



Special Event Application Procedures and Guidelines

What is a Special Event Application?

Special Event Applications are to be filed through the Community Services Department for any planned event consisting of 100 or more persons, animals or vehicles, amplified sound or combination thereof, upon any park, public building, sidewalk, public right of way, easement or other publicly owned space within the City of Fontana being held to provide public benefit through recreation, service or entertainment based activities

Submitting a Special Event Application

1. Complete the Special Event Application and all appropriate paperwork **no less than 120 calendar days in advance and no more than six months in advance of the proposed use.**
2. Return completed application and **\$25 Special Event Application Fee** to:
Community Services Department
Attn: Special Events Division
16860 Valencia Ave.
Fontana, CA 92335
3. Upon receipt of request, staff will verify eligibility and coordinate the processing and responses from other City departments and contact the applicant regarding their application status. All applications will be either approved, denied or conditionally approve as deemed necessary by the Community Services Department.
4. Fees: Once an application is approved, the applicant shall pay the remainder of such application fees, no less than 30 calendar days in advance of the proposed use.
5. Insurance: Insurance in the form and amount deemed appropriate by the City, shall be provided by the applicant at no cost to the City. Insurance must also name the City of Fontana as additionally insured and a certificate must be submitted no less than 30 days prior to event. On a case by case basis additional liability insurance and security personnel may be needed at the applicants expense for the protection of public safety and welfare connection with intended use.
6. The Community Services Director may impose such reasonable conditions upon the issuance of any Special Event Permit as deemed necessary for the protection of the public health, safety and welfare, including conditions related to time, place, frequency, duration, maximum number of persons in attendance, parking restrictions and placement of apparatus and equipment. Each permit issued pursuant to this section shall provide that permitted will observe all applicable regulations governing the use of the City grounds.

Terms of Denial, Cancellation or Termination

A Special Event Application may be denied, cancelled or terminated for any of the following reasons:

- The applicant failed to file the application in a timely manner
- The applicant fails to submit all necessary paperwork within the appropriate time frame
- The park, public area, or public facility is not available for the requested use at the time specified by the applicant
- The applicant failed in a material way to comply with the terms and conditions of any prior permit issued to the applicant for use of a park, public area, or public facility; or has failed to pay the City any fee or cost due in relation to the issuance or exercise of such permit
- The proposed event is not a reasonable use in relation to the use of the park by other persons and the effect of such use would be detrimental to the peace of the neighborhood
- When a hazardous condition threatens or reasonably might threaten participants, spectators, City staff, or any person or property
- If the permit applied for is for the purpose of holding a class, course of instruction, or activity for any program not conducted or expressly sponsored or otherwise approved by the City and for which a fee is to be charged to attendees or participants

Questions

For additional information in regards to the Special Event Application please contact Special Events Staff at events@fontana.org or 909.349.6900

* For a full listing of Special Events Guidelines please visit Events.Fontana.org



Special Event Application

This application must be submitted for any special event 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 30 days prior to the event date. All event applications are subject to approval by the Parks and Community Services 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.

Special Events Checklist:

- \$25.00 Application Fee
- Special Events Application, completely filled-out
- Copy of liability insurance, naming the City of Fontana as additionally insured *certificate must be submitted at least 30 days prior to event
- I have read and understood all application procedures and guidelines. Initial _____

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

Hosting Organization: _____

Events Chairperson (s) Names (s) _____

Address: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Message Phone: _____ Email Address: _____

Alternate Event Contact: _____ Phone: _____

* For additional information: events@fontana.org | 909.349.6900



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.

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

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

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:

If City staff assistance is requested, the applicant may be charged additional fees to cover the cost incurred by the city. Please note that additional staff may be added at City's discretion

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 provide a list of equipment and quantities that will be at your event:

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:

Clean Up: _____ Phone #: _____

Trash Removal: _____ Phone #: _____



VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not normally permitted to drive or park randomly on the 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 Count 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.

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 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: _____

EVENT SITE

Please explain exact location for your event:

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.

[Empty space for drawing a map of the event site]



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 Works	<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"/> Approved <input type="checkbox"/> Disapproved	\$		
Business Licensing	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Total Estimated Revenue for Event:		\$		
Total Estimated Cost to City Departments:		\$		

FINAL EVENT APPROVAL:

- Approved
- Disapproved
- Approved
- Disapproved

 Community Services Director

 Date

 City Manager or designated Deputy City Manager

 Date