



## RENTAL GUIDE

Cathedral City Community Amphitheater

68526 Avenida Lalo Guerrero

Cathedral City, CA 92234

[1]

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## CONTACT

Chris Parman  
Communications / Events Manager  
[cparman@cathedralcity.gov](mailto:cparman@cathedralcity.gov)  
(760) 770-0396

# GENERAL INFORMATION

Located in the Downtown Arts and Entertainment District near Highway 111, the Cathedral City Community Amphitheater offers amenities to host a concert, LIVE performances, art show, food truck rally, festivals, weddings / wedding reception, and so much more. This medium-sized entertainment venue has the following features:

- Covered stage measuring 30' in depth and 50' wide with 30' high ceiling.
- Maximum capacity of 2,909 seated attendees or 4,500 standing attendees in the Lawn area
- Completely fenced venue
- WiFi capacity for up to 2,500 people at one time
- Concession stand – privately operated
- Space for 13 food trucks with the ability to power plug-in
- Tot Lot – covered playground
- Permanent picnic seating
- Electrical outlets throughout the center lawn area for outdoor vendors
- Separate Public Address System
- Amazing mountain views
- Sloped and tiered lawn area



# RENTAL PROCESS

## HOLD & RESERVATION POLICY

**HOLD:** A hold will “hold” a specific rental date(s) for an individual or organization in anticipation of moving to a formal reservation. Hold requests from first time renters of the facility require a formal Special Use Permit to be submitted along with a letter requesting the hold. Renter is required to reserve the facility or release the hold within six months of their requested date.

**CHALLENGE TO A HOLD:** A renter may request a date previously held by another renter by “challenging” the requested hold date in writing and submitting a completed Special Use Permit. First holds have 48 hours to respond to a challenge by submitting the Security Deposit or releasing the hold. Once a security deposit has been made, no challenges can occur. Challenges that do not receive a response after 48 hours will be released to the challenger. Challenger will be required to submit the Security Deposit upon being awarded the challenge.

**RESERVATION:** A reservation will secure the facility for a firm rental date. Renter will be required to submit a Special Use Permit and Security Deposit in order to secure a reservation date. Upon approval of the Special Use Permit, the reservation date will be awarded to the renter and a Standard Rental Agreement will be created. Renter will be required to pay the non-refundable booking deposit at this time.

## COMPLETED APPLICATION

A Cathedral City Special Use Permit for the Downtown Cathedral City must be completed and signed in order to review and/or approve a requested hold or reservation request. If you have not submitted a Special Use Permit application to the City and received confirmation of receipt, then you do not have a Hold or a Reservation.

## APPLICATION REVIEW AND APPROVAL

Reservations and holds are accepted on a first-come first-serve basis. The full facility may be reserved up to 12 months in advance upon receipt of a completed Special Use Permit and Security Deposit.

The City of Cathedral City has the exclusive right to permit or deny an individual or organization to use the facility. All facility holds and reservation requests will be evaluated on the following factors:

- Availability of the requested date
- Completion of the Special Use Permit
- Nature and character of the proposed event
- Financial condition of the applicant to undertake the event (City of Cathedral City reserves the right to request financial statements and references)
- Ability of the applicant to properly manage the event
- Ability of the facility to safely accommodate the event without damage to the facility
- Applicants prior rental history at the Cathedral City Community Amphitheater or other similar venues
- Safety concerns
- Impact on the surrounding community

## STANDARD AGREEMENT

Upon approval of the Special Use Permit details and receipt of the Security Deposit, the reservation date will be awarded to the renter and they will be required to sign an Amphitheater Standard Rental Agreement.

# RENTAL PROCESS

## BUSINESS LICENSE

All renters and vendors of Cathedral City Community Amphitheater must have a Cathedral City Business License or Temporary Special Event Business License.

## 501c3 DOCUMENTATION

All Non-Profit renters of the Cathedral City Community Amphitheater must submit a copy of their Consumer Certificate of Exemption, 501c3 Form.

## INSURANCE REQUIREMENTS

The host / renter as well as any vendors and service personnel associated with a particular rental will be required to submit a Certificate of Insurance meeting the criteria outlined in the City of Cathedral Risk Management Insurance Requirement documents. (*See Insurance Requirements Pg. 16-18*)

## SPECIALTY LICENSE & CERTIFICATIONS

All specialty license, permits, and certifications will need to be submitted and filed with the Standard Rental Agreement approximately 10 days prior to the event date. Specialty licenses, permits and certifications include but are not limited to: liquor licenses, fireworks permits, and health permits, etc.



## PAYMENT PROCESS

**Non-Refundable Booking Deposit** to be paid following the internal review and approval of the Special Use Permit, signing of the Standard Rental Agreement, and confirmation of the rental date(s). Full amount is credited to the Pre/Post Rental Settlement

**Pre-settlement** due 14 days prior to Event. Renter shall make payment to the City of Cathedral City, any outstanding Security Deposit, and Full Rental Fee in accordance to the Standard Rental Agreement. Failure to pay in a timely manner will void the use of the amphitheater.

