



City of Desert Hot Springs

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

CITY EVENT SPONSORSHIP APPLICATION

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

Online completion of City Event Sponsorship Application:

To access applications: click on this link <https://www.cityofdhs.org/public-works-applications-permits/>.

Documentation That May Be Needed (see application for further details):

- Certificate of Liability Insurance
- Certified Proof of Background Checks (LiveScan)
- Volunteer Training Program
- Volunteer Discipline Policy
- Membership Roster with Addresses
- City Business License and/or Event Permit
- List of Equipment Stored Onsite and Owner Contact Information
- Organization Signed Liability Waiver
- Signed Liability Waivers
- IRS Documentation
- Bylaws
- Roster of Officers
- List of Individuals Authorized to Make Reservations for the Organization.

If approved, the City will provide the organization with an Event Sponsorship Agreement.



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City Event Sponsorship Application Process

To request City sponsorship for an event, please complete the application form below and return to:

Lynne A. Paul
Public Works Management Analyst
City of Desert Hot Springs
11999 Palm Drive
Desert Hot Springs, CA 92240
lpaul@cityofdhs.org
760-329-6411 x219

Application Deadlines

For requests exceeding \$5,000, applications must be received no less than 90 days prior to the earliest scheduled date of the event.

For requests not exceeding \$5,000, applications must be received no less than 60 days prior to the earliest scheduled date of the event.

Failure to submit a complete application within the above-referenced deadlines will render the application ineligible for consideration. **If the application is approved, the applicant or other responsible party will be required to enter into a Sponsorship Agreement with the City prior to receiving City sponsorship support.**

Required Documentation

If applicant is requesting City sponsorship on behalf of a non-profit organization, proof of the organization's non-profit status is required. Proof of non-profit status shall include IRS documentation, organization's bylaws, roster of officers/employees, and other documentation as deemed necessary by the City Manager or his/her designee.

Applicant shall comply with all terms of the Sponsorship Agreement.

Please refer to the City's Event Sponsorship Policy for full rules and guidelines.

Applicant Information

Organization Name		
Organization's Website Address		
Tax Exempt No. (if applicable)		
Contact Individual / Representative		
Adult / Youth	Adult	Youth
Street Address		
City, State, Zip Code		
Home Phone		
Cell Phone		
Work Phone		
E-Mail		
Organization Description		

List of Full Legal Names of All Members of Organization (attach additional sheet if necessary)

Event Information

Type of Event		
Adult / Youth	Adult	Youth
Amount Requested		
Number of Employees/Volunteers		
Number of Guests		
Percentage of DHS Residents		
In-Kind Support Requested (if applicable)		
Event Date(s)		

Relevant Pre-Event and Post-Event Dates, including load-in and load-out (if applicable)	
Event Time(s)	
Event Location(s)	
Description of Event	
How will the requested City sponsorship support/complement other funding and/or support already obtained, or to be obtained, for successful implementation?	
How will the event benefit the Desert Hot Springs community?	
If the amount requested can be itemized based on specific usage, please attach an itemization on a separate attachment.	Attached Not Attached
Description of how event will be marketed, including overview of the channels through which the City will have an opportunity to be recognized on marketing materials:	

The undersigned certifies that he/she has read and agrees to abide by the City's Event Sponsorship Policy. The undersigned further agrees to be responsible for any damage to City facilities caused during or by the event and agrees to be responsible for the conduct of all persons attending the event.

Signature of Applicant

Date

Print Name

The following documents must be received before a City Sponsorship Agreement will be executed. Please work with City staff to submit all required documents. Failure to submit required documents in a timely manner may result in forfeiture of preferred dates and times for your event.

	Date Received	Staff Initials
Certificate of Liability Insurance		
Certified proof of background checks (Livescan) policy performed for all parties and all parties passed background checks		
Volunteer Training Program		
Volunteer Discipline Policy		
Membership Roster with addresses		
City Business License and/or Event Permit		
List of equipment stored on-site and owner contact information		
Organization Signed Liability Waiver		
Signed Liability Waivers		

Tax Exempt Documents

	Date Received	Staff Initials
IRS Documentation		
Bylaws		
Roster of Officers		
A list of individuals authorized to make reservations for the organization		

Fee	
Check No.	
Money Order No.	
Cash	
Date Paid	
City Event Sponsorship Agreement Executed	

The above application is:

Approved	
Not approved (provide reasons)	

Signature

Date

Print Name