CITY OF YUCAIPA
SPECIAL EVENT PERMIT

WELCOME TO THE CITY OF YUCAIPA

Thank you for your interest in hosting a Special Event in the City of Yucaipa. The Community Services Department created this application to help you host a successful and exciting event here in Yucaipa. Please review and complete the following application in accordance with the provided information. A special event in the City of Yucaipa is defined as a "Carnival", "Community Celebration", or "Outdoor Festival" which includes the use of amplified sound and/or estimated attendance equal to or exceeding 300 people on City or private property. Except as otherwise provided by state law, no person or entity shall operate, maintain, conduct, advertise, or provide admission for any temporary special event within the City of Yucaipa without possessing a permit for each such temporary special event (Ord. No. 384).

PROCEDURES

A complete permit application may be filed as early as ***one (1) year*** before the event, but it **must be received no later than three (3) months** before the actual event date. Any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas requires a permit. Applicants requesting a waiver of fees or services must submit their application a ***minimum of six (6) months*** in advance.

The permit application process begins when you submit a complete Special Event Permit application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application, the Special Events Supervisor will help guide you through the permit process. Copies of the application are forwarded and reviewed by all affected departments and/or agencies. During the review process, you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process, you will be allowed time to provide us with all pending documents. We must receive these items before issuing a Special Event Permit (i.e., certificates of insurance, secondary permits, etc.). Delays in providing these items often delay our ability to finish our review and approve your application in a timely manner. Special Event Permits can be approved administratively by City management under specific limited criteria. Events that exceed those criteria will require the approval of City Council:

City Management/Administrative Approval

- Estimated attendance 300-999 persons
- Amplified Sound (excluding Special Event Facilities)

City Council Approval

- Estimated attendance 1000+ persons
- Alcohol Service (excluding Community Centers and YPAC)
- Street Closure – traffic management
- Fee Waiver/Co-Sponsorship/In-Kind (Community Activity Grant Application required)

APPLICATION

Organization and Applicant Information

☐ Commercial (For-profit) ☐ Noncommercial (Non-profit) Tax I.D. #:_____

Organization Name	
Applicant Name	
Address	
Email	
Phone Number	
On-Site Contact	
Phone Number	

Event Information

Type of Event: ☐ Athletic/Recreation ☐ Festival/Celebration ☐ Outdoor Market ☐ Circus/Carnival

☐Concert/Performance ☐ Parade/Procession/March ☐Other (specify): _____

Event Title	
Event Location	
Event Description	

Please complete a daily breakdown of event-related activities. Use multiple lines to distinguish between different daily activities. Please attach additional sheets if necessary.			
Date(s)	Daily Activity	Start Time	End Time
	☐ Set-up ☐ Event Day ☐ Clean-up		
	☐ Set-up ☐ Event Day ☐ Clean-up		
	☐ Set-up ☐ Event Day ☐ Clean-up		
	☐ Set-up ☐ Event Day ☐ Clean-up		
	☐ Set-up ☐ Event Day ☐ Clean-up		
	☐ Set-up ☐ Event Day ☐ Clean-up		

Has this event taken place before? ☐ Yes ☐ No How many years?_____

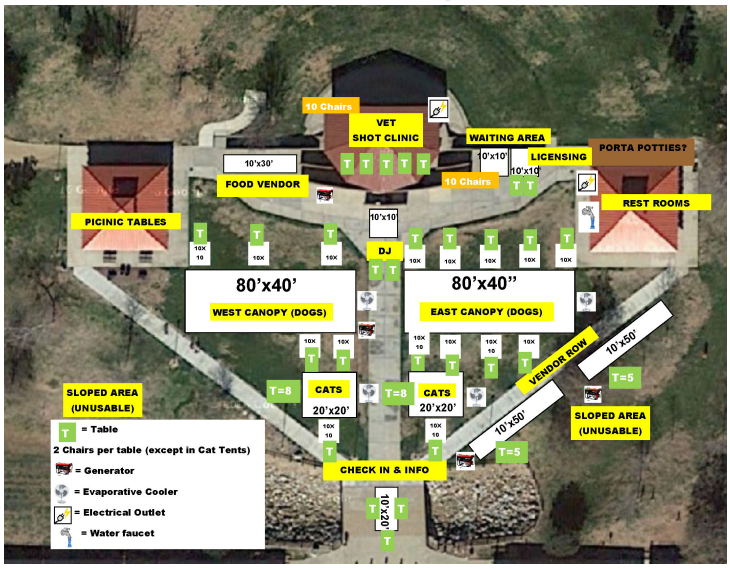
Total anticipated attendance: _____ Participants: _____ Spectators: _____

Site Plan

Attach a diagram showing the overall layout and setup locations using the letters below. Indicate the site for these on your diagram.

A. Alcoholic and nonalcoholic concession and/or beer garden areas
B. First-aid facilities and ambulance locations
C. Tables and chairs
D. Fencing, barriers and/or barricades
E. Generator locations and/or source of electricity
F. Canopies or tent locations
G. Booths, exhibits, displays or enclosures
H. Scaffolding, bleachers, platforms, stages, grandstands and related structures
I. Vehicles and/or trailers
J. Other related event components not covered above (describe separately)
K. Trash containers and dumpsters
L. Non-food vendor locations
M. Food concession and/or food preparation areas
N. Potable toilet location(s)

Sample Site Plan:



When planning a moving route, the Yucaipa Police Department is available to assist you in planning your route. Consider the following in your planning:

- Impedance of emergency fire, police or paramedic vehicles.
- Conflict with public transportation, such as buses.
- Interference with people trying to reach their own residences, businesses, places of worship and public facilities.

