City of Chino Hills
14000 City Center Drive
Chino Hills, CA 91709
www.chinohills.org

Community Development Department
Building Division
(909) 364-2780
Fax (909) 364-2795

Community Services Department
Recreation Services
(909) 364-2700
Fax (909) 364-2735

SPECIAL EVENTS INFORMATION & APPLICATION

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amount. 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.

REQUIRED SUBMITTAL ITEMS:

____ Completed application & questionnaire

____ $1,000,000 liability insurance

SEE REVERSE SIDE FOR ADDITIONAL REQUIREMENTS

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

____ (If applicable) A map indicating all banner display sites

____ (If applicable) A rendering of proposed banner text, color, and size on 8½" x 11" paper

____ (If applicable) Food handler's permit

____ A detailed site map (see below for map requirements)

____ (If applicable) Alcohol permit

Your event site plan/route map should include but not be limited to:

- ❑ 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 rote 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, 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.

*Please contact the Recreation counter to obtain an aerial map of a city park or facility.

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 Department 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:

- Use of inflatable structures/devices for private events at public parks or facilities
- 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.

City of Chino Hills
14000 City Center Drive
Chino Hills, CA 91709
www.chinohills.org

Community Development Department
Building Division
(909) 364-2780
Fax (909) 364-2795

Community Services Department
Recreation Services
(909) 364-2700
Fax (909) 364-2735

SPECIAL EVENTS APPLICATION

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amount.

Event Title: _____

Host Organization: _____

Applicant's Name: _____ Title: _____

Address: _____

Business Phone #: _____ Fax: _____ Cell: _____

Property Owner's Name: _____

Address: _____

Business Phone #: _____ Fax: _____ Cell: _____

Name of Event Organizer / Chairperson or Designee: _____

Cell: _____ *Please leave number where event chair can be reached 24/7 in case of emergencies

Dates / Times of Events: _____

Location (private property only): _____

Park / Facility Name: _____ **Reserved Time:** _____

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, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees, and agents 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 project, 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.

_____ _____
Property Owner's Signature Date

_____
Property Owner's Name (Please Print)

_____ _____
Event Applicant's Signature Date

_____ _____
Event Applicant's Name / Host Organization (Please Print) Title

SPECIAL EVENTS QUESTIONNAIRE

Please answer the following questions as thoroughly as possible. If your application is missing relevant information, it might delay the approval of your special events permit.

Event Title:

_____

Event Description:

_____

_____

_____

_____

Event Category:

- ❑ Runs / Marathons
- ❑ Concert / Performance
- ❑ Carnival / Fair
- ❑ Parade / Procession
- ❑ Parking Lot Sale
- ❑ Street Fair / Outdoor Market
- ❑ Sidewalk Sale
- ❑ Christmas Tree Lot
- ❑ Pumpkin Patch
- ❑ Block Party
- ❑ Opening Ceremony
- ❑ Other: _____

Estimated Attendance: Total: _____ Per Day: _____

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

Event Date & Time:

Setup: Date: _____ Time: _____ Day of Week: _____

Event Starts: Date: _____ Time: _____ Day of Week: _____

Event Ends: Date: _____ Time: _____ Day of Week: _____

Final Clean-up done by: Date: _____ Time: _____ Day of Week: _____

Banners, Tents, Structures, & Entertainment Devices:

1) Are you installing or constructing any structures (e.g. temporary buildings, etc.)? **YES** **NO**
   - If yes, please describe type, size, and number of structures (and show on site plan):

   _____

   _____

2) Are you installing any tents or canopies? **YES** **NO**
   Canopy Size _____ Tent Size _____

3) Are you installing any portable stages? **YES** **NO**
   - If yes, please show locations and dimensions on the site plan.

4) Do you plan to have any sound amplification? **YES** **NO**
   Music: _____ Other, please describe: _____
   - If yes: Start time: _____ Finish time: _____

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

6) Is electrical power required (for sound amplification, lighting, etc.?) **YES** **NO**

7) Electric generators? _____ 8) Temporary power poles? _____

(Please note that a separate electrical permit may be required from the Building Division.)

