



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

SPECIAL EVENTS APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ **App Fee:** No fee for submittal; other service fees may apply. **Project Number:** _____

A complete Special Events Application with required documents such as proof of insurance (certificate of liability and additional insured endorsement page) and a plot plan shall be filed with the Community Development Department a minimum of 30 days prior to event date. A business license may be required. Inspections and/or conditions will follow upon approval. Please read attached city policy.

SECTION I – APPLICANT INFORMATION

Full Name of Applicant/Host (Individual or Corporate Entity): _____

Primary Contact Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Other On-site Contact's Name: _____

Phone: _____ **Email:** _____

SECTION 2 – EVENT QUESTIONNAIRE

Event Title: _____ **Number of Attendees:** _____

Location of Event: _____

Dates of Event: _____ **Hours of Event:** _____

Set up times (dates): _____ **Tear down times (dates):** _____

Type of Event: Block Party Ceremony/Rally Concert/Performance Festival Parade
 Run/Marathon Street Fair/Outdoor Market Other: _____

Description of Event: _____

(Describe the assembly/stage areas, route, street closures, trash/sanitation plan, schedule, etc. Use separate sheet if necessary.)

SECTION 3 – QUESTIONNAIRE

Answer the following:	Yes	No	Notes
Did you include a Plot Plan?			A plot plan is required. See procedure/policy section.
Did you submit a copy of your event waiver of liability?			A copy of event waiver is required for each active participant. City must be named on your waiver. See procedure/policy section.
Did you include insurance coverage?			Insurance is required. See procedure/policy plan section.
Is Loma Linda named as additional insured?			This is required for approval.
Is your event a fundraiser?			Donations, tickets, drawings, other?
Will you have amplified sound?			See Chapter 9.20 Noise Regulations of LLMC.
Is water access needed?			Access is not available in all locations.
Is electrical access needed?			Access is not available in all locations.
Is a sign/banner required?			A sign plan (diagram) or permit may be required.
Will alcohol be sold or consumed?			If yes, attach a copy of ABC Permit. Show on plot plan hours that alcohol will be served, and where on the property.

Will food be prepared or sold on site?			If yes attach copy of County Health Permit & Food Handler's Lic. Fire Prevention must inspect equipment before event.
Will temporary structures be used? (i.e. EZ ups, tents)			Show on plot plan where temp. structures will be located. Tents over 400 sq ft require tent permit. Submit to Fire Prevention.
Does event require street closure and/or blocking driveways?			Show on plot plan street/driveway closures, include barricades, samples of signage such as "no parking", towing info, etc.
Doing modifications to site or building? (i.e. new walls, electrical)			If yes, contact Building and Safety for building permits a (909) 799-2836.
Will any items or service be available for purchase?			Business Licenses are required for each vendor. Call (909) 799-2846.
Have you hired a licensed company to develop and manage your event's security plan?			If yes, you are required to provide a copy of the security company's private patrol operator's license issued by the state of California. Security Company Name:

SECTION 4 – INSURANCE

Insurance Company: _____ Policy Number _____

Named Insured: _____

Name of Insurance Agency/Broker _____

Contact Name _____ Phone _____

SECTION 5 – INDEMNITY AND HOLD HARMLESS AGREEMENT

The undersigned, on behalf of the applicant/event host organization, agrees to be legally and financially responsible for the overall organization, management, and implementation of the subject event and its related activities. I fully understand the requirements for the Special Events Permit. Further, I understand approvals are required from various departments such as Public Works, Fire, Sheriffs, and the City Manager's Office. Inspections, fees, and other requirements or conditions may follow upon approval.

To the full extent permitted by law, I hereby agree, on behalf of the applicant/event host organization, and any successors in interest, to indemnify, defend, and hold harmless the City of Loma Linda and any agency or instrumentally thereof, and its elected or appointed officials, directors, officers, employees, agents, volunteers, 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 resulting from or in any way relating to this event, and any discretionary approvals granted by the City related to the event. Without affecting the rights of City under this agreement, including the right to a defense with attorneys acceptable to the City, applicant shall not be required to indemnify and hold harmless City for Liability attributable to the sole fault of City, provided such sole fault is first determined by agreement with the City or by a court of competent jurisdiction. This exception shall not apply where applicant or others are solely or partially at fault, or where City's fault accounts for only a percentage of the liability involved. In those instances, the obligation of the applicant will be all-inclusive and City will be indemnified for all liability incurred, even though a percentage of the liability is attributable to active or passive negligence or other conduct of the City. 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. In the event that this approval is legally challenged, the City will promptly notify the applicant of any claim or action and will cooperate fully in the defense of the matter. I certify that the information contained in the foregoing application is true and correct to the best of my knowledge, that I have read, understood and agree to abide by the rules and regulations established and governed by the Loma Linda Municipal Code, and that I am authorized to execute this agreement on behalf of the Applicant/event host. I agree to comply with all other requirements of the County, State, Federal Government, and other applicable entity which may pertain to the use of the Event venue and the conduct of the event.

