



**CITY OF BEAUMONT**  
550 E. 6th Street  
Phone (951) 769-8520  
[BeaumontCa.gov](http://BeaumontCa.gov)

## **SPECIAL EVENT PERMIT**

### **Planning Fees**

- Minor Special Event Permit- \$500 deposit with charges at the fully allocated hourly rates for all staff involved plus any outside costs.

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- Major Special Event Permit
  - \$1,985 per application
  - Carnival/Circus/Menagerie- additional \$455 per application
  - Events of more than 1,000 people- \$5,000 deposit with fully allocated hourly rates for all the staff involved plus any outside costs
- Miscellaneous Special Event Permit- \$1,000 per application

### **Fire Fees**

- Special Event with tents and/or canopies >400 sq. ft.- \$300 Plan Check Fee & \$300 Fire Inspection Fee
- Special Event with NO tents and/or canopies- \$150 Plan Check Fee & \$150 Fire Inspection Fee
- Carnivals & Fairs- \$300 Plan Check Fee & \$300 Fire Inspection Fee

### **Requirements**

1. Please submit your application:
  - At least 60 working days prior to the opening date of the event for Major Special Events
  - At least 30 working days prior to the opening date of the event for Minor Special Events
  - At least 7 working days prior to the event for Miscellaneous Special Events
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. 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. If you want to have your event at a City Facility, please check with Community Services regarding availability prior to completion.
4. Any signs wanted for the event must be approved by the Community Development Department and must meet the requirements of the Municipal Code.
5. Violations of any conditions issued as part of your approval may lead to immediate revocation and possible fines.
6. 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)

\*For definitions of types of special events, see Municipal Code Section 9.03.020\*



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

**APPLICANT** (Organization Conducting Event)  
 ORGANIZATION: Beaumont Cherry Valley Recreation and Park District  
 ADDRESS: 390 W Oak Valley Parkway CITY/STATE: Beaumont, CA ZIP: 92223  
 TEL: (951) 845-9555 FAX: (951) 845-9557 EMAIL: sarah@bcvparks.com

YES  NO  Is this a non-profit organization? If yes, provide tax identification number  
X  Can members of the general public join this organization?

**EVENT CONTACTS**  
 PRIMARY'S NAME: Sarah Salzman EMAIL: sarah@bcvparks.com  
 ADDRESS: 390 W Oak Valley Parkway CITY/STATE: Beaumont, CA ZIP: 92223  
 DAY TEL: (909) 435-5139 ALTERNATE TEL: ( ) FAX: 951-845-9557  
 ALTERNATE CONTACT: Michael Valdivia EMAIL: mickey@bcvparks.com  
 ADDRESS: 390 W Oak Valley Parkway CITY/STATE: Beaumont, CA ZIP: 92223  
 DAY TEL: (951) 845-9555 ALTERNATE TEL: ( ) FAX: 951-845-9557

**FOR THE OFFICE OF CULTURAL AFFAIRS COORDINATED EVENTS ONLY:**  
 Website: bcvparks.com  
 Public Information Contact Name: \_\_\_\_\_ Public Information Contact Phone#: ( ) \_\_\_\_\_

**GENERAL EVENT INFORMATION**  
 EVENT NAME: Winterfest  
 TYPE: (Parade, Festival, Run, Ceremony, ect.): Festival  
 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: 650 W Oak Valley Parkway, Beaumont CA, 92223  
 Assessor's parcel number(s) of event location: \_\_\_\_\_

**BEGIN SETUP:** Date: 12-4-24 Time of Day: 8am 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
<u>Friday December 6th</u>	(Start) <u>5pm</u> am/pm (End) <u>10pm</u> am/pm	<u>500</u>
<u>Saturday December 7th</u>	(Start) <u>12pm</u> am/pm (End) <u>8pm</u> am/pm	<u>750</u>
_____	(Start) _____ am/pm (End) _____ am/pm	_____

Number of attendees by age: Youth (under 18): 800 Adult: 450 Total attendance: 1250  
 Number of attendees present during the most crowded period of event: 650

**FINAL CLEANUP:** Date: 12-9-24 Time of Day: 5pm 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**

<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Was this event held last year? If yes, where <u>650 W Oak Valley Parkway</u> Attendance? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this a Charitable fundraiser? If yes, for what cause? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is there an attendance fee? Fee per person: \$ _____ Fee collected in advance? _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this event open to the public?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will there be any areas within the event that will be for private use only? (Example: VIP area, etc..)

