



SPECIAL EVENT PERMIT INFORMATION

Contact for Special Events Process:

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The City of Colton is happy to hear about your interest in hosting a Special Event in our city. Successful events depend on good planning and we are very invested in helping make your event experience a success. With this goal in mind, we have prepared this information sheet to guide and assist you in the preparation and processing of your Special Event Permit per City Municipal Code, Section 5.44.

WHAT IS A SPECIAL EVENT?

- "Special Events" may include, but are not limited to, short-term events such as any show, circus, concert, festival, carnival, dance open to the public, exhibition, lecture, auction, rave, boxing match, wrestling match, walk-a-thon, marathon run, cycling event, sporting event, permitted film production event, grand openings, farmers' market, pumpkin patch, outdoor sales, including, but not limited to, vehicle sales, or any combination thereof which members of the public are invited for free or admitted for a fee.
- "Special Event" shall also refer to any activity that may result in the closure of any public streets, or any activities which may temporarily require the installation of materials or devices using building, electrical, mechanical, plumbing, flammable or similar materials.
- "Special Event" means any temporary event, which is inconsistent with the permanent use of the property, not exceeding thirty days whether indoors or outdoors, on public or private property.

NOTE: only one Special Event permit may be obtained every three months for any particular event site.

WHAT IS THE APPLICATION PROCESS?

- The process starts with the Community Services Department, Recreation Division. Recreation Division staff will act as your liaison to the Special Events Committee, assist you in obtaining the permits needed and provide you with guidance and direction regarding the special event permit process.
- **All applications should be submitted (with all supporting documentation) no less than thirty working days prior to the opening date of the event,** in order to give ample time for review and recommendation.
- Applications can be obtained and submitted at the Gonzales Community Center, 670 Colton Avenue, Colton, CA 92324, Monday-Friday, 8:00 a.m.-8:00 p.m.
- Once received, applicants will receive a phone call confirming receipt of application. Applications are then forwarded to the Special Event Committee for review and recommendations. The Committee includes representatives from Community Services, Police, Fire, Electric, Public Works and Development Services.
- Depending on the scale of the proposed event, applicants may be scheduled to meet with the Special Event Committee in person. Meetings are scheduled the second Wednesday of each month, at 1:00 p.m. at the Gonzales Community Center.
- Applicants should not assume all aspects of event will be approved, as they may be asked to make some changes based on the availability of services and the scheduling of other events. Therefore, applicants are encouraged not to make any arrangements or publicize until approval has been given by the City.

C H E C K L I S T

Please see the checklist below for the basic documents necessary to process an application. Others may be requested depending on the scope/size of event.

- SPECIAL EVENT APPLICATION**
- A legible **SITE PLAN**.
- A copy of your **CERTIFICATE OF LIABILITY INSURANCE**, listing the City of Colton as additionally insured with the same coverage as the insured in the minimum amount of one million dollars (\$1,000,000).
- A **WRITTEN LEASE OR AGREEMENT** from the owner of the property granting permission to host a special event.
- FOOD AND VENDOR LIST** may be required, depending on type of event. All vendors are required to have a Colton Business License & CDTFA Sellers' permit.

FEES

The application fee is per event and is due once a Special Event Application has begun the review process. Please do not submit payment with the initial application, applicants will be notified of payment date.

In addition to the payment of the permit application fee, an applicant may be asked to pay the City for all City departmental service charges incurred in connection with or due to the applicant's activities under the permit. Additionally, if city property is destroyed or damaged by reason of the applicant's use, event or activity, the applicant shall reimburse the city for the actual replacement or repair cost of the destroyed or damaged property.



City of Colton

Application Fee Applies

APPLICATION FOR A SPECIAL EVENT

(Major or Minor Classification)

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Location of Event (<i>Business Name & Address</i>):			
Name of Event:		Date(s) of Event (<i>Days/Dates</i>):	
Set-Up Time:	to	Program Time:	to
		Clean-Up Time:	to

Group/Organization:			
Contact Person:		Alternate Contact Person:	
Address:		Address:	
City & Zip Code:		City & Zip Code:	
Phone:	Cell Phone:	Phone:	Cell Phone:
Email Address:		Email address:	

Estimated Total Event Attendance:	_____ Adults	_____ Teens	_____ Children
Event Description (<i>Please describe purpose of event and activities</i>):			
What Assistance is requested from the City?			

Will on-site banners be used? YES NO If Yes, size, shape & materials: _____

Will canopies/tents be utilized? YES NO If Yes, please describe: _____

Will food/beverages be sold? YES NO If Yes, number of vendors: _____ Will alcohol be served? YES NO

Will other items be sold? YES NO If Yes, number of vendors: _____ (Please attach list of vendors)

Will staff be on-site overnight? YES NO Describe available water & toilets: _____

Will security be provided? YES NO Will there be any sound amplification? YES NO

Describe parking/traffic control: _____

EVENT AGREEMENT

I/We hereby certify that we shall be personally responsible, on behalf of our group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by our group/organization. I/We agree to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. I/We agree to abide by and enforce the rules and regulations of the City of Colton.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY		
Date Received/Initials:	Applicant Contacted:	SPECIAL EVENTS COMMITTEE
DOCUMENT CHECKLIST Site Map <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A Insurance <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A Property Approval <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A Fees Due <input type="checkbox"/> Rec'd _____ Receipt #	ADDITIONAL REQUIREMENTS Business License <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd Vendor List <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd Health Permit <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd ABC License <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd Security <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	<i>Emailed to Committee</i> COMMITTEE DATE: Community Development <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Public Works <input type="checkbox"/> Electric <input type="checkbox"/> Event Approved
Notes:		