Printed Name (Applicant or Authorized Representative)

Signature/Title

Date

Printed Name of Site Owner or Authorized Property Manager

Signature/Title

Date

SECTION 6 - * CITY USE ONLY*

DECISION: APPROVED DENIED **Expiration Date:** _____

Conditions of Approval: Yes No If applicable, conditions will be attached with approval letter.

Public Works Request? Yes No Contact Info and Date: _____

Fire Inspection Request? Yes No Contact Info and Date: _____

Insurance confirmed? Yes No Contact Info and Date: _____

Authorized Signature
Community Development Dept.

Date of Decision

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I, _____ (Last, First, Middle name of participant) *fully* understand that my participation in the _____ (hereinafter "event/class") exposes me to the risk of personal injury, death or property damage.

I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue * _____ and City of Loma Linda for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of * _____, the City of Loma Linda and its elected or appointed officials, directors, officers, employees, agents, volunteers, or contractors, or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend and hold harmless *

_____ and the City of Loma Linda and its elected or appointed officials, directors, officers, employees, agents, volunteers, or contractors from any and all claims, demands, actions or suits arising out of or in connection with my participation (or that of my child) in the event/class, including those alleged or proven to arise in part from active or passive negligence of the City.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Date: _____

Signature of Participant: _____

Name of Participant's Health Insurance Provider: _____

Signature: _____
Parent/Guardian if Participant under 18 *Relationship to Participant*

Print Name clearly: _____

**CITY OF LOMA LINDA
ADMINISTRATIVE PROCEDURE/POLICY**

SUBJECT: SPECIAL EVENT APPROVAL

POLICY OBJECTIVE: To establish a review procedure for special event not sponsored by the City or held inside the Civic Center buildings that propose to utilize City-owned and/or privately owned facilities and property in order to minimize impacts on surrounding land uses, direct costs to the City, and other potential liabilities, which could result from such events.

DEFINITION/SCOPE: All events of a short-term, temporary nature, held within the City that require exclusionary or specialized use of a City facility (other than Civic Center buildings) generally accessible to the public, or that are held on commercial, institutional, and/or industrial property.

PROCEDURE/POLICY:

1. All interested parties requesting permission to have a special event in the City of Loma Linda shall submit a Special Event Application at least 30 calendar days prior to the event. The following items shall be submitted with the Application:
 - a. **Plot Plan/Diagram.** Submit 8 copies of the area plot plan and 8 copies of the floor plans for the proposed special event. The plot plan should include, but not limited to: an outline of event, street and street closures, egress and ingress for emergency vehicles, moving route (direction of traffic, location of barriers and barricades), removable fencing, emergency access, first aid facilities, stages, tents, other temporary structures, food booths/cooking area, vendors cooking with flammable gases or barbecue grill, generators, vehicles/trailers, first aid, exit locations, and event components that meet accessibility standards. Event name and contact information shall be on the plans.
 - b. **Copy of Waiver Form.** City of Loma Linda must be included on your event waiver form or hold harmless sheet that participants sign. Provide a copy of the sheet or language.
 - c. **Manufacturer's specifications and fire rating information** if a tent(s) or other type of temporary shelter will be used;
 - d. **Traffic Control Plan**, 8 copies, including any necessary directional devices and street closures for the proposed event, depending on the magnitude of the event and/or if traffic impacts are anticipated;
 - e. **Description of water facilities and sanitary measure** (including toilets and refuse containers) for the proposed special event;
 - f. **Security Control Plan.** Description of security measures for the proposed special event;
 - g. **Proof of Insurance (for details, see item #6, *Insurance Requirements on the following page*);**
 - h. **Signed Release, Hold Harmless and Agreement not to Sue for each active participant.**
2. City Manager shall have the authority to waive all required fees for Special Events Permits and related permits for events that meet the following criteria:
 - a. The event is sponsored or hosted by a Non-profit organization that provides community-based services;
 - b. The event provides a tangible benefit to the local or regional community; and,
 - c. The event meets the Loma Linda community goals to promote education, health and medical research or services, family and/or community values, and/or City or neighborhood beautification;

Note: The above provision does not apply to Special Event Insurance payments.

