



Special Event Application Form

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

In an effort to improve customer service and ensure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items requested by this application packet, along with the required filing fee, must be provided before the Planning Department counter staff can accept your application for filing. Please review all minimum requirements prior to submitting your application, as counter staff do not have the authority to waive any requirements.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item required by this application packet, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "RZL".

Rudy Zeledon
Planning Director

ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
- Mike Lorenz, Police Chief (909) 395-2710 or mlorenz@ontarioca.gov
- Ethics Line (800) 500-0333



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ACTIVITY INFORMATION

Address of Activity: _____

Requested Day/Dates: _____

Setup Time: _____ Event Time: _____ Cleanup Time: _____

GENERAL INFORMATION

Group/Organization/Business: _____

Contact: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

EVENT DETAILS

Briefly describe the planned event: _____

Briefly describe the area you plan to use: _____

Estimated Attendance: _____ Banner Dates Requested: _____

Will alcohol be served? YES _____ NO _____

Access to water requested: YES _____ NO _____

Picnic Tables Quantity _____

Trash Bins (4 cubic yard) Quantity _____

Trash Boxes Quantity _____

Recycle Containers Quantity _____

No Parking Signs If checked, provide details: _____

Electrical (30/100amp)

Lane/Street Closure(s): _____

For Staff Use Only

Special Event Only

Combination (Special Event & TUP)

File No.: _____

Submitted: _____

Rec'd By: _____

Fee: \$ _____

Cash Check (# _____)

Credit Card

Receipt No.: _____

Additional Fees:

Muni. Services: \$ _____

Solid Waste: \$ _____

Fire: \$ _____

Building: \$ _____

Police: \$ _____

Action:

Approved Denied

By: _____

Date: _____

HOLD HARMLESS AGREEMENT

I, the undersigned, shall indemnify, defend, and hold harmless the City of Ontario and its officers, officials, employees and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with user's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, regarding use of the heretofore described event, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Ontario.

I also agree to provide Evidence of Insurance for \$2,000,000 minimum liability naming the City of Ontario as co-insureds.

I understand that this request is subject to approval of the Ontario City Council and may require fees as outlined in the City's Special Event Policy provided to me with this application.

Date

Signature of Applicant

RETURN ORIGINAL TO

Planning Department, 303 East "B" Street, Ontario, CA 91764

Special Event Application Form

REVIEWING DEPARTMENT SIGNATURES (to be completed by City staff)

	<u>Approved</u> <u>Denied</u>		<u>Signature</u>	<u>Date</u>
Planning Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Airport Planning:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering—Traffic/Transportation:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Engineering—Environmental Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Building Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police—Traffic:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police—ABC:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Code Enforcement:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Business License:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Revenue Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Solid Waste:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Municipal Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Facilities and Parks:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
**Risk Management:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
**City Clerk:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Note: ** Means review required only if the proposed activity or event occurs on public property.

CONDITIONS OF APPROVAL (to be completed by City staff)

- (1) Permit approval shall expire on _____, 20____, at which time the site shall be restored to its original condition, including cleanup of all trash and debris.
- (2) The site shall be developed/configured in accordance with the approved plan(s) on file with the City, except as may otherwise be stipulated herein, prior to commencement of the activity.
- (3) Approval of this activity shall not excuse compliance with all other sections of the Ontario Municipal Code, Ontario Development Code, and all other applicable City laws and ordinances in effect at the time of permit issuance.
- (4) All signs shall be reviewed by the Planning Department for compliance with Division 8.01 (Sign Regulations) of the Ontario Development Code, prior to their installation.
- (5) Any off-site, unpaved parking spaces shall be striped with lime and continually maintained, to ensure proper traffic circulation and safety.
- (6) The Planning Department shall be contacted for inspection of the site, prior to commencement of the approved activity.
- (7) You may be required to provide the City with a Certificate of Insurance naming the City of Ontario as additionally insured. Contact the City's Licensing Department (Ph.# 909.395.2022) for further information.
- (8) Failure to comply with the herein-listed conditions of approval shall cause enforcement and possible revocation of this Permit.
- (9) Special Conditions (attach additional sheets if needed): _____



Special Event Application Form — Filing Procedures & Requirements

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SPECIAL EVENT POLICY

The following guidelines are fixed by resolution of the Ontario City Council and are offered to assist you in planning your activity, which may impact public property. All such applications must be submitted to the Planning Department a minimum of ninety (90) days in advance of your special event; or a minimum of forty-five (45) days if a banner only is requested.

If your event is on private property, please contact the Planning Department at PlanningCounter@OntarioCA.gov.

If your event is film related for on-location production for public viewing (features, television series, commercials, student films, or still fashion shoots) please contact the Communications Department at FilmPermits@OntarioCA.gov.

APPLICATION PROCEDURES

Step 1: Contact the Planning Department to obtain a Special Event Permit application form and discuss requirements, sign restrictions and possible locations for the activity. This application can also be found online, within the Administrative Applications section, here: <https://www.ontarioca.gov/Planning/Applications>.

Step 2: Complete the Special Event Permit application and prepare a site plan according to the submittal requirements listed under General Filing Requirements. Other documents discussed within the General

Step 3: Submit the Special Event Permit application through our Citizen Portal Access website: <https://automation.ontarioca.gov/onlinePermits>.

