

**FOR OFFICE USE ONLY**

- \$695 Received
- Security Deposit Rec'd
- Insurance Received

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

# City of Murrieta



\*\*\*The City of Murrieta strongly suggests this completed application be turned into the Special Events Coordinator **120** days prior to the start of your event \*\*\*

## Special Event Permit Application City of Murrieta



Dear Special Event Applicant-

The City of Murrieta is host to many fabulous special events throughout the year. These events are a fundamental part of our community and adds considerably to the quality of life for our residents and visitors. Depending on the nature of the events, they can improve our neighborhoods, highlight products and services from our local businesses, and add to our cultural enrichment as well as provide some good old fashion fun for everyone involved!

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your next great event. In addition, Murrieta Fire and Rescue has a permit application with different questions/requirements that must be submitted within 2 weeks of submitting this application.

The City of Murrieta is committed to supporting quality events that are both safe and enjoyable. A check for \$695 must accompany the submission of this application (check made payable to City of Murrieta). If you have questions regarding the permitting process, please contact the Special Events Coordinator Laura Frasso at (951) 461-6110.

Thank you for your interest in our City!

Sincerely,

Laura Frasso, on behalf of the  
City of Murrieta Special Event Committee

# General Information

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

Group or Association Sponsoring Event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Person(s) Contact Name: \_\_\_\_\_

Event Contact Person Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of Expected Participants / Attendees:  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

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

Event Category  
*(Check all that apply)*

- |  |   |   |                                       |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Sports/Recreation   | <input type="checkbox"/> Parade/March   | <input type="checkbox"/> Fair/Festival          | <input type="checkbox"/> Race/Walk    |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Outdoor Market | <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Other: _____ |

Is this an annual event?  Yes  No

How many years have you been holding this event? \_\_\_\_\_

Location(s) of previous events: \_\_\_\_\_

**REQUIRED:** In case of an emergency during the event, the person listed below must be available to be contacted during the hours of the event.

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

Cell: \_\_\_\_\_

Are you requesting streets to be closed for the event?  Yes  No

If roads will be closed, a signed/stamped Traffic Control Plan will be required. See the bottom of page 3 for more information.

# Site Plan & Route Map

Your event site plan/route map should be submitted and include at least, but not be limited to the following:

- ❑ An overview of the event venue, including the names of all streets for a moving route of any kind, indicate the direction of travel, and all street or lane closures.
- ❑ The provisions for a minimum of twenty-four feet (24') emergency access lanes throughout the event venue.
- ❑ The location of all first aid facilities.
- ❑ Enclosed tents exceeding 200 sq. ft. need to show number of exits and location. (State Fire Marshall listing required).
- ❑ The location of water stations and fire hydrants.
- ❑ The location of all searchlights, platforms, and access ramps.
- ❑ The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- ❑ Location of generator(s) and / or source of electricity. Generators over 25KVA must submit South Coast Air Quality Management District approval or exemption.
- ❑ Identification of all handicapped accessible areas that meet standards.

## Traffic Control Plan (TCP)

- ❑ Submit a TCP at 40 scale and plotted at 24" X 36", prepared by a licensed civil or traffic engineer (verify with City which is required). A minimum of 2 full size hard copies are required for each submittal.
- ❑ TCP shall be prepared following the requirements of the California Manual on Uniform Traffic Control Devices
- ❑ TCP shall be prepared on the City's standard title sheet, which can be found at the following link:  
<http://www.murrietaca.gov/departments/engineering/docsnspecs/default.asp>
- ❑ TCP shall include the 24 hour contact information of the traffic control company that installs/removes the traffic control devices.
- ❑ TCP shall include a cover/title page that shows a vicinity map of the project location, traffic control notes, engineer of work, a legend of the traffic control devices, a sign legend, and hours of the event when the traffic control will be in place.
- ❑ The TCP requirements shall be discussed with and approved by the City's Traffic Engineering Department prior to the first submittal of the TCP. Contact the Engineering Department at (951) 304-2489.
- ❑ This checklist is not a substitute to the TCP requirements outlined in the CA MUTCD. Refer to this manual, as needed in the development of the TCP, which can be found at [www.dot.ca.gov/trafficops.camutcd/](http://www.dot.ca.gov/trafficops.camutcd/)
- ❑ Plans shall be submitted a minimum of 90 calendar days prior to the event, and must be approved by the City a minimum of 2 weeks prior the event (typical review time is 2 weeks per submittal), or the City reserves the right to deny the event should the TCP not be completed/approved by this date.
- ❑ Any requested road closures or partial road closures will require approval from the Murrieta Police Department, Murrieta Fire & Rescue and the Public Works/Engineering Department. If allowed, a detour plan will also be required, in addition to the TCP.
- ❑ On the day of the event, should city staff identify potential hazards to public safety, the City will require the applicant to modify the TCP to remedy the concern.
- ❑ Applicant will be charged \$115.20/hour (2 hour/2person minimum) for removing any event signage or traffic control devices not removed by the applicant/applicant's representative within 24 hours of the completion of the event.
- ❑ Traffic control devices shall be set up/removed by a company specializing in this service.

