



CITY OF BEAUMONT
550 E. 6th Street
Phone (951) 769-8520
BeaumontCa.gov

SPECIAL EVENT PERMIT

1. Please submit your application at least four (4) weeks prior to your event. If you want to have your event at a City Facility, please check with Community Services regarding availability prior to completion.
2. All vendors shall have a City of Beaumont Business License. Please be aware that Business License Applications should be submitted at least 2 weeks prior to the event.
3. There is no application fee for the Special Event application, however are reviewing the requests fees maybe required for needed Fire, police, or Community Services time, based on the type of event.
4. For events on private property a Temporary Use Permit maybe required to be submitted and approved by the Community Development Department.
5. For events on Public Property (i.e. Parks) a Facility Use Permit may be required to be submitted and approved by the Community Services Department.
6. Any signs wanted for the event must be approved by the Community Development Department and must meet the requirements of the Municipal Code.
7. Violations of any conditions issued as part of your approval may lead to immediate revocation and possible fines.
8. All non profit vendors/applicants shall apply for a standard annual business license which shall be issued at no charge. (with submittal of 501c3 letter)



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SPECIAL EVENT PERMIT APPLICATION - CITY OF BEAUMONT

APPLICANT (Organization Conducting Event)

ORGANIZATION: _____

ADDRESS: _____ CITY/STATE: _____ ZIP: _____

TEL: (____) _____ FAX: (____) _____ EMAIL: _____

YES NO

_____ Is this a non-profit organization? If yes, provide tax identification number

_____ Can members of the general public join this organization?

EVENT CONTACTS

PRIMARY'S NAME: _____ EMAIL: _____

ADDRESS: _____ CITY/STATE: _____ ZIP: _____

DAY TEL: (____) _____ ALTERNATE TEL: (____) _____ FAX: _____

ALTERNATE CONTACT: _____ EMAIL: _____

ADDRESS: _____ CITY/STATE: _____ ZIP: _____

DAY TEL: (____) _____ ALTERNATE TEL: (____) _____ FAX: _____

FOR THE OFFICE OF CULTURAL AFFAIRS COORDINATED EVENTS ONLY:

Website: _____

Public Information Contact Name: _____ Public Information Contact Phone#: (____) _____

GENERAL EVENT INFORMATION

EVENT NAME: _____

TYPE: (Parade, Festival, Run, Ceremony, ect.): _____

LOCATION: Check and complete **all** applicable lines

On the Downtown Parade Route (STREET)

In the Downtown Festival Site (STREET)

In a City park.....Name of Park(s): _____

On a Paseo or Plaza.....Name of Paseo or Plaza(s): _____

On a City street.....Name of street(s): _____

On private property.....Event location address: _____

Assessor's parcel number(s) of event location: _____

BEGIN SETUP: Date: _____ Time of Day: _____ am/pm Indicate when you will take possession of the event
site to begin event setup

ACTUAL EVENT DAY/DATE(S):

TIME OF DAY:

Est. Daily Attendance

| | | | | | |
|-------|---------------|-------|-------------|-------|-------|
| _____ | (Start) _____ | am/pm | (End) _____ | am/pm | _____ |
| _____ | (Start) _____ | am/pm | (End) _____ | am/pm | _____ |
| _____ | (Start) _____ | am/pm | (End) _____ | am/pm | _____ |

Number of attendees by age: Youth (under 18): _____ Adult: _____ Total attendance: _____

Number of attendees present during the most crowded period of event: _____

FINAL CLEANUP: Date: _____ Time of Day: _____ am/pm Indicate when the event site will be completely cleaned
& reopened for normal use

City Office Use Only:

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EVENT DESCRIPTION

YES**NO**

Was this event held last year? If yes, where _____ Attendance? _____
Is this a Charitable fundraiser? If yes, for what cause? _____
Is there an attendance fee? Fee per person: \$ _____ Fee collected in advance? _____
Is this event open to the public? _____
Will there be any areas within the event that will be for private use only? (Example:VIP area, ect.) _____

MANDATORY ATTACHMENTS: Required to be submitted with every application. Reference page ii for instructions.

