



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 P: (909) 364-2740
 E: communitydevelopment@chinohills.org

SEP No.: _____
 Submittal Date: _____
 Accepted By: _____

SPECIAL EVENTS APPLICATION & INFORMATION

Event Title: _____

Host Organization: _____

Applicant Name: _____ Title: _____

Phone: _____ Email: _____

Property Owner Name: _____

Address: _____

Phone: _____ Email: _____

Name of Event Organizer: _____

Phone: (Number where event organizer can be reached 24/7 in case of emergency) _____

Email: _____

City Park/Facility Name: _____ Time Reserved: _____

Event Location (private property only): _____

SPECIAL EVENT INFORMATION

Please answer the following questions *in detail*. If relevant information is omitted, it may cause a delay in processing.

EVENT CATEGORY:

- | | | |
|--|---|---|
| <input type="checkbox"/> Runs / Marathons | <input type="checkbox"/> Parking Lot / Sidewalk Sale | <input type="checkbox"/> Pumpkin Patch |
| <input type="checkbox"/> Concert / Performance | <input type="checkbox"/> Street Fair / Outdoor Market | <input type="checkbox"/> Opening Ceremony |
| <input type="checkbox"/> Carnival / Fair | <input type="checkbox"/> Food Truck Event (Min. 3 Trucks) | <input type="checkbox"/> Dignitary Visit |
| <input type="checkbox"/> Parade / Procession | <input type="checkbox"/> Christmas Tree Lot | <input type="checkbox"/> Other: |

DETAILED EVENT DESCRIPTION:

EVENT ATTENDANCE:

Estimated Attendance (Total): _____ Per Day: _____

Number of Employees/Volunteers (Total): _____ Per Day: _____

EVENT DATE(S) & TIME(S):

Setup: Date: _____ Time: _____ Day(s) of Week: _____
Event Starts: Date: _____ Time: _____ Day(s) of Week: _____
Event Ends: Date: _____ Time: _____ Day(s) of Week: _____
Final Clean Up: Date: _____ Time: _____ Day(s) of Week: _____

BANNERS, TENTS, STRUCTURES, & ENTERTAINMENT DEVICES:

- 1) Are you installing or constructing any structures (e.g. temporary buildings, etc.)? Yes No
• If YES, describe type, size, and number of structures and show on site plan:
- 2) Are you utilizing any tents or canopies? Yes No
• If YES, Canopy Size: _____ Tent Size: _____
- 3) Are you installing any portable stages? Yes No
• If YES, Identify locations & sizes on site plan.
- 4) Will you have any sound amplification? Yes No
 Music Microphone Other: _____
• If YES, Start Time: _____ End Time: _____
- 5) Please describe the sound equipment that will be used for your event (attach additional sheet if necessary):
- 6) Is electrical power required (for sound amplification, lighting, etc.?) Yes No
- 7) Will your event utilize electric generators? Yes No
- 8) Will your event utilize temporary power poles? Yes No
(Please note, a separate electrical permit may be required from the Building Division)
- 9) Will inflatables, bounce houses, or similar devices be used at your event? Yes No
(Please note, these are not permitted on City property)
• If YES, please describe
- 10) Will your event include any signs, banners, decorations, or special lighting? Yes No
(If event will be held in a public park or facility, please contact the Recreation Counter for banner restrictions and guidelines specific to the event location.)
• If YES, include a completed [Banner Application](#)¹ with your special event submittal.
- 11) Will this event be marketed, promoted, or advertised in any manner? Yes No
• If YES, please describe:
- 12) Will you have animals or a petting zoo? Yes No
• If YES, please describe:
- 13) Will there be any mechanical carnival rides? Yes No
• If YES, include a list of all rides, including the State issued "C" number.

TRAFFIC & PARKING:

- 14) Do you wish to close any streets or sidewalks for this event? Yes No
(Closure of private streets will require HOA approval)
• If YES, list all streets and sidewalks and time(s) of closure(s) (attach additional sheet if necessary):
- 15) Will any traffic routing or control devices be used for this event/activity? Yes No
• If YES, please describe?