**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, etc..
- 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**

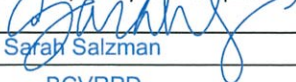
<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will <b>any</b> equipment be used on the event site? (Examples: fence, tent, canopy, table, chair, stage, trash container, dumpster, booth, amplified sound system, musical instruments, carnival ride, parade float, portable toilet, etc..)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the event require the closure of any public street or traffic lane?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any food and/or beverages prepared, sold, or served at the event?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be sales of any kind?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any activity connected to the event? (Examples: live animal display, parachute jump).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you require any City services? (Examples: traffic control, tow zone, street barricades, electrical power, etc..)

If you answered **NO** to all of the questions in this section, you have completed this application. Sign the Declaration below, attach the Mandatory 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 11-7-24  
 Print Name Sarah Salzman Title Activities Manager  
 Business Name BCVRPD Tel ( 909 ) 435-5139 Email sarah@bcvparks.com

**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**

- | YES  | No                                  |   |
|--|-------------------------------------|---|
| 1. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will the event be fenced? ..... Do you want the City to provide fencing? YES: _____ NO: _____                                       |
| 2. <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> | Will there be parade floats?  |
| 3. <input type="checkbox"/>  | <input checked="" type="checkbox"/> | Will there be a tent or canopy?..... If yes, date being erected: _____ Size(s): _____   |
| 4. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will amplified sound equipment be used?   |
| 5. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will electrical power be used. Do you want the City to provide electrical power? Yes: _____ NO: <input checked="" type="checkbox"/> |
| 6. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will a generator be used?   |
| 7. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will there be a stage?..... If yes, date being set up: <u>12-4-24</u> Removal date: <u>12-9-24</u>                                  |
| 8. <input type="checkbox"/>  | <input checked="" type="checkbox"/> | Will heaters be used?..... If yes, indicate heater type: _____  |
| 9. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will there be booths?..... If yes, complete the following information:  |
| # of sales booths: <u>Unkown</u> # of non-sales booths: _____ Total booths: _____                                    |                                     |   |
| Booth setup date: <u>12-6-24</u> Setup time: <u>12pm</u> Booth removal date: <u>12-7-24</u> Removal time: <u>8pm</u> |                                     |   |
| Vendor arrival date: <u>12-6-24</u> Arrival: <u>12pm</u>   |                                     |   |
| 10. Total tables that will be set up (outside of booths): <u>8-10</u>  |                                     |   |

**Food and Beverage**

- | YES   | NO                                  |   |
|---|-------------------------------------|---|
| 11. <input type="checkbox"/>  | <input checked="" type="checkbox"/> | Will alcohol be sold or served?..... If yes, Beer? _____ Wine? _____ Other? _____ |
| 12. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will there be food preparation?   |
| 13. <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | Will there be cooking booths?   |
| 14. Indicate all cooking methods: Electrical appliance: <input checked="" type="checkbox"/> Liquid fuel device: <input checked="" type="checkbox"/> |                                     |   |
| Wood/Charcoal BBQ: <input checked="" type="checkbox"/> Deep Fryer: <input checked="" type="checkbox"/>  |                                     |   |

**Sales**

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

**Traffic and Parking Control**

- | YES                          | NO                                  |   |
|------------------------------|-------------------------------------|---|
| 18. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you require a "No Parking" tow zone?   |
| 19. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you require a traffic control officer?   |
| 20. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are you requesting that any public street or traffic lane be closed for your event? |

**Miscellaneous Activities**

- | YES   | NO                                  |  |
|---|-------------------------------------|--|
| 21. <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Will there be a circus or carnival?  |
| 22. <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Will there be fireworks/pyrotechnics?  |
| 23. <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Will there be aircraft or a parachute jump?  |
| 24. <input checked="" type="checkbox"/>                       | <input type="checkbox"/>            | Will there be live animals?  |
| 25. <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Will there be items that produce extra trash/litter ((flyers, box lunches, etc..)? |
| Describe: _____   |                                     |  |
| 26. <input checked="" type="checkbox"/>                       | <input type="checkbox"/>            | Will there be any other type of activity not listed here?                          |
| Describe: <u>Jumpers, Hay Ride throughout park, Snow Hill</u> |                                     |  |

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.

#### *Deductible 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.