

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_



**CITY OF EL CENTRO  
SPECIAL EVENT APPLICATION**  
(Page 1)

Type of Event: (check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Community/Promotional Event on public property         | <input type="checkbox"/> Block Party   |
| <input type="checkbox"/> Community/Promotional Event in the public right-of-way | <input type="checkbox"/> Private Event |
| <input type="checkbox"/> Public Event   |  |

**Event Information:**

Event name: \_\_\_\_\_

Event date: \_\_\_\_\_ Time of event: \_\_\_\_\_ (Begin) \_\_\_\_\_ (End)

Set up time: \_\_\_\_\_ Clean up time end: \_\_\_\_\_

Exact event location: \_\_\_\_\_

**Description of the proposed event:** (Include type and nature of any vehicles, equipment or other apparatus to be used in connection with the event, and/or any special or unusual requirements that may be created by the proposed event)

**Purpose:** \_\_\_\_\_

**Activities planned:** \_\_\_\_\_

**Amount of people expected:** \_\_\_\_\_

**Other information:** \_\_\_\_\_

**Applicant / Event coordinator information:**

Applicant must be at the site for the duration of the event and will be the contact person for City officials if necessary and this person must be 18 years or older.

Event coordinator's name: \_\_\_\_\_

Event coordinator's address: \_\_\_\_\_

Event coordinator's phone: \_\_\_\_\_ Cell / Pager: \_\_\_\_\_

Event coordinator's email: \_\_\_\_\_

**FOR CITY OF EL CENTRO OFFICIAL USE ONLY**

Application Submission Date: \_\_\_\_\_ Application Complete?  Yes  No



**CITY OF EL CENTRO  
SPECIAL EVENT APPLICATION  
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**Event Sponsor Information:**

Event sponsor / Host: \_\_\_\_\_

Sponsor's business license number: \_\_\_\_\_ (if applicable)

Sponsor's contact person: \_\_\_\_\_

Sponsor's address: \_\_\_\_\_

Sponsor's phone: \_\_\_\_\_ Cell / Pager: \_\_\_\_\_

**Other responsible individuals available:** These individuals must be at the site for the duration of the event, will be the contact people for City officials if necessary and these people must be 18 years or older.

Name: \_\_\_\_\_ Cell/ Pager: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Pager: \_\_\_\_\_

**Agreement to Compensate City of El Centro:**

The applicant agrees to compensate the City of El Centro for any loss or damage to public property as a result of this event. Also, the applicant will provide the City with a deposit for the City's estimated costs no later than ten (10) days prior to the event. The applicant agrees that if the actual costs exceed the deposit, the applicant will pay the City the difference within fifteen (15) days of the date of the bill from the City. A refund will be issued by the City within thirty (30) days if the deposit exceeds the costs. Applicant agrees to clean and restore site within 24 hours after event.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Applicant's / Responsible party's signature: \_\_\_\_\_

Applicant's / Responsible party's name: \_\_\_\_\_

(Please print clearly or type)

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



**CITY OF EL CENTRO  
RELEASE, HOLD HARMLESS AND  
AGREEMENT NOT TO SUE**

This Hold Harmless Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ is by and between  
\_\_\_\_\_  
(month) (year)  
\_\_\_\_\_, and the City of El Centro, a municipal  
("Applicant")  
corporation of the State of California ("City").

**RECITALS**

WHEREAS, the City has adopted a Special Event in the Community Policy Statement to provide a uniform procedure for processing requests for Community Events, Private Block Parties, and Promotional Events located in the City's public right-of-way ("Special Events"); and

WHEREAS, Applicant has requested to utilize public right-of-way, on  
\_\_\_\_\_, for property located at \_\_\_\_\_  
(date) (address)  
, for the purpose of \_\_\_\_\_  
(event purpose)  
, at no cost to the City; and

WHEREAS, one of the conditions of Applicant's Special Event Permit is that Applicant enter into this Release, Hold Harmless and Agreement Not to Sue; and

WHEREAS, it is in the best interest of the City to execute this Agreement.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE APPLICANT AND CITY AS FOLLOWS:

The Applicant agrees to comply with all requirements and conditions for approval, established in the City of El Centro's Policy Statement for Special Events in the Community.

The Applicant assumes responsibility and liability for sponsoring the Special Event, and Applicant agrees to indemnify and hold harmless and defend City and any and all of its officers, agents, servants, or employees against any and all claims loss, damage, charge of expenses, including attorney's fees and costs, whether direct or indirect, to which City or such officers, agents, servants, or employees may be put or subject, by reason of any damage, loss or injury to property caused by or resulting from or in connection with the Special Event.

Prior to issuance of the Special Events Permit, Applicant agrees to provide a certificate of insurance, with the coverages and limits described in the Special Event in the Community Policy Statement, naming the City of El Centro, its officials, employees and agents as additional insured in an amount no less than \$1,000,000.00 and by an insurer that is an admitted carrier in the State of California and with an A.M. Best rating of A- or better; and

The Applicant hereby releases, discharges and agrees not to sue City, its officers, agents, employees or students for any injury, death or damage or loss of personal property arising out of, or in connection with, City's approval of Applicant's Special Event Permit, from whatever cause, including the active or passive negligence of the City, its officers, agents, servants and employees.

