



# CITY OF GRAND TERRACE

Community Development Department  
22795 Barton Road  
Grand Terrace, CA 92313  
(909) 824-6621

## Special Event Application

### OFFICE USE ONLY

File No.:	Related Files:	Fees Received \$:	Received By:
Date Submitted:	Categorical Exemption (if applicable):	Approval Date:	Approved By:

### General Information

Location of Activity (Address):	
Business Name:	
Applicant's Name:	Telephone:
Mailing Address:	
On-Site Contact Name:	Telephone:

### Date(s)/Time(s) Information

Set-up Date(s):	Tear-down Date(s):
Date(s) of Activity. From:	To:
Hours of Operation:	

### Description of Event

Describe Planned Activities: Use additional sheets if necessary.	
Hours of Operation:	
Alcoholic beverage sales/on-site consumption: ____ Yes ____ No	Will food be prepared on site: ____ Yes ____ No
<b>If yes, attach ABC Permit</b>	<b>If Yes, attach copy of County Health Permit</b>
Structures: ____ Yes ____ No    Size: _____	
If Yes, type: ____ *Tent ____ *Canopy ____ Booth ____ Fence ____ Portable Toilets ____ Bleachers ____ Stage ____ Other (describe): _____	
Sound System: ____ Yes ____ No	
If yes, type: ____ Bull Horn ____ Siren ____ Amplified Sound System ____ Other (describe): _____	
Electrical: ____ Yes ____ No <b>If yes, permit and processing fees will apply.</b>	
If yes, type: ____ Generator ____ Temp. Power Pole ____ Light String/Booth Lighting ____ Pole Lighting/Flood Lights ____ Rides/Generators	
Other (describe): _____	



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### ***Applicant Affidavit***

I certify that the foregoing and following information in this application is true and accurate to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

### ***Property Owner Affidavit***

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



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### *Submittal Requirements and Summary of Regulations for Special Event Permits*

#### **Submittal Requirements:**

- A. Completed Special Event Application with required submittals as described below (Street Permit or Special Events Permit)
- B. Letter of intent fully describing the proposed event
- C. Four (4) copies of a plot plan
- D. One (1) complete set of site photographs (if applicable)
- E. Copy of valid Business License or Application (if applicable)
- F. Appropriate fee(s)<sup>a</sup>
  - a. Additional fees may be required \* No Special Event Application Fee and Deposit Required.
    1. Special Event Application fees are:
      - Minor Event (200 people or less) \* Public Works Staff Time Fee if Required
      - Mid-Size Event (201-500) \* Public Works Staff Time Fee if Required
      - Major Event (500 Plus) \* Public Works Staff Time Fee if Required
    2. **PLEASE CALL COMMUNITY DEVELOPMENT DEPARTMENT TO VERIFY FEES**

#### **Municipal Code Chapter 8.50 Special Events**

**General Information:** (GTMC 8.50) Special Event Permits are divided into two types of permits: Street Permit and Special Events Permit. The purpose of the permit is to ensure that the special event is compatible with surrounding land uses, and to protect the rights and minimize the adverse effects to adjacent residences/landowners.

All applications for street or special event permits must be on file with the City **60** days prior to the scheduled event unless a waiver is granted by the City Council. The City shall either approve or deny the application within **30** days of receipt of the completed application. The applicant shall have **5** days to file an appeal with the City Council in the event of denial in writing and list all grounds upon which the appeal is based. Any member of the City Council may also appeal any decision of the City. The City Council may, by resolution, set appropriate fees for the filing of applications or appeals.

1. **Street Permits** are required for all street events, including parades, processions, assemblages and other events, including, but not limited to marathons, bike-a-thons, triathlons and other such uses on the public streets, highways, thoroughfares, rights-of-way. The route of the event shall be provided on a diagram and shall show the following information: All applications submitted must contain the following information:
  - a. Applicant and responsible person (if applicable) that will serve as the primary contact.
  - b. The date(s) and hours of operation.
  - c. Starting point and terminus.
  - d. Staging and parking areas
  - e. Event description
  - f. Expected number of participants, workers and spectators.
  - g. Security plan and directional devices. (the level and type of security and personnel shall be at the sole discretion of the San Bernardino Sheriff's Department).
  - h. A detailed site plan indicating the location of security, fire protection, water facilities, food facilities, sanitation facilities, vehicle access, parking, traffic control and provisions for clean up and trash disposal.



