



CITY OF CATHEDRAL CITY  
 68-700 Avenida Lalo Guerrero  
 Cathedral City, CA 92234  
 (760) 770-0396 – Phone  
 (760) 770-0399 - Fax

(Staff Use Only)
Case No.:
Related Files:

## SPECIAL USE PERMIT FOR DOWNTOWN CATHEDRAL CITY

**Please Read:** It is advisable to submit applications for review 60 days prior to commencement of the use or event to ensure adequate review of the application. We must have a minimum of 30 days prior to the event. If you have any questions while completing this application, please ask a member of the Planning Department for assistance. In addition to this application, you must reserve a date for your event with the Communications/Events Manager. For recurring events, a schedule must be submitted every 3 months. In order for the City to process a Special Use Permit Application, the application fee must be submitted with the completed application. Depending on the type of event, you may also be required to provide a Clean-up/Damage Deposit. Please review the Downtown Fee Schedule for event use in the downtown area. The appropriate fee must be paid prior to the event. Incomplete applications will not be accepted (or process may be delayed). (PLEASE PRINT OR TYPE)

**Name of Event:**

### CHECK TYPE OF EVENT

- |  |  |
|--|--|
| <input type="checkbox"/> Festival<br><input type="checkbox"/> Parade / Race / Marathon<br><input type="checkbox"/> Concert / Performance | <input type="checkbox"/> Art Show / Outdoor Market<br><input type="checkbox"/> Political Rally / Protest<br><input type="checkbox"/> Other _____(type) |
|--|--|

### AREA OF DOWNTOWN CATHEDRAL CITY TO USE (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Civic Center Plaza<br><input type="checkbox"/> Civic Center Paseo<br><input type="checkbox"/> Town Square Park<br><input type="checkbox"/> Amphitheater Park<br><input type="checkbox"/> Festival Lawn<br><input type="checkbox"/> Festival Lawn Annex | <input type="checkbox"/> Avenida Lalo Guerrero<br><input type="checkbox"/> George Montgomery Trail<br><input type="checkbox"/> City Council Chambers<br><input type="checkbox"/> 3 <sup>rd</sup> Floor Parking Structure<br><input type="checkbox"/> City Employee Parking Lot |
|---|--|

**DATE(S) OF EVENT:**    \_\_\_/\_\_\_/\_\_\_                    through \_\_\_/\_\_\_/\_\_\_

**HOURS OF EVENT:** \_\_\_ :\_\_\_ AM/PM through \_\_\_:\_\_\_ AM/PM (If multiple days, please indicate dates and times below)

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**EVENT SET-UP DATE:**    \_\_\_/\_\_\_/\_\_\_ **TIME:** \_\_\_ : \_\_\_ AM/PM

**TEAR DOWN DATE:** \_\_\_/\_\_\_/\_\_\_ **TIME:** \_\_\_ : \_\_\_ AM/PM

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**DESCRIPTION OF EVENT** (This should be promotional in nature and cannot exceed 250 words):

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**EXPECTED ATTENDANCE PER DAY** (List all that apply):

**DAY 1:**                    \_\_\_\_\_ Morning                    \_\_\_\_\_ Afternoon                    \_\_\_\_\_ Evening

**DAY 2**                    \_\_\_\_\_ Morning                    \_\_\_\_\_ Afternoon                    \_\_\_\_\_ Evening

**DAY 3**                    \_\_\_\_\_ Morning                    \_\_\_\_\_ Afternoon                    \_\_\_\_\_ Evening

\*In accordance to Emergency Preparedness Requirements, events with 1,000 or more attendees requires a minimum of two crowd control managers to properly direct and assist the event attendees in evacuation during an emergency.

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**Will your event sell beverages?**    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, please know that all events in Downtown Cathedral City must serve Pepsi products and must be purchased through the City of Cathedral City. Please contact Chris Parman (760) 770-0396 for more details.

**Is your event open to the general public?**    \_\_\_\_\_ Yes    \_\_\_\_\_ No

**Will your event sell concessions or food items?**    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, please know that the Cathedral City Community Amphitheater Concession Stand has an exclusive operator and has exclusivity on popcorn, kettle korn, regular hot dogs, and candy.

**Do you have a business license with the City of Cathedral City?**       Yes       No

If no, you must obtain an annual business license or a special event business license with the City.

**Do you have subcontractors and vendors providing a service or selling a product?**

Yes       No

If yes, each subcontractor and vendor must hold an annual business license or a temporary special event business license with the City.

**Do you or a vendor of yours plan to serve or prepare food?**       Yes       No

If yes, you must obtain proper permits from Riverside County Department of Environmental Health.

If yes, the Cathedral City Fire Department life safety / fire inspections must be conducted prior to food being served. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections.

**Will alcohol be served?**       Yes       No

If yes, you must obtain proper permits from California Department of Alcohol Beverage Control.

If yes, you must obtain Liquor Liability Insurance naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured.

If yes, you must have a minimum of one security officer checking identifications for proper age, one security officer per entrance and exit, and one security guard for crowd monitoring (a minimum of three security guards during all alcohol serving times).

If yes, who will be pouring and serving the alcohol? \_\_\_\_\_  
\_\_\_\_\_

**Will your event utilize tents or canopies?**       Yes       No

If yes, proper permits must be obtained by the Cathedral City Fire Department and life safety / fire inspections must be conducted prior to their use. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections.

