



SPECIAL EVENT PROCEDURES

1. Applicant will be responsible for completing this application and providing an application cover letter detailing the event. Applicants must be Fontana 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.);
 - Number and detailed description of attractions;
 - Approximate attendance;
 - Target audience;
 - 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 and a plan for inclement weather;
2. **Applicants and/or their subcontractors shall obtain a business license (as required by the Municipal Code, Chapter 15) at least 60 days prior to event.**
3. The Community Services Director or designee will send copies of the letter and application along with a cover memo to the following departments/divisions: Administration, Building, Planning, Police, Public Services, Fire, Human Resources/Risk Management, and Engineering. Applicant may be required to file for a Conditional Use Permit and pay all of the appropriate fees.
4. Community Services Department will coordinate the processing and responses from other City departments and will contact the applicant regarding status.
5. City requires portable restrooms, maintenance staff attendance and supervision, and City police security. 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 Business Services Division 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 event.
8. Insurance, in the form and amount deemed appropriate by the City, shall be provided by the applicant at no cost to the City.
9. Unless otherwise directed by City Council action, all special event related costs will be the responsibility of the applicant/requesting organization.



SPECIAL EVENTS APPLICATION

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

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: New Event Returning Event; # of years offered:
Proposed Starting Time: Proposed Ending 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 Business Services Division.

Name of City Department/Division, Sponsor or Hosting Organization:
Address: Email Address:
Event Chairperson(s) Name(s):
Address:
Day Phone: Evening Phone: Fax:
Message Phone: Email Address:
Event Contractor(s), if applicable: Phone:

Who is the target audience for the activity?
Estimated Attendance: Estimated Number of Volunteers/Staff:
Will any fees be charged? YES NO If so, what fees will be charged?
Will fees be collected on site? YES NO Who will the proceeds benefit?
Are you requesting that alcohol be served? YES NO Will alcohol be sold on site? YES NO
ALCOHOL: Serving alcohol is subject to approval pursuant to section 16-17 of the Municipal Code.



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 that 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

OFF DUTY POLICE OFFICERS

Off duty police officers are required for all street closures as determined by the Fontana Police Department. Additional officers may be required for events with alcohol or large crowds.

TRAFFIC CONTROL/BARRICADES

A traffic control contractor 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 contractor and/or traffic control plan if applicable:

VEHICLE LOADING/UNLOADING

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

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



CITY STAFF

If city staff assistance is requested, the applicant may 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, indicated 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: _____

EQUIPMENT

Please indicate if the following equipment is requested from the city and the number of units required:

- PA and Speaker System: _____ Tables: _____
- Easy-ups: _____ Chairs: _____
- Generators: _____ Extensions Cords: _____
- Light Towers: _____ Stages: _____
- Other: _____

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.

Please name the contractor or organization responsible for:

Clean Up: _____ Phone #: _____

Trash Removal: _____ Phone #: _____

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 normally 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:

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 San Bernardino County 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: _____

FOOD & OTHER VENDORS

Food vendors must contact San Bernardino County Public 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 or other products must have a City of Fontana business license or Special Activity Permit.

Will food be served at the event? YES NO

If YES, the food is:

Provided Free Cooked or Prepared On-Site Being Cooked on an Open Fire (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 approval to offer other items for sale at the event? YES NO

If YES, types of items for sale: _____

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

Applicants Printed Name

Name of Organization, Department/Division



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 the applicant to draw their event map. The box is currently blank.



**City of Fontana
DEPARTMENT ROUTING SHEET**
(For internal use only)

Department/Division	Recommendation	Estimated Cost	Signature	Comments
Building & Safety	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Planning	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Police	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Public Services	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Fire	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Human Resources/ Risk Management	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Engineering	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Community Services	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
City Clerk's Office	<input type="checkbox"/> City Council Approval Required	\$		
Business Licensing	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		

Total Estimated Revenue for Event:	\$		
Total Estimated Cost to City Departments:	\$		
		Invoice #	Date Paid
Total Amount Billed to Applicant:	\$		

FINAL EVENT APPROVAL:

- Approved
- Dis approved

Community Services Director

Date

- Approved
- Disapproved

City Manager or designated Deputy City Manager

Date

