



**City of Rialto
Community Services Department
Special Events Application**



Special Event application **must be submitted 120** days for those applications seeking a street closure or request for alcohol and **60 days prior** for all other applications to insure processing and scheduling. In order to better understand your application and your request, we ask that you complete the following information.

SPECIAL EVENT PROCEDURES

1. Applicant will be responsible for completing this application and providing an application cover letter detailing the event. Applicants must be Rialto based public, private or 501 (c) 3 organizations. The information must be submitted at least 120 days prior to the activity date. The letter accompanying the application should include:
 - Type of Activity (theme, purpose, who the activity will benefit, etc.)
 - Description of event
 - Approximate attendance
 - Target audience
 - All flyers and promotional material (all material used must be approved prior to being distributed)
 - Information about the sponsoring agency or individual (list prior events and outcome)
 - How funds will be collected and who the funds will benefit
 - Proposed setup and layout of event
 - The event's operating hours
2. Applicants and/or their subcontractors shall obtain a business license at least 30 days prior to the event.
3. The Recreation & Community Services Department will coordinate the processing and responses from other City departments and will contact the applicant regarding status.
4. City requires portable restrooms, recycling bins, maintenance staff and supervision, and City police security (when applicable).
5. Carnivals require names and social security numbers and a copy of license to operate will be required of all persons who will be operating carnival attractions. A separate application for carnival, circuses, etc. must be filed with the Building & Planning Department if your event will include carnival attractions.
6. No equipment will be stored at a City site until two days prior to event. If equipment is stored on City property, the applicant will be required to provide security.
7. All employees/volunteers of applicant will adhere to any direction given by City representatives. Failure to do so may result in a cancellation of the event.
8. Insurance, naming the City as additionally insured for \$1,000,000 and a letter of endorsement, shall be provided by the applicant at no cost to the City.
9. All special event related costs will be the responsibility of the applicant/requesting organization.



**City of Rialto
Community Services Department
Special Events Application**



SPECIAL EVENTS APPLICATION

This application must be submitted for special events held on City property and/or requiring City Services, road closures, alcohol at least 120 days prior to the date of the event. All other events must submit the application 60 days prior to the event. An approved certificate of liability insurance must be received no later than 30 days prior to the event date. All event applications are subject to approval by the Special Events Committee and/or the City Council. The action to approve an event will state conditions which must be met for the event to be held.

**Application should be mailed or delivered to:
214 N. Palm Ave. Suite 204, Rialto, CA 92376
Attention: Jessica Perez**

Please print or type the information below and answer all areas as thoroughly as possible. If the information does not pertain to your activity, indicate *not applicable (N/A)*.

Name of Event: _____	*Type of Event: _____
Date of Event: _____	<input type="checkbox"/> New Event <input type="checkbox"/> Returning Event; # of years: ____
Proposed Start Time: _____	Proposed End Time: _____
Set Up Time: _____	Tear Down Time: _____
Requested Location (s): _____	
*If applying for a carnival, a separate Application for Carnival, Circuses, Etc. must be filed with the Building & Planning Department.	

Name of <input type="checkbox"/> City Department/Division, <input type="checkbox"/> Sponsor, or <input type="checkbox"/> Hosting Organization: _____		
Address: _____		Email Address: _____
Event Chairperson(s) Name(s): _____		
Address: _____		
Day Phone: _____	Evening Phone: _____	Fax: _____
Cell Phone: _____	Email Address: _____	
Event Contractor(s), if applicable: _____		Phone: _____
		Exp. _____
City Business License Number, if applicable: _____		Date: _____

Who is the target audience for the activity? _____	
Estimated Attendance: _____	Estimated No. of Volunteers/Staff: _____
Will any fees be charged? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so, what fees will be charged? _____
Will fees be collected on site? <input type="checkbox"/> YES <input type="checkbox"/> NO	Who will the proceeds benefit? _____
Are you requesting that alcohol be served? <input type="checkbox"/> YES <input type="checkbox"/> NO Will alcohol be sold on site? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ALCOHOL: Serving alcohol is subject to approval.	



**City of Rialto
Community Services Department
Special Events Application**



EVENT SITE OR ROUTE MAP

In the space provided below, please describe the proposed route for parades, runs, walks, etc. A detailed map of the event site or route must be included with this application if traffic control or parking are significant issues. Draw the map on page 6 as provided, or attach a separate page to the application (See page 6.)

STREET CLOSURES

Are you requesting any public streets be closed for this event/activity? YES NO

If YES, identify the streets/blocks and indicate the times the closure is requested: _____

Will there be any equipment in the public right of way (car displays, tents, etc.)? YES NO

POLICE PERSONNEL

Police Personnel is required for all street closures as determined by the Rialto Police Department. Additional Police Personnel are required for events with alcohol or large crowds. Additional fees apply.