# Accessibility Awareness

## DEFINITIONS

- The term accessible shall mean California State Handicap Accessibility Regulation compliant.

## GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements such as parking, portable toilets, ramps, seating, accessible paths of travel, etc. is required with this application.
- All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assisted listening devices.

## BARRIERS

- Concern should be given to path of travel elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

## PATHS OF TRAVEL

- An alternate path of travel is required when the public right-of-way is obstructed.
- When an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

## PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

## SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 34" from the finished floor or the ground, and the length must be at least 36".

## ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed 8.33% grade may be required to provide an accessible route. Temporary ramps that do not exceed 8.33% shall be provided to stages and platforms.

## SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

## PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. is required.

# Security Information

Have you made arrangements for security?  Yes  No

If yes, what form of security will you be using?  
(Please check all that apply)

- City of Murrieta Police Department
- Licensed professional security company
- Other: \_\_\_\_\_

If using a licensed security company, please complete the following:

Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ Evening: \_\_\_\_\_  
Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Private Patrol Operator's License Number: \_\_\_\_\_

License to carry firearms:  Yes  No

The Murrieta Police Department will review your special event plan and may require you to pay for police services provided by the Murrieta Police Department (in addition to a private security plan).

# Marketing / Advertising

Will this event be advertised or promoted?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Will there be media coverage at the event?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Will signs, banners, or searchlights be utilized as a source of advertisement?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Location of proposed banners: \_\_\_\_\_

Note: Temporary off-site signs; such as banners, A-frames, or other signage within the public right of way, are not permitted. (See Development Code Section 16.38.040, except for limited purposes stated at 16.38.050(C). Murrieta Planning Department at (951) 461-6061 with questions on specific signage information

# Entertainment, Related Structures & Activities

Are there any entertainment features related to your event?  Yes  No

If yes, complete the following or provide an attachment that lists of all bands/performers, type of music, sound check, and performance schedule.

- Number of stages/structures: \_\_\_\_\_
- Number of performers: \_\_\_\_\_
- Performer name(s) and type(s): \_\_\_\_\_

Will sound checks be conducted prior to the event?  Yes  No

If yes, starts time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Will amplification be used?  Yes  No

If yes, starts time: \_\_\_\_\_ Finish time: \_\_\_\_\_

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

If you are requesting to use the City of Murrieta's downtown sound system, please check here:

What other types of entertainment are you considering having at your event:

- petting zoo
- party jumps
- rock wall
- water slide
- juggler
- acrobat
- Polynesian dancers
- pyrotechnics

# Building Department

Will Generators be used?  Yes  No If yes, what size: \_\_\_\_\_

\*\*Generators exceeding 25 h.p. may require South Coast Air Quality District's Approval.

Will there be sound and/or lighting equipment elevated on top of grid iron structures?  Yes  No

Building permits for tents exceeding 400 sq ft, elevated platforms, stages, temporary electrical power and lighting, generated electrical power over 25 h.p., grid iron structures may need to be obtained by the City Building Safety Division and Murrieta Fire & Rescue.

Structural anchoring/stabilizing of tents, grid iron structures for platforms/stages is required.

# Alcohol

Does your event involve the use of alcoholic beverages?

Yes

No

Please, check all that apply:

Beer

Other

Beer and Wine

Alcohol sales require a permit. For more information, contact Alcohol Beverage Control: 3737 Main Street, Ste. 900, Riverside, CA 92501 (951) 782-4400, [www.abc.ca.gov](http://www.abc.ca.gov).

Please allow 30 days to have the ABC permit application signed by the appropriate departments.

Will you be hiring a licensed bartender / caterer to serve the alcoholic beverages?

Yes

No

If yes, please provide the following:

Name of Licensed bartender/Caterer: \_\_\_\_\_

Alcoholic Beverage Control License Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If yes, please describe how sales to minors will be avoided at the event (for example: ID check, bracelets, gated venue): \_\_\_\_\_

# Food Concession or Preparation

Will your event include food concessions, booths, and / or preparation areas?

Yes

No

If yes, Contact the following:

- Health Department at (951) 461-0284 a minimum of 30 days prior to the event, describe how the food will be served and/or prepared:

Will there be food vendor(s) at your event?