(If event will impact City public rights-of-way, San Bernardino County Sheriff's department is required to be contracted for traffic control.)

- 16) Who will be directing traffic?
- 17) Does this event involve a moving route of any kind along streets or sidewalks? Yes No
- If YES, indicate route with direction of travel, and parking locations for the event on site plan.
- 18) Please describe your plan for disabled parking *(attach additional sheet if necessary)*:
- 19) Please describe your plan for emergency vehicle access *(attach additional sheet if necessary)*:
- 20) Please describe your plan to notify residents, businesses, and churches impacted by this event:

ALCOHOL & FOOD:

- 21) Will alcohol be served at the event? Yes No
- If YES, Indicate type(s): Beer Wine Liquor
 - If YES, hours which alcohol will be served:
- 22) Will alcohol be: Free For Sale Not being served
- (If serving alcohol, the following are required: (1) security contract with SBCSD, (2) Liquor Liability must be added to insurance, and (3) proof of Alcoholic Beverage Control (ABC) permit. Please note, McCoy Equestrian Center is the only city park/facility where alcohol is permitted.)*
- 23) Will food be served or sold at this event? Yes No
- If YES, please describe how food will be served and/or prepared *(attach additional sheet if necessary)*:
- (If selling food, please check with San Bernardino County Department of Public Health in order to determine if a handler's permit is required.)*
- 24) Do you intend to cook food at the event site? Yes No
- If Yes, please specify method: Propane Charcoal Electric Other:

INSURANCE & SECURITY:

**If activities involve public streets, parks, City-owned facilities, etc., applicant must submit a Certificate of Insurance and endorsement naming the City of Chino Hills as additional insured.*

Name of Insurance Agency: _____

Address: _____

Contact Name: _____ Phone: _____

Policy Number: _____ Policy Type: _____

Amount of Liability: _____

- 25) Will you be using a licensed professional security company to develop and manage your event's security plan?
 Yes No

- If YES, complete the following and attach a detailed report²:

Security Organization: _____

Address: _____

Contact Name: _____ Phone: _____

Private Patrol Operator License Number: _____

RESTROOM FACILITIES:

You are required to provide portable restroom facilities at your event, *unless* you can provide sufficient availability of both ADA and non-ADA facilities on the event site.

26) Do you plan to provide portable rest room facilities at your event? **Yes** **No**

- If YES, **Total number of portable toilets:** _____ **How many will be ADA compliant:** _____
- If NO, please explain on-site restroom facilities (*attach additional sheet if necessary*): _____

Restroom Company: _____

Address: _____

Contact Name: _____ Phone: _____

Set Up Date & Time: _____

Pick Up Date & Time: _____

Footnotes:

1 – Banner Requirements ([CHMC § 16.38.047](#))
Size: Maximum 45 Square Feet

2 – Security Plan Report Details
How will personnel be identifiable (e.g.: Uniforms, colored shirts)?
Will they be armed or un-armed?
Where will security personnel be stationed?
Describe how incidents will be handled.

ACKNOWLEDGEMENT:

I hereby apply for a permit to operate a special event in the City of Chino Hills in accordance with the information provided above. Under provisions of Section 12.36 of the Chino Hills Municipal Code, I agree to comply with all provisions of said code and applicable State laws. I hereby state that I am aware it is my responsibility to attempt to maintain order at said event, and will provide such personnel as required and approved by the Chino Hills Police Department. I further acknowledge I have read the insurance requirements listed on pages 5 & 6, and will abide by the City’s requirements. I also hereby attest to the truth of the facts presented in this application.

PROPERTY OWNER:

Signature: _____ Name (please print): _____

Date: _____

EVENT ORGANIZER/HOST ORGANIZATION:

Signature: _____ Name (please print): _____

Date: _____

SEE FOLLOWING PAGES FOR SUBMITTAL REQUIREMENTS AND FURTHER INFORMATION

SUBMITTAL REQUIREMENTS:

- Completed application
- Proof of Insurance
- A detailed site map (see below for map requirements)
- Detailed narrative of event. For multiple day events, please describe the activities occurring each day

EVENT SITE PLAN/ROUTE MAP REQUIREMENTS:

