



# City of Beaumont

550 E. 6<sup>th</sup> Street  
Beaumont, CA 92223  
(951) 769-8520  
[www.ci.beaumont.ca.us](http://www.ci.beaumont.ca.us)

## Special Event Information

For Applicants wishing to apply for a 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, reviewing the requests may require fees for needed Fire, police, or Community Services time, based on the type of event.
4. For events on private property a Temporary Use Permit may be 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)



# City of Beaumont

550 East Sixth Street  
Beaumont, Ca 92223

Phone: (951)769-8520 Fax: (951)769-8526

## 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:

**SPECIAL EVENT PERMIT APPLICATION - CITY OF BEAUMONT**

**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 <b>any</b> 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:**

- The information contained in this application and attachment(s) is true, complete and to the best of my knowledge.
- 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.
- Applicant has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within these Guidelines.
- Applicant will pay for actual costs of any City services provided for your event within 30 days from receipt of City invoice.
- 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.
- 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.

**SPECIAL EVENT PERMIT APPLICATION - CITY OF BEAUMONT**

**ADDITIONAL EVENT INFORMATION**

**Equipment / Source of Power**

- | <b>YES</b>  | <b>No</b> |  |
|---|-----------|--|
| 1. _____  | _____     | Will the event be fenced? ..... Do you want the City to provide fencing? YES: _____ NO: _____  |
| 2. _____  | _____     | Will there be parade floats?   |
| 3. _____  | _____     | Will there 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:<br># of sales booths: _____ # of non-sales booths: _____ Total booths: _____<br>Booth setup date: _____ Setup time: _____ Booth removal date: _____ Removal time: _____<br>Vendor arrival date: _____ Arrival: _____ |
| 10. Total tables that will be set up ( <b>outside</b> of booths): _____ |           |  |

**Food and Beverage**

- | <b>YES</b>  | <b>NO</b> |   |
|---|-----------|---|
| 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: _____<br>Wood/Charcoal BBQ: _____ Deep Fryer: _____ |           |   |

**Sales**

- | <b>YES</b> | <b>NO</b> |   |
|------------|-----------|---|
| 15. _____  | _____     | Will any items be sold?   |
| 16. _____  | _____     | Will vehicles be sold?  |
| 17. _____  | _____     | Are you requesting a Vendor Zone? <b>Applicable to Downtown events only</b> - this controls vendor carts around your event. |

**Traffic and Parking Control**

- | <b>YES</b> | <b>NO</b> |   |
|------------|-----------|---|
| 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**

- | <b>YES</b> | <b>NO</b> |  |
|------------|-----------|--|
| 21. _____  | _____     | Will there 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.)?<br>Describe: _____ |
| 26. _____  | _____     | Will there be any other type of activity not listed here?<br>Describe: _____                         |

Additional information describing above responses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **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.