

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 therefore, 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.

What type of Event are you planning?

- ☐ Public Meeting, assembly, rally, demonstration, commercial or community parade **without** street closures
Must be submitted at least 14 days in advance and not more than one year in advance
- ☐ Public Meeting, assembly, rally, demonstration, commercial or community parade **with** street closures
Must be submitted at least 90 days in advance and not more than one year in advance
- ☐ A special event, celebration, concert or festival
Must be submitted at least 90 days in advance and not more than one year in advance
- ☐ For all other organized activities or events
Must be submitted at least 90 day in advance and not more than six months in advance

Submitting a Special Event Application

1. Complete the Special Event Application and all appropriate paperwork **no less than 90 calendar days in advance and no more than six months in advance of the proposed use. All other organized activities: no less than (14) calendar days in advance and no more than one year in advance**
2. Return completed application and **\$27 Special Event Application Fee** to:
Community Services Department
Attn: Special Events Division
17001 Upland Ave.
Fontana, CA 92335
3. Special Event Application will not be reviewed if \$27 fee is not paid for
4. 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 approved as deemed necessary by the Community Services Department within 14 days.
5. **Fees:** Once an application is approved, the applicant shall pay the remainder fees associated with your event request, no less than 30 calendar days in advance of the proposed use.
6. **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.
7. 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:

1. The applicant failed to file the application in a timely manner
2. The applicant fails to submit all necessary paperwork within the appropriate time frame
3. The park, public area, or public facility is not available for the requested use at the time specified by the applicant
4. 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
5. 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
6. When a hazardous condition threatens or reasonably might threaten participants, spectators, City staff, or any person or property
7. 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@fontanaca.gov or 909.349.6945

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Special Events Checklist:

- ☐ \$27.00 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: _____

Who is the target audience for the activity? _____

Estimated Attendance: _____ Estimated Number of Volunteers/Staff: _____

FEES & ALCOHOL *(Charging of fees or associated fees prohibited, with the exception of Miller Park Amphitheater)*

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.
"Alcohol" refers to Beer and Wine exclusively. *Liquor/Spirits are not permitted.*

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:

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: (Must submit a copy of insurance information)

Company Name: _____ Phone #: _____

Number of Restrooms: _____ ADA: _____

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: _____

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 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.



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"/> Denied	\$		
Planning	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Police	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Public Works	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Fire	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Human Resources/ Risk Management	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Engineering	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Community Services	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
City Clerk's Office	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Business Licensing	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
Media Support Services	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$		

Total Estimated Revenue for Event: \$ _____
 Total Estimated Cost to City Departments: \$ _____

FINAL EVENT APPROVAL:

☐ Approved
☐ Denied

☐ Approved
☐ Denied

 Community Services Director

 Date

 City Manager or designated Deputy City Manager

 Date

For office use only:

Received (signature/date): _____

☐ Approved _____
☐ Denied REASON FOR DENIAL: _____