**Final Settlement** due immediately following Event, Renter is required to pay the City of Cathedral City all balances due, including any additional fees and charges, and known damages shown on the Pre/Post Rental Condition Settlement form.

## **FACILITY FEE SCHEDULE: FOR PROFIT ORGANIZATION**

If you are a for-profit company or private person seeking to rent the Cathedral City Community Amphitheater, please contact Chris Parman, Communications / Events Manager for a referral to one of the city's contracted property managers to assist you with your booking information. You can reach him at (760) 770-0396 or [cparman@cathedracity.gov](mailto:cparman@cathedracity.gov).

# FACILITY FEE SCHEDULE: FOR NON-PROFIT ORGANIZATION

A NON-REFUNDABLE advance booking deposit of 50% of the total rental fee is required to reserve an event date. Management reserves the right to change or cancel the event date in writing to the renter. The booking fee will be credited to the final invoice. Renters will provide an Advanced Booking Deposit, Pre-settlement and Final Settlement payment as outlined in the Payment Process (Pg. 2) as well as in the Standard Rental Agreement. Final Settlement is due immediately following the event the case of ticketed events. For-profit events that do not have ticket sales must pay their invoice in full in advance of the event via Pre-settlement. All payments must be in the form of a company check, cashier's check, certified check or money order payable to **City of Cathedral City**.

The promoter will be responsible for all costs associated with their event and for returning the venue back to its original state. A fee will be charged for load in and load out days in addition to the actual event day(s).

## **Non-Profit Rental Fee**

### **AMPHITHEATER RENTAL FEE**

- |   |   |
|---|---|
| • Community Event<br>(City Produced or Sponsored) | No Charge                                 |
| • Non-Profit Functions Under 300 Guests           | \$2,500 per day, \$1,000 Security Deposit |
| • Non-Profit Functions Over 301 Guests            | \$5,000 per day, \$1,000 Security Deposit |

### **SPECIAL WEEKENDS**

Offers for these special weekends will be received up to 120 days prior to the event and an award made shortly thereafter.

- |                       |   |
|-----------------------|---|
| • Coachella Weekend 1 | \$100,000 or Best Offer + Security Deposit – Entire Weekend |
| • Coachella Weekend 2 | \$30,000 or Best Offer + Security Deposit – Entire Weekend  |
| • Stage Coach Weekend | \$15,000 or Best Offer + Security Deposit – Entire Weekend  |
| • Splash Weekend      | \$10,000 or Best Offer + Security Deposit – Entire Weekend  |

### **ADDITIONAL FEES and SECURITY**

- |                         |  |
|-------------------------|--|
| • Load in/out fee daily | 50% of cost for Event Date(s)  |
| • Parking fee:          | 20% of collected fees (If Promoter is charging a fee to park at the Downtown Parking Garage) |
| • Trash Removal Fee     | First removal free, \$350 for each additional removal  |

Security Deposits are refundable if Pre and Post Amphitheater Rental Condition Form are considered the same or better.

- |   |  |
|---|--|
| • Excessive Clean-Up Fee<br>the security deposit fee. | \$90.00 / hour per worker at fully burdened rate (minimum of three workers) will be charged to |
|---|--|

\*Sub-leasing or sub-contracting the facility out is not permitted. \*Management reserves the right to request a minimum of three months (3) and as many as six (6) months lead time due to the complexity of certain events. Promoter experience level conducting similar events and adequate time for planning and promotion are major Management considerations.



**NOTE:** All facility renters and vendors are responsible for providing general liability insurance of not less than \$1,000,000 and must list the City of Cathedral City as the additional insured and certificate holder.

## **RIGGING SYSTEM**

Updated Soon

## **SOUND AND LIGHTS**

On-site lighting and sound equipment is not available for use at rentals at Cathedral City Community Amphitheater. **It is the promoters responsibility to procure and pay all sound, light, and backline equipment for their event.** Applicant may only contract and use qualified, licensed and insured sound and lighting companies that have been approved in writing by the Amphitheater Facility Manager. All Cathedral City Community Amphitheater concerts/events utilizing house power require the use of our House Sound Technician for each day of an event held on site. The House Sound Technician is contracted by City of Cathedral City to protect our power and sound system components as well as to address Questions from sound production company. The promoter will pay for the house sound technician at their own cost. By contract, the house sound technician is the only person permitted to connect or disconnect outside productions to house power. All sound and light companies must supply the City with general liability insurance of \$1,000,000.00 and the City must be additionally insured. *(See Insurance requirements, PP. 16-18)*

## **PRODUCTION SCHEDULE**

The promoter must supply the Amphitheater Manager with a detailed production schedule, stage plot/ rigging plot and technical rider for the event at least thirty (30) working days before the event. The schedule should include load in times, sound check times, artist performance time, and load out time, along with personnel contact information for day of event. Please include day of event cell phone numbers.

## **LOAD IN/LOAD OUT**

The venue will be available on the contracted event day for logistical load-in and load out activities without any additional cost. To reserve additional logistical Load In and Load Out days and times can be arranged at a half the event day fee on a per day basis. Prior approval is required and must be granted 30 days in advance for scheduling purposes. Load in and Load Out days are generally available Monday – Friday, 7:00am—6:00pm. No driving vehicles on the Amphitheater lawn or damage will be charged to renter.