EVENT NARRATIVE: Please provide a description of the event theme, purpose, schedule of activities, entertainment, food, beverages (including alcohol), cleanup plan, ect.

SITE DIAGRAM: For activities on **public and private property**: a detailed drawing depicting the proposed layout, including the location of booths, tables, stages, fences, dumpsters, signage, portable toilets and all other event equipment. For any activity on **private property**: diagram must also show all marked parking spaces, adjacent streets, residential units, and indicate the linear feet from the event boundary to streets and residences.

ROUTE MAP: For parades, runs, walks and races on **public streets or sidewalks**: a map of the proposed route, route, start and finish points, direction of movement and proposed street closures including the specific lane(s) requiring closure.

SPECIFIC EVENT INFORMATION

YES**NO**

Will **any** equipment be used on the event site? (Examples: fence, tent, canopy, table, chair, stage, trash container, dumpster, booth, amplified sound system, musical instruments, carnival ride, parade float, portable toilet, ect.)
Will the event require the closure of any public street or traffic lane?
Will there be any food and/or beverages prepared, sold or served at the event?
Will there be sales of any kind?
Will there be any activity connected to the event? (Examples: live animal display, parachute jump).
Do you require any City services? (Examples: traffic control, tow zone, street barricades, electrical power, ect.)

If you answered **NO** to all of the questions in this section, you have completed this application. Sign the Declaration below, attach the Mandatroy Site Diagram or Route Map and submit your application.

If you answered **YES** to ANY of the questions in this section, please complete the remainder of this application.

DECLARATION

As the authorized representative of the applicant, I hereby declare that:

1. The information contained in this application and attachment(s) is true, complete and to the best of my knowledge.
2. Applicant agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents, or employees, arising from Applicant's acts or omissions under this Agreement or any act of omission of the Applicant's permission or invitation of Applicant, except as may arise from the negligence or willful misconduct of City, its officers, agents, contractors, or employees. In any action or claim against City in which Applicant is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be reasonably withheld.
3. Applicant has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within these Guidelines.
4. Applicant will pay for actual costs of any City services provided for your event within 30 days from receipt of City invoice.
5. No copyrighted musical or visual arts composition shall be performed or played, weather amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise in connection with any use of City property, unless the Applicant shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, Applicant's indemnification of City as set forth in a permit or authorization to conduct an event, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of an/or other violation of the right of any such copyright owner under any copyright law.
6. Applicant will provide access to the City's Special Event recycling service provider at a level of service established by the Director of Environmental Services or his/her designee if the following conditions are met: the event occurs on a City street or on a City-owned site, facility or public park and has an average daily attendance of at least 1,000 persons.

Signature _____ **Date** _____

Print Name _____ Title _____

Business Name _____ Tel (____) _____ Email _____

For Private Property Event, a letter from the property owner (or an agent authorized by the owner) must be included with this application. The letter should be on company letterhead acknowledging their approval of the event, knowledge of the date, time and activities scheduled to take place. Contact information (address, email and phone) for this individual should be included in the letter.

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ADDITIONAL EVENT INFORMATION

Equipment / Source of Power

YES

NO

1. _____ Will the event be fenced? Do you want the City to provide fencing? YES:_____ NO:_____

2. _____ Will there be parade floats?

3. _____ Will ther be a tent or canopy? If yes, date being erected:_____ Size(s):_____

4. _____ Will amplified sound equipment be used?

5. _____ Will electrical power be used...Do you want the City to provide electrical power?Yes:___ NO:___

6. _____ Will a generator be used?