The organizer of the event must ensure that all tents and canopies are properly weighted against wind gusts.

**Will your event utilize bouncy houses, inflatables, slides, amusement rides or hot air balloons?**

Yes       No

If yes, the Cathedral City Fire Department life safety / fire inspections must be conducted prior to their use. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections.

If yes, you must obtain liability Insurance denoting coverage for inflatables and naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured.

If hot air balloons, each hot air balloon must obtain insurance of no less than a \$1 million in liability coverage naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234

as an additional insured. A copy of the insurance certificate must be presented to the City before the hot air balloon can be utilized for the event.

**Will your event have amplified sound and/or music?**  Yes  No

If yes, the City’s policy allows amplified sound and/or music between 7 am and 10 pm Fridays, Saturdays, and certain Sundays if the following Monday is a recognized national holiday. All other days, the hours of amplified sound and/or music are between 7 am and 9 pm. Amplified sound or music should be normalized to 89 decibels at the perimeter of the reserved area.

**Will your event bring in a temporary stage, truss rig system, and/or lighting?**

Yes  No

If yes, the stage installer and/or owner must obtain liability insurance of no less than \$1 million in coverage that names the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured.

**Will your event use searchlights or laser lights?**  Yes  No

If yes, searchlights and/or laser lights that shoot above 50 feet in the air need F.A.A. approval as Downtown Cathedral City is under the flight path of Palm Springs International Airport.

**Will your event use fireworks or pyrotechnics?**  Yes  No

If yes, proper permits must be obtained by the Cathedral City Fire Department and life safety / fire inspections must be conducted prior to their use. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections. Additional liability insurance must be obtained.

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## **SECURITY, PUBLIC SAFETY, AND SANITATION**

**Are you hiring security for your event?**  Yes  No

If yes, the security company must have a valid Private Patrol Operator’s License issued by the State of California. A copy of the license must be presented to the City prior to the event.

**Please describe your security plan including crowd control, internal security or venue safety, age identification checks (if applicable) and or attach your plan to this application.**

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- Please note that if you plan to use Cathedral City Police Department, the billable rate for police officers is \$135 per hour per officer. CCPD will bill the event directly. Partial or all anticipated payments may be due prior to the event. The availability of CCPD police officers for your event may not be guaranteed without prior notification of at least 30 days.

**What is your First Aid or Medical Plan for your event?**

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**Do you plan to provide portable toilets?**       Yes       No

If yes, the number of portable toilets: \_\_\_\_\_

If yes, the number of ADA accessible portable toilets: \_\_\_\_\_

If yes, when are the portable toilets being delivered (Date and time): \_\_\_\_\_

If yes, when are the portable toilets being picked-up (Date and time): \_\_\_\_\_

If yes, will the portable toilets be serviced during your event?  Yes       No

**Will your event allow for dogs?**       Yes       No

**How do you plan to collect and remove trash and debris during the event?**

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- A clean-up/damage deposit of \$600 or more may be required.

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**EVENT ENTERTAINMENT**

**Do you plan to have any musical or speaking entertainment for your event?**       Yes       No

If yes, please list the names of the band/performers, genre of music:

Name of Band / Performer/ Speaker	Genre of Music
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A complete list must be provided to the City prior to the event. The City reserves the right to deny the performance of any band or act that has a history of creating public safety concerns. The City also has the right to require additional security and/or insurance coverage at the organizer’s expense for acts that have a history of creating public safety concerns.

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**APPLICANT AND HOST ORGANIZATION**

Host Organization: \_\_\_\_\_

Chief Officer of Host Organization: \_\_\_\_\_

Host Organization's Website: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address Street: \_\_\_\_\_  
\_\_\_\_\_

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

Telephone Prior to the Event: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

During Event: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone number of on-site representative who can be contacted during the event, for emergencies or event coordination.

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Previous Events managed or operated by the Host Organization and/or Applicant:

\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Cathedral City Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal, and any other applicable entity which may pertain to the use of the Even venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Cathedral City.

Printed Name of Applicant / Host Organization \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**SUBMITTAL REQUIREMENTS:**

- \_\_\_\_\_ Application Fee: \$510 – payable to “City of Cathedral City”
- \_\_\_\_\_ Non-profit certification (if applicable)
- \_\_\_\_\_ Clean-up / Damage Deposit (if applicable)
- \_\_\_\_\_ Copy of site plan using map attached to this application (show stage, fencing, canopy/tent placement, food vendor locations, merchandise vendor locations, portable restroom locations, generators, etc....)
- \_\_\_\_\_ Provide all necessary insurance coverages (must be submitted prior to the event)
- \_\_\_\_\_ Proof of Insurance with a minimum of \$1,000,000 in liability coverage naming City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City 92234 as an additional insured (must be submitted prior to the event)
- \_\_\_\_\_ Proof of all applicable licenses and permits required by local, state and federal agencies (must be submitted prior to the event)
- \_\_\_\_\_ Proof of Cathedral City Fire Department inspections and permits, if applicable (must be submitted prior to the event)
- \_\_\_\_\_ Acknowledge that applicant cannot hang any object (lights, speakers, cabling, etc.) from the pipe grid above the amphitheater’s stage floor.

Downtown Map (Please mark the area you will be using)