## **SOUND CURFEWS**

Sunday through Thursday	7:00 AM to 9:00 PM
Friday, Saturday and 3-Day Holidays	7:00 AM to 10:00 PM, or 11:00 PM with Special Use Permit Approval

City of Cathedral City staff reserves the right to stop any event if curfew is not adhered to including cutting power to sound equipment. Amplified sound or music should be normalized to 89 decibels at the perimeter of the reserved area.



# **RENTAL POLICIES: PARKING & SECURITY**

## **PRIVATE SECURITY**

Depending on the size of your event, the renter may be required to procure and pay for private security to assist with directional ingress and egress of the parking garage, as well as crowd control management and emergency exits. If the renter chooses to use a valet parking company, vendors must supply the City of Cathedral City with general liability insurance of \$1,000,000.00 and the City must be named as an additionally insured.

The private security company you choose 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.

## **CATHEDRAL CITY POLICE OFFICERS**

If you plan to use Cathedral City Police Officers, 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. Contact the Police Department at (760) 202-2487.

## **EVENTS SERVING / SELLING ALCOHOL**

For events serving or selling alcohol, you must obtain proper permits from California Department of Alcohol Beverage Control. Renter must obtain Liquor Liability Insurance naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured. Renter 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 four security guards during all alcohol serving times).

## **OVERNIGHT SECURITY**

Renters are responsible for the security and safety of people and things during the rental period. The City of Cathedral City does not provide overnight security and cannot be held liable for any damage, theft, or vandalism. Overnight security is highly recommended and may be a requirement of the approval of your Special Use Permit.

## **AVAILABLE PARKING**

The downtown parking garage adjacent to the Cathedral City Community Amphitheater holds 1,120 parking spaces. Visitors are able to park on city streets nearby. Parking at all locations are generally free. If Renter wants to charge for parking, please note this in your Special Use Permit.

## **CVREP RESERVED PARKING IN DOWNTOWN PARKING GARAGE**

If your event happens on a day that CVRep Playhouse has a performance scheduled, then the first row of parking on the first level of the downtown parking garage closest to the amphitheater will be reserved for CVRep Playhouse reducing the number of available parking spaces in the downtown parking garage by 110 spaces.

## **ATTENDEE REGULATIONS**

Guests are only allowed to bring in empty, reusable water bottles and, aluminum bottles (32 oz. or less). Coolers are limited to soft-sided coolers, six pack size (10" x 7" x 7" or smaller) when permitted by renter. Bullhorns and noisemakers are prohibited. Framed backpacks are prohibited. Confetti, glitter and other items that can be thrown are prohibited. Prescription medication must be in the original prescription container with the patient's name and dosage listed on the label. Patrons with more medication than is necessary for the duration of the show will be asked to return the excess medication to their vehicle. City of Cathedral City Management reserves final decision on items brought into the venue. Protests must observe Free Speech zones for safety.



## **CLEANING**

Unless otherwise stated in the Special Use Permit, the Renter is solely responsible for all costs of event maintenance. Management reserves the right to determine cleaning requirements for each event. Renter provided Janitorial vendor must be approved in advance by Amphitheater Manager.

## **PORTABLE RESTROOMS**

The Cathedral City Community Amphitheater has only 2 single stall bathrooms. Any event over 50 people in attendance will need to rent portable restrooms. Burrtec Waste is the exclusive licensed vendor for trash and sanitation for Cathedral City. You can reach them at (760) 760-340-2113 or [customerservice@burrtecdesert.com](mailto:customerservice@burrtecdesert.com).

## **DUMPSTERS**

Dumpsters may be required for events and will be procured and paid for by the Renter. Burrtec Waste is the exclusive licensed vendor for trash and sanitation for Cathedral City. You can reach them at (760) 760-340-2113 or [customerservice@burrtecdesert.com](mailto:customerservice@burrtecdesert.com).

## **MESSAGE BOARD**

Digital Message Boards for traffic assistance may be required for events. Digital Message Boards will be procured and paid for by the promoter.