9) Will inflatables, bounce houses, hot air balloons or similar devices be used at your event?
(Please note that these are not allowed on City property.) **YES** **NO**

- If yes, please describe _____

10) Will your event include the use of any signs, banners, decorations, or special lighting?
(If special event will be held on private property, banners are only permitted at the event location starting 30 days prior to the event through the duration of the special event. 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, please attach the following documents to this application:
  a) A rendering of the proposed banner text, color, and size on 8½" x 11" paper (banners may not exceed 45 square feet in size).
  b) A map indicating number of banners, all banner display sites, and how the banners will be attached or anchored.

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 at the event? **YES** **NO** **N/A**

- If yes, please describe _____

13) Will there be any carnival rides? **YES** **NO** **N/A**

- If yes, please describe _____

TRAFFIC & PARKING:

1) Do you wish to close any streets or sidewalks for this event? (If streets are private, you will need HOA approval.)

- If yes, please list all streets and sidewalks that will be closed:

_____

2) What period of time would these streets be closed?

_____

3) Do you anticipate towing any cars or equipment before, during, or after this event? **YES** **NO**

4) Will any traffic routing or control devices be used for this event/activity? **YES** **NO**

5) What kind of traffic routing/control device will be used? **YES** **NO**

6) Who will be directing traffic? **YES** **NO**

7) Does this event involve a moving route of any kind along streets or sidewalks? **YES** **NO**

8) Please provide a description of your parking plans (i.e. where event attendees will park):

_____

_____

9) Please describe your plans for disabled parking:

_____

_____

10) Please describe your plan for emergency vehicle access:

_____

_____

11) Please describe your plans to notify residents, businesses, and churches impacted by this event:

_____

_____

Alcohol & Food:

1) Will alcohol be served for free? **YES** **NO** 2) Will alcohol be sold? **YES** **NO**

- If yes, what kind of alcohol will be served? _____
- Hours during which alcohol will be served? _____

(If serving alcohol, Alcoholic Beverage Control (ABC) permit is required. Additional security may also be required. Please note that McCoy Equestrian Center is the only city park / facility where alcohol is permitted.)

2) Will food be prepared, served or sold at this event? **YES** **NO**

- If yes, please describe how food will be served and/or prepared:

_____

_____

(If selling food, please check with San Bernardino County Department of Public Health in order to determine if a handler's permit is required.)

3) Do you intend to cook food in the event area?

- If yes, please specify method:

❑ Gas ❑ Charcoal

❑ Electric ❑ Other: _____

Insurance & Security:

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

***If event will be held at McCoy Equestrian Center, Chino Hills Police is required for security at the event. Please contact the Recreation counter for further details.**

Name of Insurance Agency: _____

Address: _____

Business Phone #: _____ Fax #: _____

Contact Person/Agent: _____

Policy Number: _____

Policy Type: _____

Amount of Liability Insurance: _____

Have you hired a licensed professional security company to develop and manage your event's security plan?
YES **NO**

- If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization: _____

Address: _____

Business Phone #: _____ Fax #: _____

Private Patrol Operator License #: _____

Please describe your security plan including crowd control, internal security or venue safety. Please indicate if overnight security will be provided:

_____

_____

_____

_____

Restrooms:

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and nonaccessible facilities in the immediate area of the event site which will be available to the public during your event.

1) Do you plan to provide portable rest room facilities at your event? **YES** **NO**
   - If yes, Total number of portable toilets: _____
   - Number of ADA accessible portable toilets: _____
   - If no, please explain: _____

Rest Room Company: _____

Address: _____

Business Phone #: _____ Fax #: _____

Equipment Setup: _____ Date: _____ Time: _____

Equipment Pickup: _____ Date: _____ Time: _____

SEE NEXT PAGE FOR AGREEMENT

I hereby apply for a permit to operate a _____
Under provisions of Section 12.36 of the Chino Hills Municipal Code, and agree to comply with all provisions of said code and applicable State Laws. A plot plan indicating event location, ingress, egress, food booths, restrooms, tents and parking shall accompany this Application at time of review and sign off by appropriate officials. 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 also hereby attest to the truth of the facts presented in this Application.

_____ _____
Property Owner's Signature Date

_____
Property Owner's Name (Please Print)

_____ _____
Event Applicant's Name / Host Organization (Please Print) Title

_____ _____
Signature Date

CITY USE ONLY

SEP#: _____ Submittal Date: _____ Received By: _____

Approved By: _____ Approval Date: _____