3. The Special Event Application and required submittals shall be submitted to the Community Development Department to begin the review process.
4. The Community Development Department shall route the application to the Administration Department, Public Works Department, Public Safety Department, San Bernardino County Sheriff's Department,

Building and Safety Division, Planning Division, and Finance Department for review. Project routings may be sent to other' outside agencies, as necessary. The purpose of the review is to identify any potential impacts to surrounding residents and business in terms of noise, congestion, traffic and circulation, public safety, and to determine the need for other permits or approvals, which may include the following:

- a. Encroachment Permit - required for activities occurring in the public right-of-way;
- b. Traffic Control Permit - required for activities that would result in street closures or blocking of the public right-of-way;
- c. Building Permit - required for (but not limited to) electrical, gasoline, and propane powered, portable generators, and temporary lighting and/or power;
- d. Public Safety Permits - required by the Department of Public Safety (i.e. Place of Assembly Permit, Temporary Membrane or Canopy Permit, Candles and Open Flames Permit in assembly areas, Carnival or Fair Permit, Fireworks Permit, and/or Open Burning or Bonfire Permit.)
- e. Food Service Permit - required by the San Bernardino Health Department for events that prepare, serve and/or sell food items.

Note: Applicant is responsible for obtaining all related permits and approvals prior to commencement of the special event.

5. The Special Event Application shall be reviewed to determine if the following items are required:
 - a. Clean-up Deposit -A refundable Clean-up deposit may be required for some events. The criteria and deposit amounts are outlined as follows: *50 to 100 Persons -\$100; 100 to 200 Persons-\$200;200 to 500 Persons -\$300; 500 or more Persons -\$500*
 - b. Public Safety Deposit; and,
 - c. Public Works Work Order (*i.e.*, to provide electricity, clean-up inspection, or other related tasks). Note: If Public Safety personnel are required for an event, a deposit or a portion of the costs may be charged to the applicant. The actual cost will vary depending on the type of event, the number in attendance, and the number of Public Safety personnel required for the event. The Risk Manager shall determine the cost according to cost allocation figures.
6. **Insurance Requirements:** The Certificate of Insurance must provide coverage for the entirety of the event (including set up and take down). The Certificate of Insurance must reflect **The City of Loma Linda as an additional insured.**

City of Loma Linda – Civic Center
25541 Barton Road
Loma Linda, CA 92354

The Certificate of Insurance must reflect and show the following requirements:

- a. **General Liability Insurance.** Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Agency, its officers, officials, agents, and employees shall be included as additional insureds on the policy. Coverage provided by Permittee shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it.
- b. **Automobile liability insurance.** Permittee shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Permittee arising out of or in connection with Permittee’s activities under the terms of this permit, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

- c. **Workers' compensation insurance.** Permittee shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000). Permittee shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.
7. The Community Development Director shall place the Special Events Application on the Administrative Review Committee (ARC) agenda for review by other departments.
8. The ARC will review the request and recommend provisions to include in the Conditions of Approval.
9. Comments and recommendations from ARC may be incorporated in the Conditions of Approval which may include items, such as:
 - a. Provisions for parking and parking attendants;
 - b. Traffic control and security;
 - c. Confinement to a specified 'area (for events on City property);
 - d. Hours of use;
 - e. Safety measures (i.e., location and protection of electric wires and cords); and,
 - f. Other requirements as determined necessary by the City.
10. The applicant shall obtain the necessary forms for Special Event Insurance from the Administration Department and make payment to the Finance Department prior to approval of the Special Event Permit. The Special Event Insurance requirement may be waived if the applicant can provide a Certificate of Insurance that provides adequate and commensurate coverage and lists the City as also insured.
11. Upon approval by the City Manager or his/her designee, a letter of confirmation shall be prepared for the applicant that *includes* all *Conditions* of Approval, if applicable. Prior to issuance of the approval letter, the applicant shall sign the Conditions of Approval indicating that he/she will comply with all-of the provisions and requirements. If an event is denied, the City Manager or his/her designee shall also provide a letter explaining the reason(s) for the denial.
12. Copies of the approval or denial letter shall be forwarded to all affected City departments and outside agencies within 2 days of the date of approval.
13. The Public Works Department shall provide electrical assistance, clean-up inspection, and/or other related tasks as deemed necessary by the Risk Manager. Immediately following a clean-up inspection, Pubic Works shall notify the Risk Manager whether or not the Clean-up Deposit may be refunded.

T. Jarb Thaipejr, City Manager/Public Works

Date