TRAFFIC CONTROL/BARRICADES

A traffic control plan may be required for events which require barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closures. Plan should specify pedestrian management, traffic signal modifications, etc. (A changeable message sign may also be required.)

Please list your traffic control plan if applicable:

VEHICLE LOADING/UNLOADING

Are you requesting vehicles be permitted to load/unload on city streets? YES NO

If YES, please indicate the location and times loading and unloading will occur:



**City of Rialto
Community Services Department
Special Events Application**



CITY STAFF

If city staff assistance is requested, the applicant will be charged additional fees to cover the cost incurred by the City. Will city staff be requested for:

- Planning Set-Up During Event Clean-Up

If so, indicate the estimated number of staff, duties to be performed and hours to be assigned:

PARK SITES

If requesting to use a park site, please indicate the name of the park: _____

If not using the entire park, please indicate specific area of use: _____

***Note: If needed, applicants must provide their own power and water source. Generator permit and inspection may be required.**

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal from the site, is the responsibility of the applicant. Burrtec Waste Industries disposal has an exclusive franchise with the City and must be used for all trash hauling. Applicant must call and order this service by calling the number below. Some events may be required to recycle waste and track the weight. Rialto Solid Waste also has beverage container recycling bins for use. These bins must be picked up and returned to the City Solid Waste Office at 1451 North Linden Ave., Rialto Ca.

Please name the contractor or organization responsible for:

Recycling:	Rialto Solid Waste Management	Phone #:	(909) 421-7221
Trash Removal:	Burrtec Waste Industries	Phone #:	(909) 877-1596

EVENT PARKING

Sufficient parking must be planned and designated depending upon the type and location of your event. Please indicate what areas you plan on utilizing for participant/attendee parking:

Do you have designated handicap parking? YES NO

Location: _____

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not permitted to drive or park randomly on the turf of public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and heads.

Are you requesting that vehicles be permitted to drive or park on public grounds? YES NO

If YES, please indicate the type(s) of vehicles and the locations and times they would be driven:

--



**City of Rialto
Community Services Department
Special Events Application**



PORTABLE RESTROOMS

Will additional portable restrooms be brought to the event site? YES NO

If YES, please name the company bringing the portable restrooms:

Company Name: _____ Phone #: _____
 Number of Restrooms: _____ ADA: _____

FIREWORKS

An additional application must be processed with the Rialto City Fire Department a minimum of 90 days prior to your event for fireworks or pyrotechnics. An additional fee may apply.

Are you requesting approval to provide a fireworks show at the event? YES NO

Length of show: _____ # of aerial fireworks: _____ # of ground fireworks: _____

Other Vendors

Are you requesting approval to offer other items for sale at the event? All vendors selling products must have a City of Rialto business license. Additional fees will apply YES NO

How many merchandise vendors: _____ If YES, types of items for sale:

FOOD Vendors and Temporary Food Facilities Permit

Food vendors must contact San Bernardino Division of Environmental Health in advance of their event for required permits and guidelines. The event organizer shall obtain copies of temporary food service licenses from food vendors prior to the event. In addition, all vendors selling food must have a City of Rialto business license.

Will food be served at the event? YES NO

If YES, the food is:

Provided Free Cooked or Prepared On-Site Being Cooked on a Barbeque
 Available for Purchase If available for purchase, is event: For Profit Non-Profit

Please provide a menu of the food you will be serving:

Are you requesting the use of food vendors YES NO

Will you be providing a hot water source YES NO

Note: All Food Vendors will need to obtain a health permit from the DEHS. If needed, all vendors must provide their own power and water source. Generator permit and inspection may be required.

Please Note: All applicants will be notified by the Community Services Department regarding the status of the application upon the conclusion of the review period by City Departments.

Applicant Signature (Required) Date

Title Phone Number

Applicant's Printed Name

Name of Organization, Department/Division



**City of Rialto
Community Services Department
Special Events Application**



EVENT MAP

A map of the event site is required and should indicate event layout with proposed attractions, recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below, or attach your map to the application upon submittal.

A large, empty rectangular box with a black border, intended for drawing an event map.



**City of Rialto
Community Services Department
Special Events Application**



**City of Rialto
DEPARTMENT ROUTING SHEET**

Department/Division	Recommendation	Signature	Comments
Building	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Waste Management	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Police	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Public Works	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Fire	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Finance / Risk Management	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Code Enforcement	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Recreation & Community Services	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Business Licensing	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Planning	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
City Clerk's Office	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

FINAL EVENT APPROVAL:

- Approved
 Disapproved

Recreation & Community Services Director

Date

- Approved
 Disapproved

City Administrator

Date