



# CITY OF EL CENTRO

# SPECIAL EVENT INFORMATION

**A GUIDE TO MEETING CITY OF EL CENTRO'S REQUIREMENTS FOR  
PLANNING A SPECIAL EVENT, BLOCK PARTY, OR COMMUNITY EVENT**

The following pages include the City of El Centro's Special Event Permit Application and instructions to guide you through the permit process.

After you complete the Special Event Permit Application please return the application pages to the City Parks and Recreation Department in the Special Events office at the El Centro Community Center at 375 South First street, El Centro.

Several departments within the City work together to make this application process simple and complete. However, there may still be instances where you need to contact other agencies and departments individually.

### **WHEN TO SUBMIT YOUR PERMIT APPLICATION**

Complete Permit applications must be received by the City of El Centro **no later** than thirty (30) days prior to the actual date of your event. Applications that are not submitted at least 30 days before the event may not be accepted.

### **EVENTS THAT REQUIRE A PERMIT**

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, and street areas requires a Special Events permit.

### **PERMIT PROCESS**

The permit application process begins when you submit to the City of El Centro a completed Special Event Permit Application with all required documents attached.

Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

Upon receipt of your application, a copy of your application is forwarded to each of the

members of the Special Events Permit Review Committee.



### **SPECIAL EVENTS PERMIT REVIEW COMMITTEE**

Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed 5 working days to provide us with all pending documents (e.g. certificate of insurance, etc.). We must receive these items before review of your application and issuing a Special Event Permit.

The Committee will make a recommendation to the City Manager for approval or denial within 5 days after your application is filed and deemed complete.

The City Manager will either approve or deny the special event permit within five days after referral by the Committee.



### **SPORTS AND/OR SEASONAL EVENTS**

If you are planning to hold a parade, circus, carnival, rodeo, sports event, outdoor arts and crafts sale, shows and exhibits, Christmas tree sale lots, Halloween pumpkin sales, and other holiday sales you must obtain a Temporary Use Permit from the Planning Department.

You must file your temporary use permit with the Planning Director who may approve or disapprove the permit and may also require other conditions. Depending upon the type of event you are planning, you may also be required to pay a refundable cleaning deposit. The Planning Department is located at El Centro City Hall, 1275 Main Street, El Centro and their telephone number is 760-337-4545.



### **IF YOU ARE SERVING ALCOHOL**

The consumption of alcoholic beverages in public areas and parks is prohibited without a Special Event Permit in accordance with City Code Sections 18-14 and 1948, respectively.

If you are planning to serve alcohol at your event, contact the City of El Centro Police Department at 337-4525 or 150 N. 11<sup>th</sup> Street, El Centro. They will provide you with the letter that is required when you contact the Department of Alcoholic Beverage Control (ABC) for your permit. ABC issues licenses and authorizations for alcohol distribution at special events. The following location is the ABC office for Imperial Valley:

42-700 Bob Hope DR., Suite 317  
Rancho Mirage, CA 92270  
(760) 568-0990  
RHM. [Direct@abc.ca.gov](mailto:Direct@abc.ca.gov)



### **FOOD**

Guidelines for food facilities are provided by the County of Imperial Department of Environmental Health. They can be contacted at 760-482-4438 or at 935 Broadway, El Centro.

These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. You may be required to apply for a health permit if food or beverages are sold or distributed during your special event. Different permits, policies and procedures depend on your classification and the number of days of your event. Contact Environmental Health for food applications and additional information.



## INSURANCE

Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that name as additional insured, the "City of El Centro, its officers, employees, and agents." Insurance must be provided by a company that is an admitted carrier in the state of California and with an A.M. best rating of A or better. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

To determine the necessary amount of coverage required, please contact Risk Management at 760-337-3182.

The City's Special Events office within the Parks & Recreation Department is able to accept applications for insurance through "participating Public Entities and their tenant users, of the Driver Alliant Insurance services Special Event Liability program" if desired. To purchase insurance for a special event or for additional information, please contact the Special Events office at 760-337-3858 or 375 South First Street, El Centro.

An original Certificate of Insurance must be received by the City of El Centro prior to the review of your application and issuance of your Special Event Permit.

All applications must also include a hold harmless agreement to be approved by the City Attorney. An agreement is included in the Special Event Application.