APPLICANT HAS CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTANDS ITS CONTENTS. APPLICANT IS AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGNS IT ON ITS OWN FREE WILL.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Of El Centro:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## CITY OF EL CENTRO CHECK LIST FOR SPECIAL EVENTS

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Include the following information with Special Event Application:

**1. Completed Special Event Application**

1. 2 Page Event Application
2. Hold Harmless Agreement

**2. Site Map**

Showing all of the following:

1. Layout of Activities
2. Trash / Recycling Receptacles
3. First Aid Area
4. Security Staff Positions
5. Potable Water (Hand washing)
6. Restrooms (Men, women & handicap)

**3. Security Plan**

Including all of the following:

1. Site Map with Layout of Activities
2. Security Staff Schedule (Begin & end times)
3. Security Staff Positions
4. Name of Security Company to be Hired

**4. Street Closure**

Including all of the following:

1. Copy of City Issued Encroachment Permit
2. Traffic Control Plan
3. Proof of Adequate Traffic Barricades / Signage
4. "Closure of Right of Way" Form (Signed by residents and/or businesses affected by the street closure.)

**5. Certificate of Insurance** (Must be current and must name the City of El Centro as additionally insured.)

**6. Copy of Loud Speaker Permit** (Issued by the El Centro Police Department.)

**7. Deposit to Compensate the City** (If applicable.)

**8. Completed In-Kind Sponsorship Application** (If applicable. Must accompany required documents.)



**CITY OF EL CENTRO  
CLOSURE OF PUBLIC RIGHT-OF-WAY  
RESIDENT/BUSINESS APPROVAL FORM**

**Instructions to Applicant:**

A majority of residents/businesses affected by closure of street(s) for a public/private event must approve the street closure by signing this petition. Please make copies of this form as needed and use one form per street being closed. Submit petition with Special Event application for City Review Committee consideration of closure of street(s). If the proposed street closure requires signatures from over 40 residents/businesses, you may contact the City to request that notification letters be distributed rather than obtaining individual signatures. Contact the Special Events office at 760-337-3858 to make this request, for instructions and additional details.

We, the undersigned, do hereby agree to the closure of \_\_\_\_\_ (Name of Street) between \_\_\_\_\_ (Intersecting Street) and \_\_\_\_\_ (Intersecting Street) in El Centro, CA. This street closure will be for the purpose of a private/public event to be held from \_\_\_\_\_ a.m/p.m. (Start Time) to \_\_\_\_\_ a.m/p.m (End Time) on \_\_\_\_\_ (Date of Event). We understand that access to our homes/businesses may be blocked as a result of the noted event. We will cooperate with other area residents/businesses and the City of El Centro to ensure the safety of all the residents, businesses, pedestrians, and vehicles in the area.

We, the undersigned, do certify that we are  residents  businesses (Check one or both) at the addresses noted below and may be reached at the indicated telephone numbers.

	<u>Name</u> (Residence or Business)	<u>Address</u>	<u>Telephone No.</u>	<u>Signature</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

16.

**FOR CITY OF EL CENTRO  
OFFICIAL USE ONLY**



**CITY OF EL CENTRO  
SPECIAL EVENT PERMIT  
COMMITTEE REVIEW FORM**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

Application Review Date: \_\_\_\_\_

Application Complete Upon Submission:  Yes  No

If no, check items missing:

**Signed Special Event Application**

- 2 Page Event Application
- Agreement to compensate City & to clean and restore site within 24 hours
- Hold Harmless Agreement

**Site Map**

- Layout of Activities
- Trash / Recycling Receptacles
- First Aid Area
- Security Staff Positions
- Potable Water
- Restrooms

**Deposit to Compensate the City**

**Completed In-Kind Sponsorship Application**

**Certificate of Insurance**

**Copy of Loud Speaker Permit**

**Security Plan**

- Site Map with Layout of Activities
- Security Staff Schedule
- Security Staff Positions
- Name of Security Company to be Hired

**Street Closure**

- Copy Encroachment Permit
- Traffic Control Plan
- Proof of Traffic Barricades / Signage
- "Closure of Right of Way" Form

Other: \_\_\_\_\_

**In-Kind Sponsorship**

In-Kind Sponsorship Requested:  Yes  No

If Yes, Type of Sponsorship Requested:

Police Services  Fire / Medical Services  Parks / Facility Usage

Street Barricades  Waver of Fees: \_\_\_\_\_  Other: \_\_\_\_\_

Sponsorship Review:  Approved  Denied  Approved In Part: \_\_\_\_\_ Cost of Sponsorship: \_\_\_\_\_

**Compensation to the City**

List cost for each:

Police: \_\_\_\_\_  Fire: \_\_\_\_\_  Parks & Recreation: \_\_\_\_\_

Public Works: \_\_\_\_\_  Other: \_\_\_\_\_

Total Deposit: \_\_\_\_\_ Date Deposit Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Total Balance: \_\_\_\_\_ Date Balance Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

**Special Event Permit Application Review:**

**Permit Committee Event Decision:**

Approved  Approved with Changes

Denied  Revoked

**Decision Justification:** \_\_\_\_\_

**Special Requirements and/or Changes Required:** \_\_\_\_\_

\_\_\_\_\_

Based on the information provided by the applicant within the Special Event Application for the above listed event, the City of El Centro's Special Event Permit Committee has made the above listed determination. This event approval decision and recommendation will then be submitted to the City Manager for final approval.

\_\_\_\_\_  
**Parks & Recreation Director**

\_\_\_\_\_  
**Date**