7. _____ Will there be a stage?..... If yes, date being set up:_____ Removal date:_____

8. _____ Will heaters be used?..... If yes, indicate heater type:_____

9. _____ Will there be booths?.....If yes, complete the following information:
of sales booths:_____ # of non-sales booths:_____ Total booths:_____
Booth setup date:_____ Setup time:_____ Booth removal date:_____ Removal time:_____
Vendor arrival date:_____ Arrival:_____

10. Total tables that will be set up (**outside** of booths):_____

Food and Beverage

YES

NO

11. _____ Will alcohol be sold or served?..... If yes, Beer?_____ Wine?_____ Other?_____

12. _____ Will there be food preparation?

13. _____ Will there be cooking booths?

14. Indicate all cooking methods: Electrical appliance:_____ Liquid fuel device:_____
Wood/Charcoal BBQ:_____ Deep Fryer:_____

Sales

YES

NO

15. _____ Will any items be sold?

16. _____ Will vehicles be sold?

17. _____ Are you requesting a Vendor Zone? **Applicable to Downtown events only** - this controls vendor carts around your event.

Traffic and Parking Control

YES

NO

18. _____ Will you require a "No Parking" tow zone?

19. _____ Will you require a traffic control officer?

20. _____ Are you requesting that any public street or traffic lane be closed for your event?

Miscellaneous Activities

YES

NO

21. _____ Will ther be a circus or carnival?

22. _____ Will there be fireworks/pyrotechnics?

23. _____ Will there be aircraft or a parachute jump?

24. _____ Will there be live animals?

25. _____ Will there be items that produce extra trash/litter ((flyers, box lunches, ect.)?)
Describe:_____

26. _____ Will there be any other type of activity not listed here?
Describe:_____

Additional information describing above responses: _____

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APPROVAL

1. Community service _____ Date: _____

Comments: _____

2. Police (Chief of Designee) _____ Date: _____

Comments: _____

3. Fire _____ Date: _____

Comments: _____

4. Planning _____ Date: _____

Comments: _____

5. Public Works _____ Date: _____

Comments: _____

Special Events Insurance Requirements

Special events can include a variety of situations including but not limited to the use of City space for parties and other events or events occurring at the local parks.

REQUIREMENTS:

The Special Event Sponsor shall procure and maintain for the duration of the event insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Special Event Sponsor's operation and use of the premises. The cost of such insurance shall be borne by the Special Event Sponsor.

Minimum scope of insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage.
2. Workers' Compensation insurance as required by the State of California and Employers' Liability insurance (for Special Events Sponsors with Employees).
3. Property insurance against all risks of loss to any tenant improvements or betterments if any.

Minimum Limits of Insurance:

Special Events Sponsor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence per bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other from with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Workers' Compensation as required by the State of California.
3. Employers' Liability: \$1,000,000 each accident. \$1,000,000 policy limit bodily injury by disease, \$1,000,000 each employee bodily injury by disease.
4. Property Insurance: Full replacement cost with no coinsurance penalty provision.

Deductable and Self-Insured Retentions:

Any deductible or self-insured must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductions or self-insured retentions or respect the City, its officers, officials, employees and volunteer; or the Special Events Sponsors shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions:

1. The City of Beaumont, its officers, officials, employees and volunteers are to be covered as insured with respect to liability arising out of ownership, maintenance or use of that part of the premises leased to the Special Events Sponsor.

2. The Special Events Sponsor's insurance coverage shall be primary insurance as respects the City of Beaumont, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Special Events Sponsor's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days prior written notice has been provided to the City.

Acceptability of Insurer:

Insurance is to be placed with insurer with a current A.M. Best's rating of no less than A: VII, Unless otherwise acceptable to the City. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

Verification of Coverage:

Special Events Sponsor shall furnish the City with endorsements effecting coverage required by this clause.

The endorsements are to be signed by a person authorized by that Insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before the special events permit becomes effective. However, failure to do so shall not operate as a waiver of these insurance requirements. As an alternative to the City's forms, the Special Events Sponsor's insurer may provide completed copies of all required insurance policies, including endorsements affecting the coverage required by these specifications. Coverage shall be equal to that provided to the first named insured. Any limitations on coverage application only to the City shall not be acceptable.