilities

Please note that application will not be accepted without receipt of all documentation and fees.

Sample Marketing Materials

501(c)3 Non-Profit Certificate from IRS (if applicable)

Fire Department Permit (if applicable)

Business License (if available)

Health Department Permit (if applicable)

Security Confirmation (letter from security vendor or Police Department if using Citizens on Patrol)

ABC Liquor License (if being served)

Fees	
Profit	\$2,075
Non-Profit	\$25.00



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SPECIAL EVENT PERMIT APPLICATION

Special Event Permit applications **must be submitted not less than 60 days** before the date of the Special Event and are required for conducting or managing any Special Event for all outdoor events or promotions of a limited duration and frequency which are located on public or private property. Such events include, but are not limited to, festivals, parades, carnivals, car shows, etc. and seasonal or promotional events. Such events require permits to ensure that they are operated in a safe and orderly manner and are not a detriment to the community.

APPLICANT INFORMATION

Applicant Name/ Responsible Party in Charge	
Sponsoring Organization Name	
Applicant Street Address	
Applicant City, State, Zip Code	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

EVENT INFORMATION

Type of Event	
Date of Event	
Event Set-Up Start Time	
Event Start Time	
Event End Time	
Event Break-Down End Time	
Nature and Purpose of Event	
Event Location	
Expected Attendance	
Property Owner	
Property Owner Address	
Property Owner City, State, Zip Code	

Number of Street Closures - attach traffic control plan for review and approval (list all streets proposed to be closed)	
Number of Generators - Fire Department Permit is required	
Number of tents larger than 400 Square Feet - Fire Department Permit is required	
Number of Stages - Fire Department Permit is required	
Number of Food Vendors - Fire Department/Health Department Permits are required	
Number of Cooking Operations - Fire Department/Health Department Permits are required	
Alcohol Beverages - Alcohol Beverage Control (ABC) License is required	
Description of Sound Equipment to be used	
Description of Security Measures to be taken during event - attach letter from security vendor or Police Department if using Citizens on Patrol	

Attach

Fire Department Permit (if applicable)

Site Plan (see sample below)

Health Department Permit (if applicable)

Certificate of Insurance

Alcohol Beverage Control (ABC) License (if applicable)

501 (c)3 Tax Exemption Letter from IRS (if applicable)

Sample Marketing Material

Letter from Security vendor or Police Department (if applicable)

Additional Comments	
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I have read and understand the guidelines by which a Special Event is permitted on the attached sheet and acknowledge that false or misleading information on this application shall be grounds for denying a Special Event Permit, or failure to comply with any conditions shall be grounds for the revocation of a permit.

Name and Signature of Applicant

Name (please print)

Date

Signature

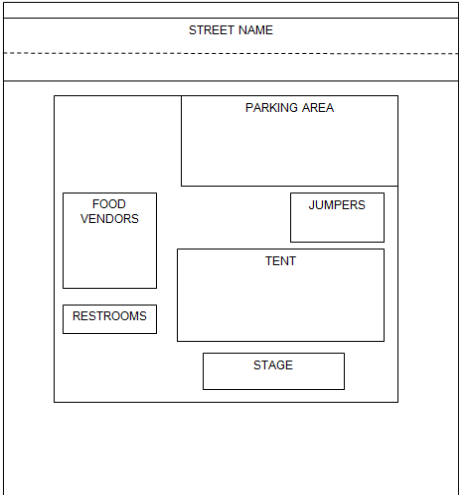
Name and Signature of Property Owner

Name (please print)

Date

Signature

Sample Site Plan



SPECIAL EVENT PERMIT GUIDELINES AND SUBMITTAL REQUIREMENTS

No person shall conduct or manage any Special Event (festivals, parades, carnivals, etc. and seasonal or promotional events) without a permit. Such permit is required for all outdoor events or promotions of a limited duration and frequency located on public or private property and, shall be issued by the City Manager or his/her designee, upon recommendation by the various City departments involved. The City Manager or his/her designee, may refuse a permit for a Special Event when the primary function thereof is to publicize or advertise a person, business organization or event, unless such event serves a public purpose and the overall good of the community.

Any person or organization desiring to conduct or manage a Special Event shall make application with the City Manager or his/her designee, **not less than 60 days before the date of the Special Event**. A Special Event Permit can be issued for multiple events on the same site. However, coordination of multiple events on the same site is the responsibility of the applicant(s). Special Event Permits, if approved, will only be valid for the days and times listed on the application.