## TECHNICAL INFORMATION: STAGE & VENUE

**Covered stage:** YES

**Number of fixed seats:** 0

**Lawn Seating Capacity:** 2,909

**Lawn Standing Capacity:** 4,500

**Stage Depth centerline:** 30'

**Stage Width:** 50'

**Truss Heights:** 27'

**Electrical Power:** Updated Soon

**Front of House Location and Size:** Updated Soon

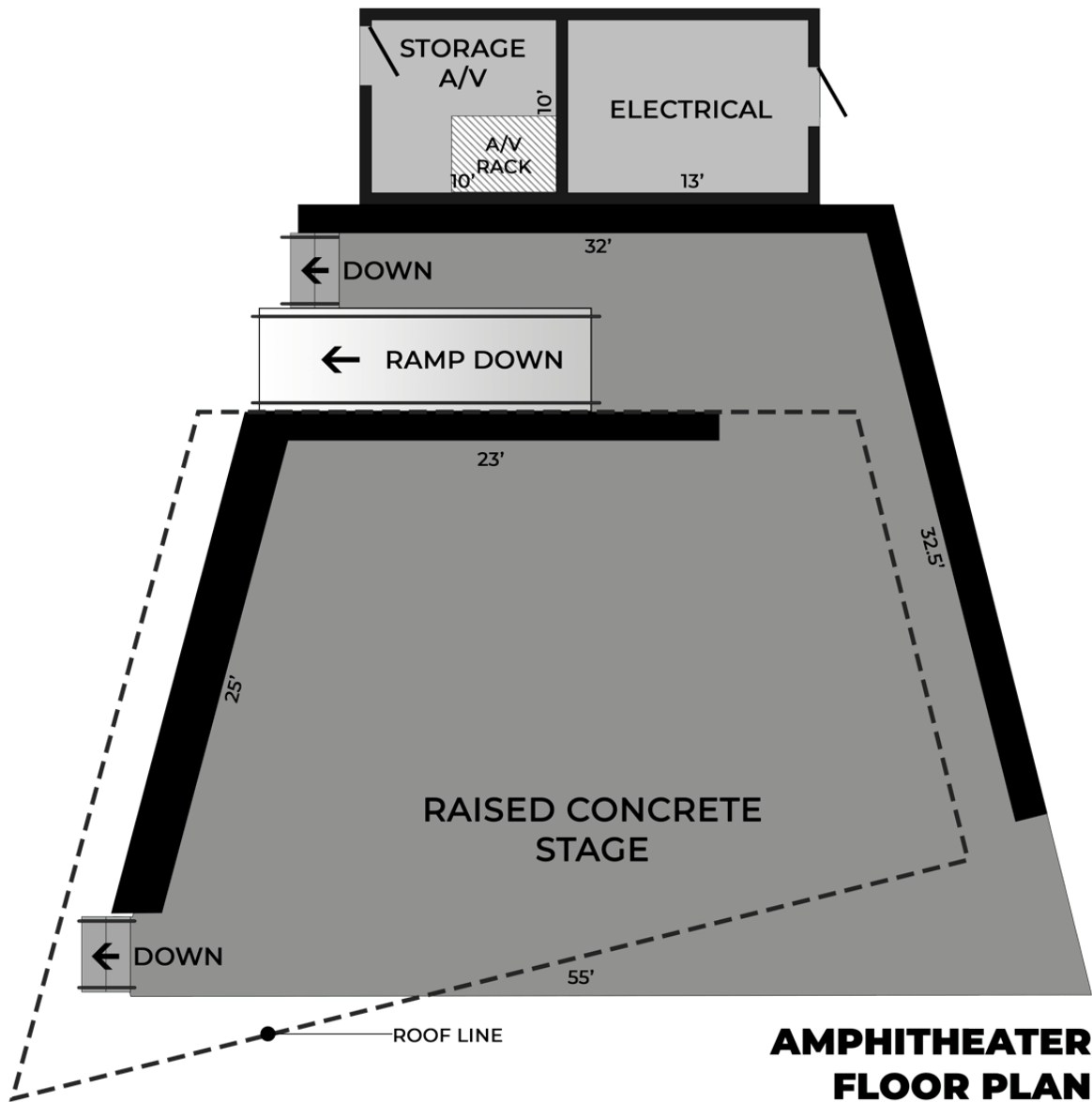
**Spot Locations:** Updated Soon

**Dressing Rooms:** Renter has two options for dressing rooms:

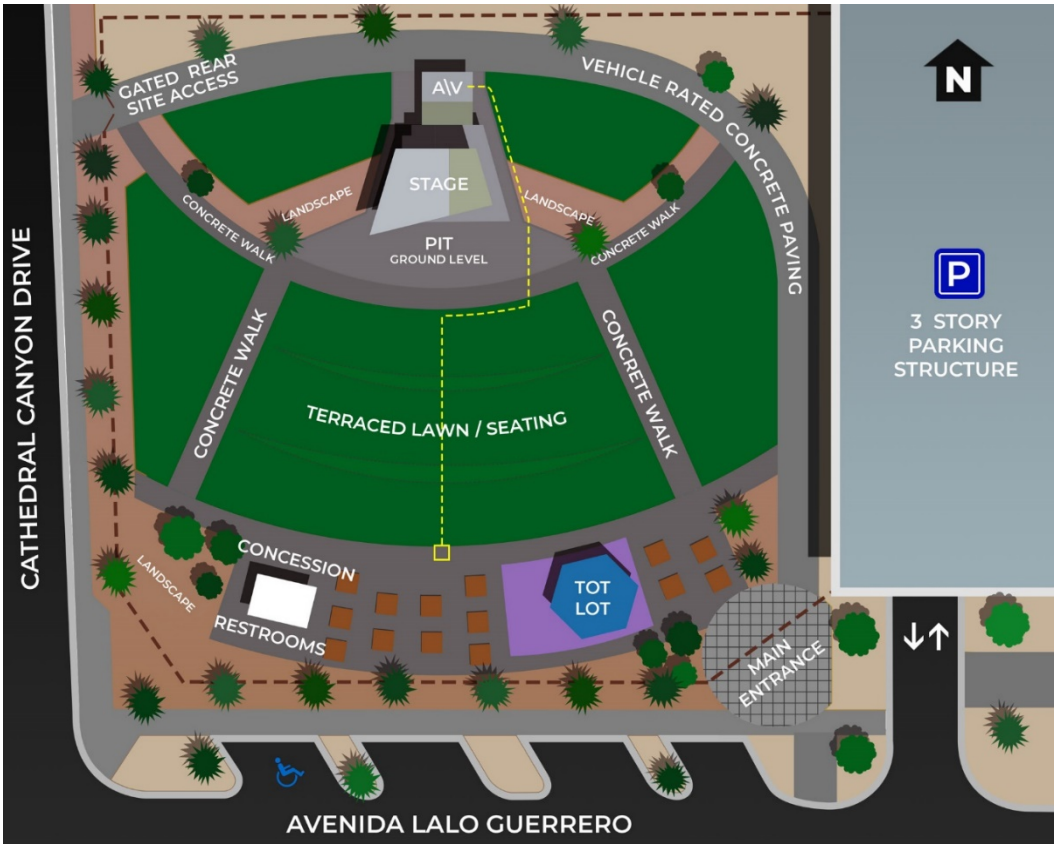
1. Rent a portable green room, such as a Recreational Vehicle or Trailer and park it near the stage (electric and water hook-ups available)
2. For an extra fee of \$150 per day, available Friday through Sunday, you can use the lunchroom with full kitchen, dining table, and resting area as well as a study session conference room at City Hall nearby. Renter would need to transport VIPs back and forth via car or golf cart. Two single stall restrooms are also available at this location.

