

EVENT DESCRIPTION

Type of Event:

 Music or sound amplification:

Amplification shall be oriented away from sensitive uses, such as residences. Mitigation to minimize noise impacts may be required.

Hours of music or sound amplification: _____:_____ am/pm to _____:_____ am/pm

 Concession and Food Vendors:

Provide a separate list of all vendors intended for the event. Vendors shall obtain City Business License. Prepared foods shall require a health permit from the County Department of Health Services. The serving of alcohol requires a permit from the State of California Alcoholic Beverage Control Department.

Food and/or beverage vendor(s) Yes No

Alcoholic beverage vendor(s) Yes No

Police services being requested Yes No

Fire services being requested Yes No

Barricades, cones or other traffic control devices being requested Yes No

 Insurance:

A Certificate of Insurance is required for all events taking place on City-owned or City-controlled property, including the public right-of-way. The insurance coverage shall be for \$1,000,000 General Liability Insurance. The City of Moreno Valley, Moreno Valley Community Services District and the Community Redevelopment Agency of the City of Moreno Valley shall be certificate holder and additional insured. The carrier is required to provide information regarding notice of cancellation or reduction of coverage to the City.

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.

Applicant Signature _____

Date _____

Print Name _____

PERMIT SUBMITTAL REQUIREMENTS

Completed and signed forms (as applicable - dependent upon the type of event, applicable permits, inspections and fees may be required):

- Special Event Permit Application (Fee \$_____)
- Encroachment Permit (Fee \$57.00)
- Business License Application (Fee \$_____)
- Fire Permit/Inspection Application (Fee \$_____)
- Building Special Request Application (Fee \$_____)
- Emergency Contact Form
- Letter from property owner or property leasing agent authorizing the use of the land for the proposed special event.

Fully dimensioned site plan, identifying the following:

- Location and size of project site
 - Lot dimensions
 - Closest intersection(s)
- Vehicular and/or pedestrian access points
 - Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - Loading/unloading area(s)
- Location of on-street/off-street parking area(s)
- Location of lighting, fencing (6' high maximum), and gates
- Location(s) of tents/canopies, food services, alcoholic beverage areas, restrooms/portable toilet facilities, etc.
- Location of grandstand, inclusive of speaker locations
- Location of any flammable liquids
- Location of nearest fire hydrant (distance), fire lanes, water meter, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street
- Location of signage
 - Temporary signs or banners up to a maximum of 80 square feet
 - No signs are permitted within 10 feet of any vehicular access or within of any public right of way, and shall not exceed 30 inches in height above the street curb
 - Pennants and A frame signs are prohibited
 - Helium filled balloons shall not exceed a maximum height of 50 feet above grade
 - Cold air balloons and blimps are permitted in commercial zones only
- Map showing check points (if applicable)
- Map illustrating route of walk/run/race and proposed signage (if any)

Check made payable to the **City of Moreno Valley** for the total of all fees due.

Deposit against services to be rendered may be required.

DIVISION REVIEW AND APPROVAL SIGNATURES

PARKS & RECREATION

Approved by: _____

Date: _____

Comments:

PUBLIC WORKS - LAND DEVELOPMENT

Approved by: _____

Date: _____

Comments:

BUILDING & SAFETY

Approved by: _____

Date: _____

Comments:

PLANNING

Approved by: _____

Date: _____

Comments:

PUBLIC WORKS - TRANSPORTATION

Approved by: _____

Date: _____

Comments:

PUBLIC WORKS - MAINTENANCE & OPERATIONS

Approved by: _____

Date: _____

Comments:

DIVISION REVIEW AND APPROVAL SIGNATURES (continued)

POLICE

Approved by: _____

Date: _____

Comments:

FIRE PREVENTION

Approved by: _____

Date: _____

Comments:

ADMINISTRATIVE SERVICES

Approved by: _____

Date: _____

Comments:

RISK MANAGEMENT

Approved by: _____

Date: _____

Comments:

OTHER AFFECTED DEPARTMENTS/DIVISIONS: _____

Approved by: _____

Date: _____

Comments:

CITY MANAGER (if applicable)

Approved by: _____

Date: _____

Comments:

NOTIFICATIONS

- Riverside County Health Department - Environmental Health Division** - (951) 358-5172 (north of Alessandro) or (951) 654-5378 (south of Alessandro) - It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being provided.
- Alcohol Beverage Control Board** - (951) 782-4405 - It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.
- Moreno Valley Code Compliance Division** - (951) 413-3337
- Moreno Valley Capital Projects Division** - (951) 413-3130
- Moreno Valley Special Districts Division** - (951) 413-3480
- Moreno Valley Police Department** - (951) 697-8350 - It is the responsibility of the applicant to notify the Administrative Sergeant of the event.