THE FOLLOWING ITEMS ARE REQUIRED FOR SUBMITTAL:

1. Facilities Use Permit approved by the Community Services Dept. (if the event will take place at a City-owned facility).
2. Completed Special Event Permit Application and fee.
3. Site Plan showing the following:
 - a. Nature and purpose of the Special Event;
 - b. Sponsoring organization;
 - c. Location of assembly or staging area, tents, jumpers, stages, vehicles, food vendors, or other units;
 - d. Hours of duration of the event, including days and hours for set-up and break down;
 - e. Designated parking areas;
 - f. Street closures (traffic control plan), if any (use of Public Works crews may be an additional cost to be borne by the applicant);
 - g. Nature of items of equipment or persons to be utilized to produce music, sound or noise during the event;
 - h. Name and telephone of the person in charge of the Special Event while it is being conducted;
 - i. Any other information required by the City Manager or his/her designee at the time the application is filed.
 - j. A sample of any marketing materials including flyers, hand bills, etc.
 - k. Proposed security and public safety measures (police and fire services may be an additional cost to be borne by the applicant).
4. Proof of Insurance with the City of Desert Hot Springs and the Redevelopment Agency listed as "Additionally Insured" with a minimum of One Million Dollars (\$1,000,000.00) in General Liability and One Million Dollars (\$1,000,000.00) in Property Damage Coverage.

NOTE: The City Manager or his/her designee shall not accept applications unless all of the required information listed above is contained thereon.

PROCEDURE:

1. Once a completed application is submitted, the City Manager or his/her designee shall forward the same to the Police Department, Fire Department, Public Works Department, Planning Department, and any other department he/she believes may be affected by the Special Event.
2. Such departments shall review the facts, Site Plan and program as set forth in the application and determine who shall coordinate the mutual concerns involving the departments.
3. Within 14 days after receiving such application, the departments shall make a recommendation to the City Manager or his/her designee, relative to approving, conditionally approving or denying the request the Special Event permit.

4. The City Manager or his/her designee, shall, upon receipt of such recommendation from the various departments, act thereon as soon as reasonably possible. The City Manager or his/her designee may make minor changes in the duration and time periods of such events where reasonable grounds are presented. The decision of the City Manager or his/her designee is FINAL but may be appealed to the City Council pursuant to the Desert Hot Springs Municipal Code. If no timely appeal is filed, the decision of the City Manager or his/her designee will stand. The applicant will be notified in writing of the final decision within a timely manner.

CRITERIA FOR ISSUANCE OF SPECIAL EVENT PERMIT:

The City Manager or his/her designee shall issue the permit upon the following findings:

1. The Special Event will not unduly interrupt the safety and orderly movement of other traffic for an unreasonable period of time.
2. The conduct of the Special Event is not reasonably anticipated to require the diversion of so great a number of police and fire department personnel of the City, as would be needed to service the line of movement in the area contiguous thereto, that the result would be to deny and prevent adequate police and fire protection to the remainder of the City.
3. The conduct of the Special Event would not unduly interfere with ambulance or Fire Department service.
4. The conduct of such Special Event is not unreasonably likely to cause injury to person or property.
5. The Special Event will serve a recognizable public purpose and the overall good of the community, at least as to a substantial segment of the citizenry.

RULES AND REGULATIONS

1. DAMAGES: Renter assumes full responsibility for any damage done to equipment and/or building due to misuse, negligence and vandalism. If damages occur, renter shall be billed for repairs and/or replacement.
2. No alcoholic beverages are allowed under any circumstances, unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed facility use permit application is filed. Additional charges for the hourly rate of City (and police if required) employees may apply. If after rental, the facility is not clean, the security deposit will not be returned, and future use of the facility will be prohibited.
4. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must be able to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance company with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
5. SUPERVISION: Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.
6. The use of any property for staging and/or parking must have property owner approval.

7. FIRE DEPARTMENT CONDITIONS (if applicable): All Fire Department conditions must be followed.
8. HEALTH DEPARTMENT CONDITIONS (if applicable): All Health Department conditions must be followed.
9. TRASH: The applicant shall provide adequate trash receptacles to service the needs of the event operations, at all times, and shall properly dispose of trash on an "as needed basis". No trash shall be allowed to accumulate outside of bins or trash receptacles. The applicant is responsible for proper cleaning and disposing of all trash and debris during and after the event and all associated expenses.
10. The applicant is responsible for any illegal dumping and illegal parking, and all associated expenses.
11. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.
12. The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after event, and all associated expenses.
13. The applicant is responsible for the set-up and tear-down of all items for event.
14. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If Police Department received noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
15. Vehicles/trailers may be towed if parked illegally or without permission.
16. The application shall obtain all necessary approvals from the Riverside County Environmental Health Department.
17. The applicant shall restore the site to its previous condition within 24 hours of the last day of operations.
18. The applicant shall comply with all ADA requirements, including but not limited to parking, signage, path of travel, maximum slope, door access, restroom access, etc.
19. No signage is approved under this permit. Please submit a Temporary Sign Permit application with the Planning Department if the applicant is proposing any temporary signage before or during the event, (i.e., temporary banner advertising the event).