



Staff Report

TO: City Council
FROM: Gustavo J. Romo, Deputy City Manager
Katie Jenson, Assistant Planner
DATE June 3, 2025
SUBJECT: Fee Waiver Request for a Minor Special Event

Description Consideration of a Resolution for a fee waiver request for Beaumont Rugby Club's Annual Event for Special Event application.

Background and Analysis:

On April 9, 2025, Beaumont Rugby Club submitted an application for a special event for their annual rugby tournament (see Attachment C) to be held at the Sports Park on June 21, 2025, from 7 am – 6 pm. In addition, the applicant made a written request for consideration of waiving the minor special event application deposit for their annual Beaumont Rugby event (see Attachment F). This event occurs every year and is free to the community. The applicants anticipate a total attendance of 200.

The event will consist of rugby matches, food vendors, clothing merchandise booths, and a beer garden (Attachment D). The applicants are currently working on obtaining permits with the Riverside County Health Department and the Alcohol Beverage Control (ABC) for their food vendors and beer garden.

In March 2023, the City Council adopted Resolution No. 2023-03, which established user fees for certain specified services. The new fee schedule went into effect on July 1, 2023, and included the category of Special Event – Minor, which has a deposit-based fee of \$500 to be applied to fully allocated hourly rates of staff as well as any outside costs.

At the November 7, 2023, Council meeting, a Special Event Permit Application Fee Waiver Policy was adopted. The policy outlined the purpose and eligibility requirements for receiving a fee waiver, including:

- Purpose "...establish parameters for waiving the Special Event Permit Application deposit for community-wide events, homeowner associations or

community associations events, and other activities or events which provide a direct benefit to the public.”

- Eligible Applicants
 - Intergovernmental Cooperation
 - Non-Profit Organization
 - An entity whose event positively meets the consideration criteria
 - Official City of Beaumont Sponsored or Co-Sponsored event

- Evaluation Criteria
 - Whether the event is a benefit to the community.
 - Whether the event creates positive publicity for the city.
 - The city’s cost of providing services for/to the event.
 - Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
 - Whether the event promotes education, public health, public welfare or public safety.

- Ineligible Events
 - Organizations based outside the city of Beaumont (unless the demonstrated benefits are primarily to the residents of Beaumont)
 - Events or activities that are not open to the public
 - Events that are political in nature or by individuals seeking political office or elected officials for the purpose of an election campaign
 - Religious organizations seeking space or facilities for religious services
 - Corporate events
 - Family or social gatherings
 - Events that provide no community benefit
 - Trainings that charge for participation
 - Events that charge a fee for entry
 - Projects or organizations that have failed to fulfill their obligations during previous events or activities, or failed to comply with conditions of approval, resulting in an impact on public health or safety
 - Events scheduled that would conflict with already planned City of Beaumont community events

This event does not require any road closures or other staff assistance and is free and open to the public, which meets the criteria required by the Special Event Fee Waiver Application Policy (see Attachment B).

Fiscal Impact:

If the waiver of the application for the special event gets approved, staff time would be a fiscal impact. The cost to prepare this staff report is approximately \$350.

Recommended Action:

Approve by title only, "A Resolution of the City of Beaumont Authorizing the Waiver of the Minor Special Event Permit Application Deposit for the Annual Beaumont Rugby Event".

Attachments:

- A. Resolution Waiving the Special Event Fee
- B. Special Event Fee Waiver Policy
- C. Special Event Application
- D. Site Plan
- E. ABC Special Event Permit Application (Pending ABC Approval)
- F. Fee Waiver Request
- G. Levine Act Statement