**Public Restrooms available:** Two single stall restrooms at the concession building.

# TECHNICAL INFORMATION: FLOOR PLAN

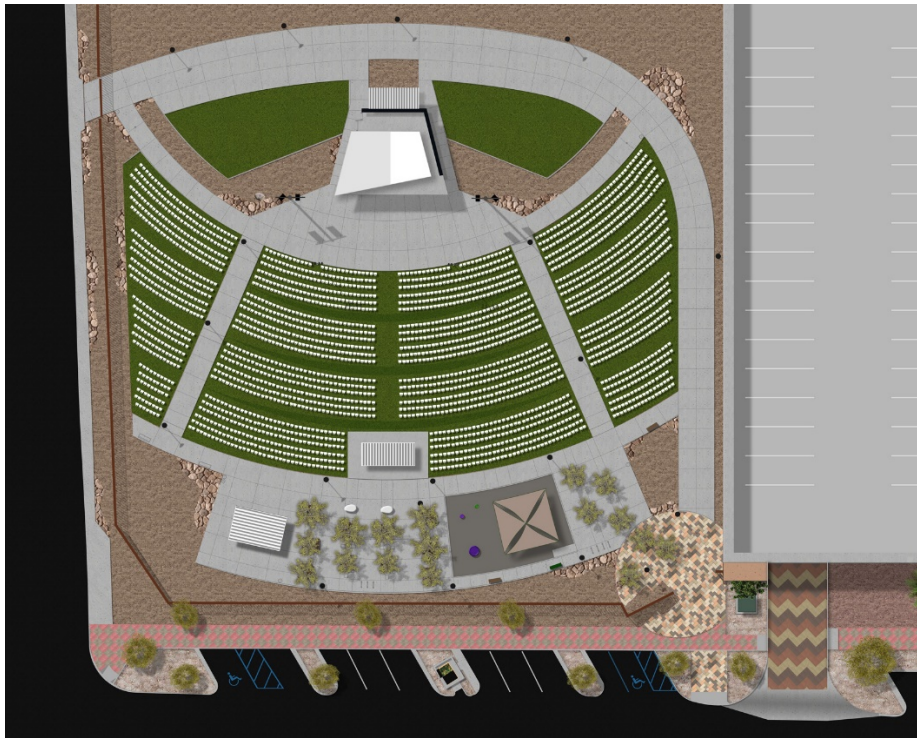


# AMPHITHEATER SITE MAPS



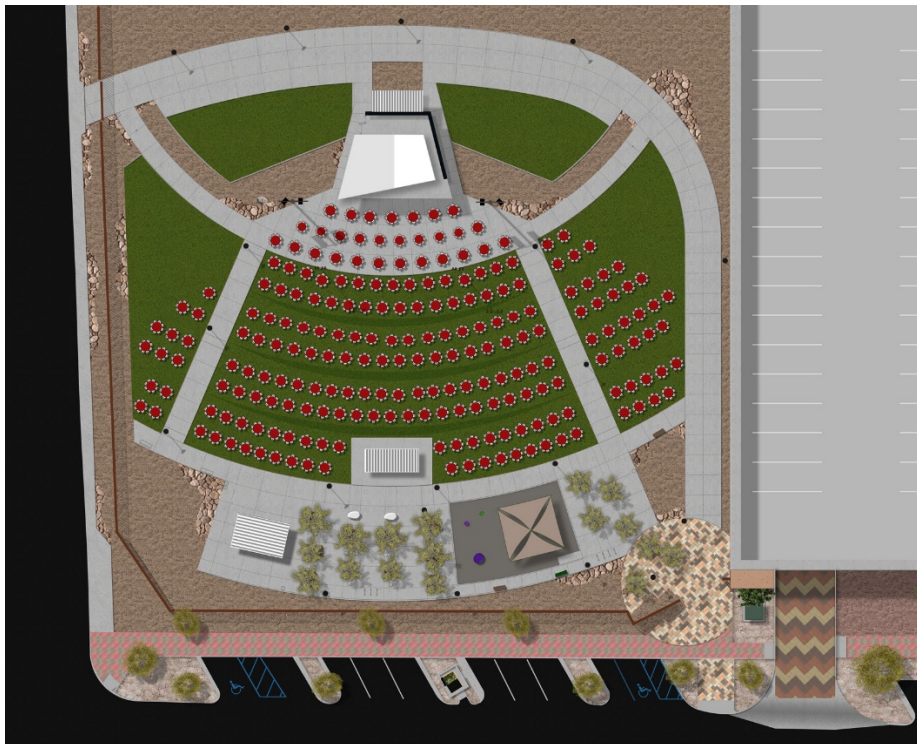
# POTENTIAL SET-UPS

## THEATER STYLE SEATING



2,909 Seat Capacity –  
Theater Style Seating

## ROUND TABLES

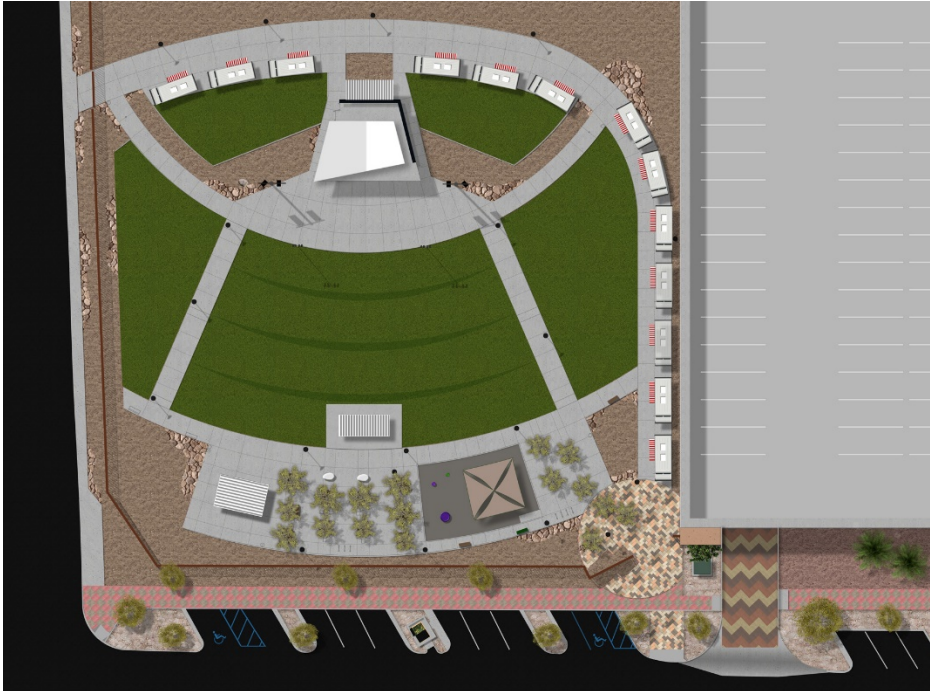


223 • 60" Round Tables  
with 8 Chairs



# POTENTIAL SET-UPS

## FOOD TRUCKS



Space for 13 Food Trucks  
Electric Hook-ups Available

## POP-UP TENTS

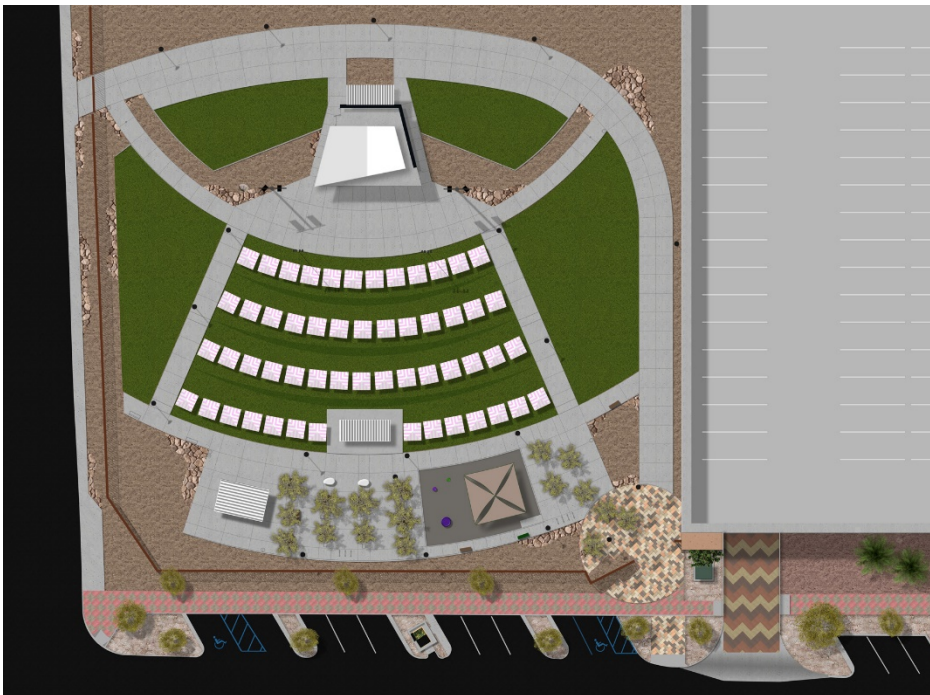


Exhibit Space for 54 10'x10'  
Pop-Up Canopies



# INSURANCE REQUIREMENTS

Since "insurance" is one of the contract /permit requirements, you must comply with all terms and conditions. A Certificate of Insurance represents a "snapshot" of that organization's insurance program as of the date the certificate is issued. **EVERY** entity, including but not limited to, concessionaires, exhibitors, entertainers, etc. participating in the event must provide individual proof of insurance as described below unless insured under a master policy issued to the Permittee. If a master policy is used the Certificate of Insurance submitted by the Permittee must clearly state that all such entities are "Named Insureds".

**See the attached SAMPLE of the Certificate of Insurance form showing locations, by number, on where to place information on the following requirements:**

1. The date of the issuance of the certificate of coverage.
2. The name of the "Insured" should be the name of the entity (YOU) requesting the permit unless the Description of Operations section explains the relationship (i.e. ownership) between the "Insured" and YOU.
3. Commercial General Liability" must be written on an "Occurrence" basis.
  - \* **If the event involves an athletic competition** or demonstration the Certificate of Insurance **must clearly indicate** that liability for unintentional injuries caused by participants/demonstrators to spectators is included.
  - \* **If alcoholic beverages (including beer, wine, and spirits) are for sale** at the event, the Certificate of Insurance **must state that Liquor Liability coverage is included with a minimum limit of liability of \$1,000,000 each occurrence.**
