

## City of Pomona | Community Services

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Pomona, California 91767

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www.ci.pomona.ca.us

### Special Event Permit Application

A completed Special Event Permit application, including all required documents such as proof of insurance, must be filed with the Community Services Division **at least four weeks prior** to the date of the event to allow for processing. Special Event Permits are required for events occurring on public property, either in part or whole (Pomona City Code Sec. 46-541 et seq.). Events occurring on private property may require a Temporary Use Permit from the Planning Division.

An application must be reviewed and be approved by various City departments, including the Fire and Police Departments, before a permit can be issued. A Special Event Permit application that does not allow the administrative time required to process is subject to review by staff. An approval or denial recommendation by staff is made based on the complexity of the event and will be the final decision. Submission of application does not guarantee approval.

Submissions can be made in person, e-mail, or fax. E-mail and in-person submissions are preferred.

Event Title: \_\_\_\_\_

Location: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Event Dates/Times

Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Starts: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Ends: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Cleanup done by: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

#### Event Description (required):

**Estimated Attendance:** Per Day: \_\_\_\_\_ Total: \_\_\_\_\_ **Admission:** \$ \_\_\_\_\_

**Event Last Held:** Date: \_\_\_\_\_ Location: \_\_\_\_\_ or  First-Time Event

#### PLOT PLAN - REQUIRED

PLEASE ATTACH A PLOT PLAN OR GOOGLE™ AERIAL INDICATING YOUR SETUP WITH AS MUCH DETAIL AS POSSIBLE. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A PLOT PLAN.



**“No Parking” Signs**

Type C3A signs indicating **“ROAD CLOSED TO THRU TRAFFIC”** AND **“NO PARKING”** signs must be obtained by applicant. The signs must be posted **72 HOURS PRIOR TO EVENT**.

- 1) Street/Lane Closure: **YES NO**
- 2) Location: \_\_\_\_\_
- 3) Closure Time(s): \_\_\_\_\_
- 4) What kind of traffic control device be used (circle one)? **Pomona Police Officers Traffic Control Plan**

**Parking**

Will you be requesting to use a VPD Lot? **YES NO Lot Number:** \_\_\_\_\_

Where will event attendees/organizers/vendors park? \_\_\_\_\_

If a City-owned VPD Lot (Vehicle Parking District) is requested for downtown events, a VPD Lot Usage Request Form must be submitted, and can be obtained on the Community Services website. Please note that approval is not guaranteed, and all requests must be approved by the VPD Commission and/or its authorized representatives.

**POLICE, SECURITY AND EMERGENCY MEDICAL PERSONNEL**

Based on the nature of your event, the Pomona Police Department may require Pomona police officers and/or licensed security guards to be present at your event.

Will you be hiring Pomona Police Officers? **YES NO Qty:**\_\_\_\_\_ **Times:** \_\_\_\_\_

Will you be hiring licensed and bonded security guards? **YES NO Qty:**\_\_\_\_\_ **Times:** \_\_\_\_\_

Will you be having emergency medical personnel present? **YES NO Company:**\_\_\_\_\_

**CANOPIES, TENTS, STAGES, AMPLIFIED SOUND, AND GENERATORS**

**Canopies: YES NO Qty:**\_\_\_\_ **Size(s):**\_\_\_\_\_ **Tents: YES NO Qty:**\_\_\_\_ **Size(s):**\_\_\_\_\_

Canopies/tents greater than 200 square feet in area will require a tent permit from Fire Prevention, (909) 620-2216.

**Portable Stage: YES NO Qty:**\_\_\_\_\_ **Dimensions (required):**\_\_\_\_\_

Stages higher than 30 inches will require an inspection and permit issued by Building and Safety, (909) 620-2371

**Amplified Sound: YES NO**

Depending on event location, notification to affected neighbors may be required at least two (2) weeks prior to event.

Type (Music/Movie/Speaking/Other):\_\_\_\_\_ **Genre:**\_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Please describe the sound equipment that will be used for your event:

**Generator: YES NO Qty:**\_\_\_\_\_ **Wattage:** \_\_\_\_\_ (Please include on plot plan)

## RESTROOMS, TRASH, AND CLEAN-UP

### Restrooms

Portable restroom facilities may be required for your event, especially events with food/beverages. The quantity and location of facilities will be determined by Community Services staff.

Will you be providing portable restroom facilities?    **YES**    **NO**    Qty: \_\_\_\_\_

Delivery:    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Pickup:    Date: \_\_\_\_\_    Time: \_\_\_\_\_

Restroom Company: \_\_\_\_\_    Phone: \_\_\_\_\_

### Trash Receptacles

Additional trash receptacles and dumpsters may be required for your event, especially events with food/beverages.

Will you be providing additional trash receptacles?    **YES**    **NO**    Qty: \_\_\_\_\_

Will you be providing a trash dumpster?    **YES**    **NO**    Qty: \_\_\_\_\_

Trash Company: \_\_\_\_\_    Phone: \_\_\_\_\_

Delivery:    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Pickup:    Date: \_\_\_\_\_    Time: \_\_\_\_\_

The applicant will be responsible for the following:

- Supplying additional trash cans and/or dumpsters (if required)
- Making arrangements for clean-up and/or special trash pick up
- Applicable fees charged for trash clean-up and/or special trash pick up

### Refundable Clean-Up Deposit

The City of Pomona reserves the right to require a refundable cleanup deposit, which may be kept when excessive trash is left after an event. Refundable cleanup deposit requirements will be determined by Community Services staff.

## ADVERTISING

Application submission does not guarantee event approval. Please do not advertise your event until you have received event approval or preliminary approval for advertising.

How and when will event be advertised? \_\_\_\_\_

## INSURANCE (REQUIRED)

All approved Special Events will require the submission of liability insurance at least **two (2) weeks prior** to the event.

**Insurance will be (circle one):**                      **Provided by Applicant**                      **Purchased through the City**

If insurance will be provided by the applicant, the **two** following documents are required:

- 1) **Certificate of Liability Insurance:** With a General Liability Limit of at least \$1,000,000 and a General Aggregate Liability Limit of at least \$2,000,0000, with the City of Pomona named as Certificate Holder as follows:

*City of Pomona  
P.O. Box 660  
Pomona, CA 91769*

- 2) **Additional Insured Endorsement:** As a second page attachment, with the City of Pomona named as Additional Insured as follows:

*“The City of Pomona including elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors.”*

If insurance will be purchased through the City, please inquire with Community Services for a quotation.

#### **NOISE ORDINANCE AGREEMENT**

There will be no violation of the City's Noise Ordinance (Article VII of Pomona City Code). If two (2) complaints of noise are made, and the second meter verifies that the noise is excessive; there will be no more amplification. Each violation after the first warning will result in a separate citation.

#### **PARKING/TRAFFIC AGREEMENT**

Sufficient off-road parking will be provided to prevent a traffic problem to the surrounding area.

#### **STATEMENT OF UNDERSTANDING**

I fully understand the time requirements for processing a Special Event Permit application. I agree to accept the decision of approval or denial by City staff if the minimum time required (30 days) has not been allowed for approvals.

#### **HOLD HARMLESS AGREEMENT**

The applicant and its successors in interest shall indemnify, protect, defend (with legal counsel reasonably acceptable to the City), and hold harmless the City of Pomona and any agency or instrumentally thereof, and its elected or appointed officials, directors, officers, employees, agents, volunteer, or contractors from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively "Claims") arising out of or in any way relating to this event, any discretionary approvals granted by the City related to the development of the project. If the City Attorney is required to enforce any conditions of approval, all costs, including attorney's fees, shall be paid for by the applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Print)