



# SPECIAL EVENT PERMIT INFORMATION

## Contact for Special Events Process:

Razili Ramirez, Recreation Coordinator

Monday-Friday, 9:00 a.m.-5:00 p.m. • Phone: 909.370.6152 • Fax: 909.777.3351 • Email: raziliramirez@coltonca.gov

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 and fourth Wednesday of each month, at 5:00 p.m. at the City Council Chambers Conference Room.
- 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 & BOE Sellers' permit.

## FEES

The application fee of \$150 per event 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

\$150 Application Fee Applies

# APPLICATION FOR A SPECIAL EVENT

## (Major or Minor Classification)

**PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION**

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

<b>Group/Organization:</b>			
<b>Contact Person:</b>		<b>Alternate Contact Person:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>City &amp; Zip Code:</b>		<b>City &amp; Zip Code:</b>	
<b>Phone:</b>	<b>Cell Phone:</b>	<b>Phone:</b>	<b>Cell Phone:</b>
<b>Email Address:</b>		<b>Email address:</b>	

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

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



# City of Colton

Annex Center  
659 N. La Cadena • Colton, CA 92324  
(909) 370-5079 FAX: (909) 783-0875

## DAILY PERMIT APPLICATION

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

Business Name \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_

Business Location \_\_\_\_\_ Bus. Fax ( ) \_\_\_\_\_  
(Not a P.O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) Approved _____	Location of Special Event _____
------------------------	---------------------------------

Description of Business Activity at this location: \_\_\_\_\_

Ownership: Corporation Ltd. Liability Corp. Partnership Sole Proprietor Trust

Resale No. \_\_\_\_\_ Health Permit No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_ State I.D. No. \_\_\_\_\_

**\*\*\* Owner / Partner / Officer Information\*\*\***

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

I declare under penalty of perjury, that the information in this application is true and correct. I agree to report gross receipts for work in the City of Colton for the current calendar year and pay any additional tax due upon expiration of this license per C.M.C 5.02.100.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF COLTON.

**CITY USE ONLY**

BUSINESS LICENSE EXPIRATION DATE \_\_\_\_\_

Flat Rate \$ \_\_\_\_\_

x 15. per day

State SB1186 \$ 1.00

License Number Issued \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

Cash Receipt No. \_\_\_\_\_

DAILY PERMIT APPROVAL

## SB 1186 Disability Access

On September 19, 2012 the Governor signed into law, SB 1186

This bill imposes, on or after January 1, 2013, and until December 31, 2018, an additional state fee of \$1.00 on any applicant for a local business license or equivalent instrument or permit, or renewal thereof, for purposes of increasing disability access and compliance with construction-related accessibility requirements and developing educational resources for businesses to facilitate compliance with federal and state disability laws, as specified.

For more information please go to:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201120120SB1186&search\\_keywords=1186](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB1186&search_keywords=1186)



# Special Notice

## Changes to Permit Requirements for Selling at Temporary Locations

### STATE BOARD OF EQUALIZATION

450 N STREET  
SACRAMENTO, CA 95814

### BOARD MEMBERS

BETTY T. YEE  
First District  
San Francisco

SEN. GEORGE RUNNER (Ret.)  
Second District  
Lancaster

MICHELLE STEEL  
Third District  
Rolling Hills Estates

JEROME E. HORTON  
Fourth District  
Los Angeles

JOHN CHIANG  
State Controller

### EXECUTIVE DIRECTOR KRISTINE CAZADD

BOE WEBSITE AND  
BOARD MEMBER CONTACT  
INFORMATION  
[www.boe.ca.gov](http://www.boe.ca.gov)

TAXPAYER INFORMATION  
SECTION  
800-400-7115  
TTY:711

The Board of Equalization (BOE) is now requiring business owners (taxpayers) who hold a seller's permit for a permanent place of business **and** who also make sales at temporary locations, such as swap meets, flea markets, trade or specialty shows, fairs, festivals, and similar limited-term events, to register and hold a sub-permit for each selling location.

Registration of these selling locations will ensure the local cities and counties receive the appropriate local and district taxes. Taxpayers will report the sales made at these locations when they file their sales and use tax returns.

### What do I need to do if I make or will make sales at temporary locations?

You need to register for a permit for the temporary location, even if you already hold a seller's permit for a permanent place of business. To register and obtain a sub-permit, you can call our Taxpayer Information Section at 800-400-7115 or your local BOE office and state that you would like to register and obtain a sub-permit for the temporary selling location(s). For a list of BOE offices, visit our website at <http://www.boe.ca.gov/info/phone.htm>. This summer, the BOE will be offering an Internet-based registration called "eReg" that will allow businesses to register for permits and/or licenses online for most of the tax and fee programs administered by BOE. This service will also allow taxpayers who have existing seller's permits to register any future temporary selling locations online.

### What do Operators of Swap Meets, Flea Markets, or Special Events need to do?

Swap meet, flea market, or special event operators are required by state law to document, in writing, the seller's permit status of all people who sell at your event. You may not rent space to sellers unless they have a seller's permit or sub-permit showing the address of the temporary selling location. For more information you can view or download Publication 111, *Operators of Swap Meets, Flea Markets, or Special Events* at <http://www.boe.ca.gov/pdf/pub111.pdf>.

### Do I still complete the BOE-530-B, Combined 1% State and Local Tax Allocation For Temporary Sales Locations and Certain Auctioneers?

With this change, the BOE will no longer require the filing of BOE-530-B, *Combined 1% State and Local Tax Allocation For Temporary Sales Locations and Certain Auctioneers*. Taxpayers who currently receive this form will be notified that they will no longer receive paper returns and will now be eligible to efile their tax returns online. Efilings is the fast, easy and convenient method of filing tax returns or reports and paying amounts owed using the Internet.

### What if I no longer make sales at these temporary locations?

You must notify the BOE when any of your business locations (including these selling locations registered under your account) become inactive and no longer make sales. If your seller's permit becomes revoked, a fee of \$100 dollars per active business location plus any outstanding balance of tax, penalty, and interest due, will be required to be paid to reinstate the revoked account.

### For more information

For more information regarding this notice, please contact your local BOE office.

### STATE OF CALIF. AGENCIES

STATE BOARD OF EQUALIZATION  
(Resale #) (BEAN)  
3737 MAIN STREET, SUITE 1000  
RIVERSIDE, CA 92501 (951) 690-6400