If your event involves street closures, you may be required to obtain traffic safety equipment, and a certified traffic control plan. Depending on the type of event, barricades, traffic cones, signs, etc., may be required. Depending on the type of event and after evaluating roadway conditions, you may be required to properly place this equipment prior to commencing the event. If the closure creates a potential hazard, your organization will be required to contract traffic service from the Yucaipa Police Department and/or Street Division.

List street(s) requiring closure as a result of this event. Include street name(s), day, date, and time of closing and time of reopening:

Indicate how this closing/reopening of streets will be handled:
☐ City of Yucaipa to handle (cost to be specified) ☐ Event to handle per CalTrans standards

List street(s) requiring the posting of "No Parking" signs. Indicate days, dates, and times needed and an explanation of necessity of "No Parking" zone:

Note: "No Parking" signs will be posted forty-eight (48) hours in advance of required days, dates and times. Cost for the posting of "No Parking" signs will be specified upon review of the application by City staff.

Food and Beverage

Please describe how food will be served at the event:

Will food be cooked in the event area? ☐ Yes ☐ No
Method: ☐ Gas ☐ Electric ☐ Charcoal ☐ Other (specify): _____
Does the event involve the sale or use of alcoholic beverages? ☐ Yes ☐ No

If alcohol is to be sold, how will the alcohol sales be *regulated*?
Who will be handling the alcohol sales?

Restrooms

Portable restrooms are required when estimated attendance exceeds what the host facility's restrooms can accommodate. One portable restroom is required for every 50 patrons attending over the minimal site accommodations.

Will Event Organizer provide portable restroom facilities? ☐ Yes ☐ No

Company Name	
Contact Name	
Phone Number	

Lighting

If this is an evening event, please state how the event and surrounding areas will be illuminated to ensure the safety of the participants and spectators. (If required, show a separate site map which details streetlights, portable lights, and other illuminating devices.)

Waste Removal

Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes but is not limited to emptying of trash bins and the removal of waste from the event site and other affected areas. If hiring a professional sanitation company, please provide the following information.

Company Name	
Contact Name	
Phone Number	

If not hiring a professional sanitation company, please provide the following information for the person(s) responsible for waste removal.

Contact Name	
Phone Number	

Cal Fire/Medical

In case of an emergency, the on-site contact will call 9-1-1. If event requires an ambulance company to be on-site, please provide the following information:

Company Name	
Contact Name	
Phone Number	

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. You may attach the plan to this application if necessary:

Police Services/Security

In the event that a carnival/street fair and/or alcohol service will be included in the event, an
alcohol garden and security plan will need to be submitted as well as a security contract and/or public safety staffing plan for review by the Police Department.

Is there a professional security organization hired for this event? ☐ Yes ☐ No

Company Name	
Contact Name	
Phone Number	
Please describe your security plan including crowd control, internal security or venue safety, *or* attach the plan to this application:	

Entertainment

Will sound amplification be used? ☐ Yes ☐ No Start time: _____ End time: _____

Are there any musical entertainment features for this event? ☐ Yes ☐ No

Name of Act	
Contact Name	
Phone Number	

How many stages? _____ Number of bands? _____ Genre of music: _____

Will fireworks, rockets, or other pyrotechnics be used? ☐ Yes ☐ No

Company Name	

Contact Name	
Phone Number	
Describe (indicate dates, times and locations for launching and fallout areas):	

Has a permit been issued: ☐ Yes ☐ No

(Note: Additional permits may be required as indicated by staff. These include, but are not limited to, Conditional Use 24 Permit, Land Use Permit, and Fire Department permits.)

Insurance

Before a Special Event Permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or better by AM Best. Requirements are:

- Minimum $1,000,000 General Liability Limit
- Minimum $1,000,000 General Automobile Liability
- Minimum $1,000,000 Worker's Compensation
- On an additional insured endorsement, the City, its elected officials, officers, and agents are to be named as additional insured
- Minimum limits of coverage may change depending on event

☐ Insurance certificate attached ☐ Insurance certificate on file ☐ Insurance certificate not available

Filing Fees

Special Event Permit Application Fee : $300.00

* Other Fees may apply (e.g. street closures, Fire Permit/Inspections, utilities, facility rental, etc.)

Application Checklist

- ☐ **Completed Application**
- ☐ **Certificate of liability insurance**
- ☐ **Site Plan (location of structures, lighting, restrooms, parking, etc.)**
- ☐ **Copy of Security Contract (if applicable)**
- ☐ **Copy of Potable Restroom purchase order (if applicable)**
- ☐ **Facility or Shelter Reservation Application (if applicable)**
- ☐ **Copy of ABC License (if applicable)**
- ☐ **Copy of County Health Permit (if applicable)**

By signing below, I agree to indemnify, hold harmless, and defend the City and its officials, employees, and agents, against all claims, liabilities, and losses arising from activities connected with or undertaken pursuant to the Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit.

Name: _____ Signature: _____ Date: _____