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An appropriate cash deposit or bond shall be posted with the City to compensate for any special services that may be required, including, but not limited to, police, fire, traffic control and cleanup. All charges shall be based upon the hourly rate of all employees expected to be required to perform services during the event and shall contain and administrative charge to cover the support services incurred as a result of the event. The permittee shall post said deposit or bond at least 14 days before the event. The permittee shall be given an accounting of all charges within a reasonable time after the event, and a refund if due.

2. **Special Event Permits** are required on any property within the city for events such as entertainment, demonstrations, carnivals, bazaars, circuses, rodeos, or other traveling shows, fairs, festivals, food fairs, cook-off, dances, concerts or performances, or any other planned occurrences that may attract a large number of people. All applications must contain the following information:
- Applicant and responsible person (if applicable) that will serve as the primary contact.
  - The address or legal description of the location of the special event.
  - Property owner name, address and approval signature.
  - The date(s) and hours of operation.
  - Event description including live entertainment, alcohol and food/beverage sales.
  - List of concessionaires and subsequent agreements including name, licenses, number of personal, tax id number, seller's permit, etc.
  - Copy of ABC permit and/or SB County Health Permit if required.
  - Expected number of participants, workers and spectators.
  - Security plan (the level and type of security and personnel shall be at the sole discretion of the San Bernardino Sheriff's Department).
  - A detailed plan indicating the location of rides, games concessions, food and beverage concessions, tents, awnings, stages, pedestrian ingress and egress, and vehicle ingress and egress.
  - A separate detailed site plan indicating the location of electrical hook ups, security, fire protection including fire extinguishers, sanitation facilities, vehicle access, parking, traffic control and provisions for clean up and trash disposal.

The following regulations must be adhered to during the duration of the special event:

- All carnival rides concessions shall comply with the requirements of the **Amusement Ride and Tramway Unit** of the **State of California Department of Industrial Relations**. Copies of all reports under the Amusement Ride Inspection and QSI Certifications for Temporary Amusement Rides (TAR) shall be provided to the City of Grand Terrace with this application. Information on those requirements can be obtained at <http://www.dir.ca.gov/dosh/aroffices.htm>
- A minimum of one (1) eight-foot aisle way shall be provided between rides, games concessions, and waste and sanitation facilities.
- One (1) 24' fire lane shall be provided within 150' of the most remote event.
- All combustible waste material shall be stored in approved containers.
- Each ride, game and concession shall provide a minimum 30 gal. trash container with one dumpster provided on site.
- Trash and debris shall be cleared from the event area and adjacent streets each evening at the closing of the event.
- Trash containers and dumpsters shall be removed within 24 hours of event closing.



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- h. One (1) 2A-1OBC fire extinguisher shall be provided at every concession and food service booth. Travel distance shall not exceed 75' to any extinguisher at the event.
  - i. All cooking shall be by natural gas, propane gas or electricity. No liquid fuel will be permitted. Changeover of fuel cylinders is not permitted when any open flame device is still operating with 20' of refueling area. Additional fuel cylinders shall be stored in an area designated by the San Bernardino County Fire Department.
  - j. Copies of State Fire Marshall approved certificates of flame retardance shall be provided for all tents, awnings, hangings, and covers with overhangs.
  - k. An electrical permit issued by the City of Grand Terrace shall be obtained for any temporary electrical usage..
  - l. An in inspection by City representatives (planning, building, sheriff, fire) shall inspect the special event at least one day prior to opening. Applicant shall coordinate inspections with the City.
  - m. Any authorized representative of the City of Grand Terrace shall have the authority to stop or prevent any immediate threat to the public health or safety.
3. **Insurance Requirements.** If the event is to be placed on City property, the applicant shall submit proof of personal injury and property damage insurance of the combined limits of \$1,000,000 from a company with a rating approved by the City Attorney. The City of Grand Terrace, its officers, agents and employees shall be named as additional insureds. The applicant shall also indemnify the City of Grand Terrace, its officers, agents and employees from any claim or liability arising out of the special event.
4. **Bonding Requirements.** The applicant shall post a cash deposit or bond to protect the City of Grand Terrace from any costs incurred related to safety, security, traffic control, sanitation and other matters. The amount is determined by estimates received by City departments with respect to estimated city costs. Any remaining funds shall be refunded to the applicant.
5. **Business License Tax.** All applicants, contractors, concessionaires, and vendors must have a valid Business License with the City of Grand Terrace.
6. **Waivers.** Provisions of the application may be waived for non-profit corporations and other groups by resolution of the City Council.
7. **Denials.** Special Event Applications may be denied for the following reasons:
- a. The application is incomplete.
  - b. The applicant has made false, fraudulent and misleading statements in the application.
  - c. The applicant has failed to meet the conditions in this application
  - d. The safety, health or public welfare of attendees and residents would be endangered.