

APPLICATION FOR SPECIAL EVENT PERMIT

CITY OF BANNING
Parks & Recreation Dept.
P.O. Box 998
789 N. San Geronio Avenue
Banning, CA 92220
(951) 922-3242
recreation@banningca.gov



Instructions: Type or print using black ink only. *Incomplete applications will be returned.*
Applications must be turned in at least 30 days prior to the event date. If you have any questions, contact the Banning Parks & Recreation Department at 951-922-3242.

Pricing: The application permit fee is \$130.00 for one event or \$65.00 per recurring event. Additional fees may be incurred if City Staff is requested or required for an event.

Staff Fees:

- Police Officer: \$180.00 per hour
- Engineering (Street closure): \$212.00 per hour
- Fire Standby: Fees may Vary
- Fire Marshall Review: Fees may Vary
- Parks: \$156.00 per hour
- Recreation: \$134.00 per hour
- Water: \$202.00 per hour
- Electric: \$225.00 per hour

Event Organizer Information

Event's Sponsor/Organization: _____

Organization's Non-Profit Tax Identification Number (if applicable): _____

Organization's Address: _____

Contact Person: _____ Phone Number: _____

Contact Person's Email Address: _____

Person in charge day of event (on site): _____

Public Information Phone Number: _____

Event Information

Type of Event/Event Title: _____

(Examples: block party, concert, parade, carnival)

Location of Event (street address): _____

Date(s) of Event: _____

Hours of Event: Set-Up _____ to _____
 Event _____ to _____
 Clean-Up _____ to _____

Estimated Attendance (including spectators): _____ Estimated Participants: _____

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Special Event Permit # _____

Is the event open to the public? ☐ Yes ☐ No
Will admission be charged? ☐ Yes ☐ No Charge: \$ _____
Will participants be charged? ☐ Yes ☐ No Charge: \$ _____
Will there be amplified sound? ☐ Yes ☐ No ☐ Live Music ☐ Recorded Music
Will food be served? ☐ Yes ☐ No ☐ Sold ☐ Free

Riverside County Health Department Permit must be obtained as required by law.

Will alcohol be served? ☐ Yes ☐ No ☐ Sold ☐ Free

Alcoholic Beverage Control (ABC) Permit must be obtained as required by State Law

Will Vendors be at the event? ☐ Yes ☐ No How Many? _____

Vendors require a day business license from the City to sell items.

Description of Event: _____

What City Services, if any, do you require for this Special Event? _____

How does this Special Event benefit the residents of the City of Banning? _____

Please attach the following information to this application:

Certificate of Insurance: Events taking place on City-owned property or City-controlled property, including the public right-of-way require a \$1,000,000 General Liability and \$2,000,000 aggregate Insurance policy naming the City as additional insured by policy endorsement. The Carrier is required to provide notice of cancellation or reductions of coverage to the City.

Additional Information: Any other documents that will assist City Staff in understanding the scope of the Special Event.

The information provided in this application is true and complete to the best of knowledge. I, for myself and the above organization and all members thereof, agree to abide by the policies and procedures set forth by the City for this Special Event.

Signature of Applicant: _____

Date: _____

Event Site Plan

Applicant must provide a drawing or a detailed map of special event site to include;

1. the area to be used (including parking areas and event boundaries),
2. Entrances and exits
3. Set-up of structures (i.e., bleachers, fences, rides, inflatables, stages, etc.) for your event.

VENDOR LIST
(Use additional pages as needed)

Owner/Contact Person Name: _____ Phone #: _____

Business/Organization Name: _____

Business/Organization Address: _____

City Business Tax Certificate # _____

Owner/Contact Person Name: _____ Phone #: _____

Business/Organization Name: _____

Business/Organization Address: _____

City Business Tax Certificate # _____

Owner/Contact Person Name: _____ Phone #: _____

Business/Organization Name: _____

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