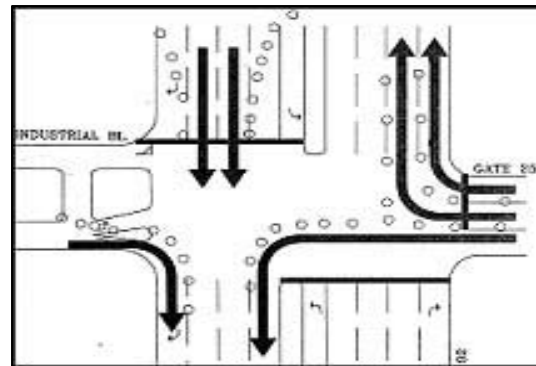
## MUSIC/SOUND

Disturbing, excessive or offensive noise is defined by City Code as any sound or noise which constitutes a nuisance involving discomfort or annoyance to persons of normal sensitivity residing in the area or that sound/noise that does not adhere to the criteria listed in City Code Chapter 18, Article V.

An application for a sound variance or loud speaker permit can be obtained from the El Centro Police Department, who can be contacted at 760-337-4525 and are located at 150 N. 11<sup>th</sup> Street, El Centro. The noise variance cost is \$10.

## STREET CLOSURE

If your event requires closure of city streets and/or disrupts the normal flow of traffic on city streets an Encroachment Permit must be obtained from the Engineering Department who can be contacted at 760-337-5182 or 1275 Main Street, El Centro. A copy of the encroachment permit must accompany your Special Events Application.



## TRAFFIC CONTROL

You must provide a Traffic Control Plan with your application. It should show that you have an adequate number of lighted barricades to control traffic and attendees. You must have barricades acceptable to the City, and that must be placed to ensure safety of participants. You may also be required to provide other traffic control devices. The committee will review your Traffic Control



Plan and approve it or let you know what else is needed. Barricades, cones and other safety equipment are available for rent from equipment rental companies.

### **TRASH AND RECYCLABLES**

As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition.

Should you fail to perform adequate cleanup or damage occurs to city property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit.

At least one three-yard trash container and one ninety gallon recycling receptacle should be provided for every 50 persons in attendance.

For information about acquiring additional trash containers, contact CR & R Waste and Recycling Services at 760-482-5656.

The city does not provide street sweeping services for special events, so please plan accordingly.

State law requires residents of El Centro to recycle 50% of the waste they generate. To

reach these goals, everyone must participate. You can help by planning recycling strategies for the waste generated at your event. For more information or assistance, please contact the Imperial Valley Waste Management Task force at 760-337-4537

### **SECURITY**

Security, as approved by the Police Department, is required based upon the number of people in attendance and the type of event you have planned.

Contact a private security company licensed by the State of California for event security. Some security services may be available for purchase from the El Centro Police.

El Centro Police department has final authority to determine your event security requirements. The El Centro Police department is located at 150 N. 11<sup>th</sup> Street, El Centro. Their telephone number is 760-352-2111



### **PORTABLE REST ROOMS**

Imperial County Health Department recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attend your event. This figure is based upon the maximum number of attendees at your event during peak time. The City of El Centro has the final determination of the number of restrooms needed for your event.



If you would like to request a cash or in-kind sponsorship from the City of El Centro, please complete and submit the appropriate Community Sponsorship Program Application. Please note that all in-kind sponsorship applications must be submitted to the Parks & Recreation Department located at 375 South First Street, El Centro. All cash sponsorship applications must be submitted to the City Manager's Office located at 1275 Main Street, El Centro. Sponsorship applications must be submitted no less than 45 days and no more than one year before the program date. See the City of El Centro's Policy Statement for Community Sponsorship for additional information.

A copy of your sponsorship application along with date of submission statement must accompany your Special Event Application for approval.

## COMMUNITY SPONSORSHIPS

The City Council recognizes the importance of providing support for community programs that are held for the general economic benefit of the City's business community; support of non-profit organizations serving El Centro's citizens; cultural, athletic and educational enrichment; and/or promotion of the City of El Centro.

In order to expand access to a wide range of cultural experiences and community connections for all its residents, the City of El Centro provides limited assistance, if the budget allows, through in-kind and cash sponsorships to local organizations in support of community programs.

The City intends to fund **programs** as opposed to organizations in general. Therefore, requests for funding must be for **programs** operated by an organization as opposed to a contribution to an organization's general operating expenses. The intent is that the general public will receive some intrinsic cultural, educational, or entertainment value from the program.