

FOUNTAIN VALLEY SPECIAL EVENT APPLICATION

Return completed and signed application to
City of Fountain Valley Recreation and Community
Services Department via email to the department
director Rob.Frizzelle@FountainValley.gov.

RENTAL INFORMATION

Event Name/Description:

Event Location:

Event Date:

Event Director (must be available during event):

Contact Email:

Contact Phone:

Address (Street, State, Zip):

Additional Contact Name/Phone Number:

Date Application
Submitted:

Event
Start Date:

Event
Closing Date:

Anticipated
Daily Attendance:

Number of
Event Staff:

Event
Start Time:

Event
End Time:

Estimated
Parking Spaces:

Please provide a description of your proposed event including any of the checked requirements below (or submit additional pages)

- | | | | | |
|-------------------------------------|--|--|--|---|
| <input type="checkbox"/> Security | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Water Supplies/Facilities | <input type="checkbox"/> Food Supplies/Concessions | <input type="checkbox"/> Sanitation |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Vehicle Access | <input type="checkbox"/> Parking Spaces | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Event Clean Up |

Staff Use Only

Staff Initials: _____

Date and Time Received: _____

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EVENT REQUIREMENTS

(Dependent on proposed activities, any checked boxes are required)

- Event Description** - Written explanation of the applicants proposed activities and logistical considerations (above)

- Event Site Plot** - Develop and submit a plan including all activities and parking plan (must consider fire access lanes)

- Deposit/Bond** - Type of activity will determine the amount between \$500 - \$100,000

- Food Concessions** - List the number and type; include vendor or non-profit organization operating concession (business license required if vendor if not a non-profit)

- Insurance Certificate** and endorsement form shall be submitted to provide proof of personal injury and property damage insurance in the amount of \$1 million with the City of Fountain Valley, its officers, agents, and employees names as additionally insured. Insurance company must have an A+ rating in the Best's Key Rating Guide.

- Carnival Insurance** - Obtain \$5 million insurance policy from carnival vendor naming the City of Fountain Valley, its officers, agents, and employees names as additionally insured.

- Letter of Permission** from any property owner to whom your event has contact with.

- Building Permit** - Obtained from the City of Fountain Valley Building and Planning Department.

- Fire Permit** - Obtained from the City of Fountain Valley Fire Department, including any corresponding inspections.

- Water Permit** - Obtained from the City of Fountain Valley Public Works Department.

- Animal Control Permit** - Obtained from the County of Orange if event has animals.

- Security** - Event group must provide security

- Sign** the Release and Indemnification Agreement

- Sign** the Americans with Disabilities Act Discrimination Agreement

FEES

(Checked boxes are required fees)

- | | |
|---|---|
| <input type="checkbox"/> Small Event Filing Fee \$750 | <input type="checkbox"/> Large Event Filing Fee \$1,500 |
| <input type="checkbox"/> Single Day Event Rental \$250 | <input type="checkbox"/> Multi Day Event Rental \$450 (per day) |
| <input type="checkbox"/> Large Outdoor Rental \$750 (per day) | |
| <input type="checkbox"/> Indoor Facility Rental (Fees based on event requirements) | <input type="checkbox"/> Business License* |
| <input type="checkbox"/> Field Rental (Fees based on event requirements) | <input type="checkbox"/> Building Permits* |
| <input type="checkbox"/> Deposit or Bond \$500 - \$100,000 (Depending on event activity type) | <input type="checkbox"/> Fire Permits* |
| <input type="checkbox"/> Insurance - Event Coverage (Based on above mentioned requirements) | <input type="checkbox"/> Water Permits* |

*These fees will be paid separately and will vary depending on the number of businesses, tents, booths and carnival rides at the planned event.

**Any fees that arise from event and city fees will be taken out of bond or deposit. The remaining fund balance will be refunded. If fees are larger than the amount of bond, the event coordinators/promoters will be billed for additional charges.

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Total Amount Due: \$ Fees Due Date: Date Fees Received: Receipt #:

Permit Approved by: _____ Title: _____

Signature: _____ Date: _____

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RELEASE AND IDEMNIFACATION AGREEMENT

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION IN THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS TRUE AND CORRECT.

As sponsor of the event described herein, it is understood that if permit is approved, we _____, agree to indemnify the City of Fountain Valley and its employees, servants and agents, and hold them harmless from any liability, penalty, expense or loss arising out of any injury to any person or damage to any property resulting from the provision or failure to provide services for this special event permit, or the approval thereof, including without restriction any such liability, penalty, or loss resulting from the active or passive negligence of the City, its employees, servants or agents.

The undersigned agrees to pay for additional City costs not covered by the deposit or bond.

Print Name of Event Coordinator

Signature of Event Coordinator

Date

AMERICANS WITH DISABILITIES ACT (ADA) DISCRIMINATION AGREEMENT

As sponsor of the event described herein, it is understood that if permit is approved, we _____, agree to follow federal regulations prohibiting discrimination on the basis of race, color, national origin, age or disability.

Print Name of Event Coordinator

Signature of Event Coordinator

Date

THANK YOU FOR YOUR INTEREST IN HOLDING YOUR EVENT IN THE CITY OF FOUNTAIN VALLEY!