- A map of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (for parades, runs, etc.), indicate the route and direction of travel, including the start and end points. Please indicate all street or lane closures.
- The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid facilities and restrooms/portable toilets.
- The location of all stages, platforms, canopies, tents, mechanical rides, game booths, interactive apparatus, concession booths, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail of the food booth and cooking area configuration (indicate location of flammable gases and/or barbecue grills).
- Generator locations, temporary power poles, and/or other sources of electricity.
- Placement of vehicles and/or trailers. Please indicate parking areas and accessible parking.
- Entrance and exit locations for outdoor events and/or events within tents and tent structures, including vehicular & pedestrian entrance and exit.
- Identification of all event components that meet accessibility standards.

PERMIT FEE: Refer to the [Community Development Fee/Deposit Schedule](#) for application fee amount.

APPLICATION INFORMATION: This application is required for temporary use of property for special events including, but not limited to, pageants, fairs, carnivals, and large athletic, religious or entertainment events. Regulations are pursuant to Chapter 12.36 of the Chino Hills Municipal Code.

- If your special event will take place in a **city park or facility**, please bring this completed application and other required submittal items to the **Recreation Counter**. (Please be advised that events held in a public park or facility are subject to additional restrictions and guidelines specific to each park and facility. Please contact the Recreation counter for more information about a specific location.)
- If your special event will take place on **private property, city-owned open space, or within the public right-of-way**, please bring this completed application and other required submittal items to the **Community Development counter**.

Permit applications must be received 30 days prior to the actual date of your event and may be submitted as early as 180 days before the event. Please be aware that the acceptance of your application or the reservation of a city park/facility does not automatically grant a final approval for your event. Upon receipt of your application, it will be forwarded and reviewed by all affected City departments and other public agencies (e.g. Fire, Chino Hills Police, etc.). Throughout the review process, you will be notified if your event requires any additional information or permits.

This application is provided with information of the requirements of City of Chino Hills Health, Safety and Law Enforcement and each applicant should be prepared to comply with said requirements prior to the making of this application and prior to any operation. Separate permits should be obtained from each Department when needed. For your protection and for the protection of your patrons, the California Building, Fire, Plumbing and Electrical Codes are in effect and a rigid inspection of Food and Health facilities is made.

MINIMUM LIMITS OF INSURANCE. Host organization shall maintain limits of insurance no less than:

- General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the activities related to this Agreement or the general aggregate limit shall be twice the required occurrence limit. **For events that will impact public streets or rights-of-way, minimum coverage is to be \$5,000,000.**
- Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Applications and fees are subject to change. Please visit our website for the most current version of this application.

- Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident and must include a Waiver of Subrogation.

OTHER PROVISIONS. Insurance policies shall contain the following provisions:

General Liability and Automobile Liability Coverages.

- a) The City of Chino Hills must be listed as additional insured and a signed endorsement is required. The coverage shall contain no special limitations on the scope of protection afforded to the City of Chino Hills.
- b) Host organization's insurance coverage shall be primary insurance.
- c) Host organization insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- d) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City.

The following agencies may require a separate permit associated with your special event:

- **Chino Valley Independent Fire District** – (909) 902-5280
- **Chino Hills Police** – (909) 364-2000
- **Chino Hills Disposal** – (866) 238-2444
- **Department of Alcoholic Beverage Control** – (951) 782-4400
- **San Bernardino County Dept of Public Health (Environmental Health Services)** – (909) 458-9673

Events that are *not allowed* in the city, include but are not limited to the following:

- Car Washes
- Circus with animals
- Motorized sporting events (radio controlled vehicles exempt)
- Tractor / truck pull
- Demolition Derby
- Aircraft and / or Balloon Event
- Pyrotechnical / Aerial fireworks show
- Rodeo
- Auto sale (new or used)
- Parking lot sale for non-tenant retailers that are not associated with another permitted special event
- For-profit and / or swap meet and rummage sales

**FOR MORE GUIDELINES AND RESTRICTIONS ON ALLOWED SPECIAL EVENTS
PLEASE CONSULT [CHAPTER 12.36](#) OF THE CHINO HILLS MUNICIPAL CODE.**