  - \* **If no admission or similar fee is charged** at any type of event and alcoholic beverages are served at no charge, the Certificate of Insurance must state that Host Liquor Liability Coverage has been secured with **a minimum limit of liability of \$1,000,000 each occurrence.**
  - \* The policy **must not exclude** either Personal Injury/Advertising Injury, Damage to Rented Premises, or Products/Completed Operations.
4. A "Policy Number" or binder number **must be indicated**. Florida binders are only valid for 30 days. The "Effective Date" and "Expiration Date" **must cover** the entire duration of the event including set-up and take-down periods.
5. The Effective Date and Expiration Date must cover the entire rental period of the event dates.
6. If Auto Liability is required by contract, the preferred coverage should be "Any Auto;" however, "Scheduled" or "All Owned Autos" will be accepted. If transportation is being provided, they must also include "Hired and Non-Owned" coverages.
7. If necessary, the General Liability may be supplemented with Umbrella Liability, (number 7) provided the combined limits satisfy the minimum requirement and the City of Cathedral City is listed as

“Additional Insured” on the Umbrella Policy or the Umbrella policy is noted as “Follow Form” on the certificate.

8. Should the PERMITTEE have employees, Workers Compensation will be required in accordance with California law.
9. Special liability coverage such as Watercraft, Aircraft, etc., **may be required**, if staff indicates such coverages are required, place the details where appropriate on the Certificate.
10. **“City of Cathedral City” must be shown** as “Additional Insured” in the Description of Operations section. This section may also be used to indicate other insurance related required information including the Name and date(s) of the event.

The “Certificate Holder” must list the following:

**City of Cathedral City  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA 92234**

The Certificate **must be signed** by the insurance agent or an insurance company representative. Electronic signatures are acceptable on computer generated certificates.