Yes

No

If yes, how many: \_\_\_\_\_

Please provide applicant(s) valid Murrieta Business License # \_\_\_\_\_

A City of Murrieta Business License (required) can be obtained at City Hall. One day temporary vendor special event permits can be used in place of a Business License for a \$10/day fee. These applications must be turned in to City Hall Business Licensing no later than 7 days prior to the event, or will result in a \$5 per vendor per day late fee.

# Restrooms

Are you planning to use the restrooms on site?  Yes  No

If so, you will be responsible for cleaning and restocking the facility after use.  Yes  No

Are you planning to provide restrooms at the event?  Yes  No

If yes, please identify the following:

Total number of port-a-toilets: \_\_\_\_\_  
(1/500 ratio)

Total number of ADA accessible rest rooms: \_\_\_\_\_  
(10% minimum)

Set up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pick up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Portable Toilet Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Multiple day events require daily service of port-a-toilets\*

# Waste Management

The City of Murrieta uses Waste Management for its dumpster, trash bins, and recycling needs. Please contact them for rates at (800) 423-9986. If ordering less than 50 trash boxes, boxes must be picked up at the Corona Waste Management Yard located at 10910 Dosson Canyon Road, Corona, CA 91710. Please call them prior to pick up to ensure availability.

Will there be a need of any assistance City Staff/personnel for the event?  Yes  No

If yes, hourly rate will be \$125.99. If no, you will be required to supply extra trash receptacles and remove all trash/debris from the event site.

Will there be dumpsters?  Yes  No

If yes, please identify the following:

Total number of dumpsters / size: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

# Insurance

As a condition of use of City of Murrieta facilities or City programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of certificates of insurance and original endorsements of **general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:

1. Name the **City of Murrieta, its officials, officers, directors, employees, agents and volunteers** as **additional insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. All insurance shall be Primary with respect to the additional insured named above. Any other insurance available to the **City of Murrieta, its officials, officers, directors, employees, agents and volunteers shall** be excess and noncontributing.
4. The general liability policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**. Any aggregate that applies will be double the occurrence limit.

Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

5. You must satisfy these requirements by furnishing the City with Certificates of Insurance and original endorsement affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

**"The City of Murrieta, its officials, officers, directors, employees, agents, and volunteers are additional insured's** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

**This insurance is primary with respect to the additional insured.** Any other insurance available to the City of Murrieta, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

**The City of Murrieta may require additional automobile, liquor or other liability insurance policies as needed based upon the specific nature of the proposed special event.**

\_\_\_\_ (Check if applicable) **This event lasts less than one day and is eligible for and requests waiver of insurance requirements pursuant to City Code 12.12.020(I)(2)**

**You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.**

If you are not able to obtain this insurance, please contact Laura Frasso at (951) 461-6110 she may be able to help assist you with finding a company to provide such insurance coverage.

**You must provide the City with the endorsement 45 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City Murrieta as to form and as to insurance company.**

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization's Name \_\_\_\_\_

\*The City's Risk Manager determines the minimum insurance requirements on an event by event basis.

# Hold Harmless Agreement

## HOLD HARMLESS AND INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

\_\_\_\_\_ (name), as a condition of use of City of Murrieta facilities on the date of \_\_\_\_\_, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of Murrieta, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

\_\_\_\_\_ (name) will take full responsibility for seeing that use of City facilities is in full adherence and compliance with all applicable City rules, conditions, and the requirements of State Law.

On the date(s) of \_\_\_\_\_, commencing at 12:01 a.m. and expiring at 12:00 midnight, \_\_\_\_\_ (name) will, at its sole expense, maintain in full force and effect a policy or policies of general liability insurance written by one or more responsible insurance companies licensed to do business in California, that will insure \_\_\_\_\_, and the City of Murrieta as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Murrieta as to form and as to insurance company. The general liability insurance policy limits of such insurance shall not be less than \$1,000,000.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Title

The following have been pages submitted to the City of Murrieta:

(Please check all completed)

- Special Event Applicant Letter (page 1)
- General Information (page 2)
- Site Plan & Route Map (page 3)
- Accessibility Awareness (page 4)
- Security Information & Marketing/Advertising (page 5)
- Entertainment/Building Department (page 6)
- Alcohol & Food Concession or Preparation (page 7)
- Restrooms & Waste Management (page 8)
- Insurance (page 9)
- Hold Harmless Agreement (page 10)
- Checklist (page 11)

I, on behalf of the organization I represent, certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_  
Please Print

Name of Applicant: \_\_\_\_\_  
Please Print

Title: \_\_\_\_\_  
Please Print

Organization Name: \_\_\_\_\_  
Please Print

As the event organizer, I have read and understand all of the conditions above. By signing below I also acknowledge that failure to comply with all of the conditions ultimately places the event in jeopardy of being cancelled and potential loss of special event deposit.

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