Applications will be reviewed by the departments listed below. An application that does not include the following plans and information will not be accepted for processing:

- **Planning Department:** For compliance with Development Code and ALUCP restrictions such as (land use, number of employees permitted, parking, access requirements, signage standards, etc.).
- **Building Department:** For building and/or electrical permits.
- **Engineering Department:** For compliance with access requirements, environmental review and to obtain any necessary encroachment permits.
- **Police Department:** For compliance with ABC guidelines, traffic control, security standards and any other applicable requirements.

- **Fire Department:** For compliance with the Uniform Fire Code requirements and any applicable City Fire standards.
- **Code Enforcement:** For compliance with Code Enforcement concerns.
- **Business License:** To obtain a valid business license and pay any license fee (applicable to revenue generating uses).
- **Risk Management:** Review is required of current liability insurance and coverages for activities or events that take place on public property.
- **Solid Waste/Municipal Services:** Will determine the number of waste and recycled containers needed.
- **City Clerk:** Review is required for events on public property.
- **Parks:** For impacts to public parks and community recreational areas.
- **Revenue:** To schedule delivery of dumpster/solid waste containers.

Step 4: Install the improvements required by the conditions of approval.

GENERAL FILING REQUIREMENTS

A Special Event application shall be submitted within the following applicable items:

(1) One (1) copy of the site plan on 8½" X 11" paper. The site plan shall include, but is not limited, to the layout of the event area, including all buildings, parking areas, driveways, location of proposed electrical equipment/lighting, and the areas to be used by the proposed event for displays, activities, etc.

(2) A Sign Permit application for all temporary signs and/or decorations to be used at the time of the proposed event (if applicable).

(3) A certificate of insurance and additional insured endorsement form are required for activities/events that occur on City-owned property. Liability coverage that meets the requirements of the Risk Management Department in the minimum amount of \$2,000,000 (each occurrence) / \$4,000,000 (general aggregate) and naming the City of Ontario as additionally insured must be submitted to the Planning Department at the time the application is submitted. The following additional Insured language must be included on the certificate along with

the endorsement form: *The City of Ontario, its directors, officials, officers, employees, agents, and volunteers shall be named as additional insureds on Vendor's and its subcontractors' policies of commercial general liability.* Coverage above and beyond the amounts described above may be required as determined by the Risk Management Department.

(4) Any other plans or information that the Planning Director deems necessary to facilitate processing the application. (i.e security plan, first-aid/medical plan, lighting plan, list of vendors & resale numbers, ABC license number)

(5) Provide the required filing fee.

- a. A \$25 fee is required to be paid during time of submittal.
- b. Special Event Applications will be reviewed by City departments impacted by the event, and an estimated cost to the City will be reported to the Records Management Department.
- c. A report will be prepared for City Administration.
- d. Where there is a historical precedent, the City will consider waiver of some or all of the fees assessed by the various departments. Section 5, Article 16 of the California Constitution provides that the City may not co-sponsor an event in aid of any religious sect, church or sectarian purpose; or help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed or church. In the event a fee waiver is approved, the City must be named in promotional material as a co-sponsor of the event and the City logo affixed prominently to the advertisement. A copy of such promotional material must be on file with the City. 5. Before approval, a cleaning deposit and evidence of insurance may be required.

MISCELLANEOUS REQUIREMENTS

BANNER POLICY: The fee for hanging a banner is \$150. Banners may be hung on Euclid Avenue at "E" Street for a maximum period of two (2) weeks. The application must be received by the Records Management Department a minimum of forty-five (45) days in advance and shall include an original banner or a copy of the banner design for review. Please pick up your banner from Public Works within 14 days after the scheduled removal date. If the banner is not picked up, it will be disposed of after 30 days. Banners shall be made of canvas-type material, or an approved equal, and be a maximum of 36-feet long and 3-feet wide.

At each corner a 10-feet x ¼ inch diameter nylon cord, or equivalent, shall be attached. All banners require snap hook at 24-inch intervals across the TOP and BOTTOM of the banner. A minimum of ten (10) 6-inch half-moon slits in the banner is needed to allow for the passage of air. After approval, please take your banner to: Public Works Agency, 1425 South Bon View Avenue (south of Mission Boulevard, east of Euclid Avenue) (909) 395-2600.

FILMING: If your event requires use of public property to film for private use, please include all details of the event on the application, and attach a map specifying the exact location.

CLEANING DEPOSIT: A cleaning deposit in the amount of \$100 may be required upon approval of your event request. It is fully refundable on the second working day after the event, if the public area/facility is left in its original condition.

LANE OR STREET CLOSURE: A Traffic Control Plan is required and is subject to approval by Engineering Staff. If revisions are required, they will be completed by Traffic Engineering and all costs will be applied to the fee for the event. If your event involves a lane or street closure, you must notify local businesses that will be impacted by your plans, no less than one week in advance of the event and proof of notification provided to the City.

• NOTE: All Lane/Street Closures, and any event involving alcohol, require police personnel on an extra-duty basis.

SAFETY REQUIREMENTS: Our public safety agencies will be advised of your application and requirements upon their receipt in the Records Management Department. You may be contacted by the appropriate Fire Safety or Police Traffic Division personnel regarding your requirements. The Police Department may assess fees based upon the nature of your event and the requirement for a police presence. A Fire Safety inspection may be required prior to starting your event. At that time, the Fire Inspector shall determine the need for a fire safety stand-by officer. The cost of the fire safety stand-by officer shall be at the applicant's cost. Further information is available through the Traffic Sergeant.