**PROVIDE YOUR INSURANCE AGENT AND ALL EVENT APPLICANTS WITH A COPY OF THESE INSTRUCTIONS AND THE SAMPLE CERTIFICATE OF INSURANCE TO ENSURE THE SPEEDY PROCESSING OF YOUR PERMIT APPLICATION.**

# INSURANCE REQUIREMENTS



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

**1**

<b>PRODUCER</b>  Insurance Agent /Broker Name Address Phone Number		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b>  <b>2</b>		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: Name of Insurance Company	Enter NAIC#
		INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
		INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
		INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#
		INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#

### COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<b>3</b>	<b>Y</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT LOC	Enter Policy Number <b>4</b>	Enter Effective Date <b>5</b>	Enter Expiration Date <b>5</b>	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
						MED EXP (Any one person)	\$N/A
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$1,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
							\$
<b>6</b>		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	Enter Policy Number	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence)	\$500,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
<b>7</b>		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<i>If Necessary</i> Enter Policy Number	<i>If Necessary</i> Enter Effective Date	<i>If Necessary</i> Enter Effective Date	EACH OCCURENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
<b>8</b>		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Enter Policy Number	Enter Effective Date	Enter Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$100,000
						E.L. DISEASE - EA EMPLOYEE	\$100,000
						E.L. DISEASE - POLICY LIMIT	\$500,000
		<b>OTHER</b> <b>9</b>					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CITY OF CATHEDRAL CITY IS ENDORSED AS AN ADDITIONAL INSURED ON COMMERCIAL GENERAL LIABILITY.  
(Event Name and Dates)

### CERTIFICATE HOLDER

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS  
 C/O SPECIAL EVENTS DEPARTMENT  
 2700 6<sup>TH</sup> Avenue South  
 Lake Worth, FL 33461

**11**

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS...

AUTHORIZED REPRESENTATIVE **12** *Must be signed*

## **DISPENSING OF ALCOHOLIC BEVERAGES**

**It is mandatory for events in Cathedral City parks to possess a liquor license if selling alcoholic beverages of any kind. Failure to produce a valid liquor license to law enforcement will place the event in jeopardy of being canceled. This can be a lengthy process and must be completed and submitted to the Communications / Events Manager at least (3) days prior to your event date.**

### **ALCOHOL DISPENSING**

All beverages must be dispensed in plastic or paper containers. No glass bottles allowed in the park. No more than two (2) alcoholic beverages may be sold to one individual at a time.

**\*\*All alcohol sales must cease 30 minutes prior to the end of the event.\*\***

### **ALCOHOL WRIST BAND POLICY**

The City of Cathedral City requires that all events selling alcohol identify consumers of legal drinking age by using colored wrist bands unless the event is for adults over 21 years of age only. The promoter is required to purchase in advance the wrist bands and notify Management of the color wrist band to be used each day of the event. Failure to comply with this policy may result in the cancellation of alcohol sales.

## **HOW TO APPLY FOR A TEMPORARY LIQUOR LICENSE**

You must download the appropriate form from the California Department of Alcohol Beverage Control at [www.abc.ca.gov](http://www.abc.ca.gov). The form must be signed by the City Manager of Cathedral City and the Cathedral City Police Chief. Please be sure to get your form in at least 10 days prior to the event so you can get the signatures completed in a timely manner. Once signed, you must take it to an ABC Division Office and pay permit fees with a money order or cashier's check. They do not accept cash or credit cards.

# **VENDOR REGULATIONS**

## **Non-alcoholic Beverages**

- The Cathedral City Community Amphitheater and all city property in the Downtown Arts and Entertainment District has an exclusive selling contract with Pepsi. Only PEPSI beverages may be sold or advertised in the amphitheater park and on city property downtown.

## **Vendor Booths**

- Management has the right to move any vendor that may be interfering with walkways, pedestrian traffic, or blocking utilities. If using canopies, they must be sufficiently weighted down to prevent wind gusts from blowing them over and injuring people or property. Staking of tents or canopies is prohibited without management approval.

## **Inflatables (Bounce Houses)**

- Must be pre-approved and fully insured with a minimum of \$1,000,000.00 of general liability insurance naming the City of Cathedral City as an additional insured. An adult supervisor must be on duty at all times while they are available for patrons.

## **Electrical Power**

- Vendors that need electrical power must ask for assistance from the promoter or city staff. Each vendor must bring their own 100ft. heavy duty outdoor extension cords to connect. Electrical cords in pedestrian pathways must be covered by a heavy-duty electric crosswalk covers provided by renter or vendor. Taping down electrical cords is insufficient. Extension cords should be in good working condition and hazard free.

# ADVERTISING

Cathedral City Community Amphitheater logos are available via email. Arrangements can be made to have your event listed on [www.DiscoverCathedralCity.com](http://www.DiscoverCathedralCity.com) web site and on the Festival Lawn billboard along Highway 111 as part of your rental fee.

To request a logo please contact Communications / Events Manager:

Chris Parman  
Communications / Events Manager  
[cparman@cathedralcity.gov](mailto:cparman@cathedralcity.gov) (760) 770-0396

All advertising material must include the venue logo and correct address.

Cathedral City Community Amphitheater  
68526 Avenida Lalo Guerrero, Cathedral City, CA 92234

**\*\*Please provide Manager with any final drafts of printed material for approval prior to placement.\*\***

## TICKET POLICY

We do not offer a box office service or building; the promoter will be responsible for providing this service.

The promoter must provide to the city a total of 12 tickets and passes to the event to provide for oversight and entry of staff and other city officials.

All for profit promoters must provide Amphitheater Management with a valid settlement sheet from their ticket sales company after the box office has closed day of show.





### Financial Check-Off Sheet

Special Use Permit Fee	\$510.00
Refundable Security Deposit	\$_____
Non-Refundable Deposit (50% of rental fee)	\$_____
Final Payment of Rental (due 14 days prior to event)	\$_____

#### **Additional Fees:**

Trash Removal Fee – First	FREE
Trash Removal Fee (after first removal @ \$350 each)	\$_____
Excessive Clean-Up Fee (if warranted @ \$270 / hour)	\$_____
Dressing Room Fee (City Hall @ \$150 / day)	\$_____

<b>Project Costs:</b>	\$_____
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<b>Damages (if any)</b>	\$_____
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<b>Final Event Costs:</b>	\$_____
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