



<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

# TEMPORARY OUTDOOR EVENT APPLICATION

**APPLICATION FOR A TEMPORARY OUTDOOR EVENT MUST BE MADE TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST 60 DAYS PRIOR TO THE EVENT.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

**EVENT INFORMATION:**

Type of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Location:

\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Date(s) of Proposed Event: \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Number of On-Site Parking: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

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**APPLICATION FOR A TEMPORARY OUTDOOR EVENT**

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street**City**State**ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

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I/We certify that I/we, the applicant for this proposed Temporary Outdoor Event are acting with the property owner's written permission through the signed areas below or with a notarized authorization letter from the property owner.

All signatures must be originals ["wet-signed"]. Photocopies of signatures are **not** acceptable.

\_\_\_\_\_  
*PRINTED NAME OF APPLICANT*\_\_\_\_\_  
*SIGNATURE OF APPLICANT***AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:**

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner's behalf. All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable).

SIGNATURE OF PROPERTY OWNER(S):

\_\_\_\_\_  
*PRINTED NAME OF PROPERTY OWNER(S)*\_\_\_\_\_  
*SIGNATURE OF PROPERTY OWNER(S)*\_\_\_\_\_  
*PRINTED NAME OF PROPERTY OWNER(S)*\_\_\_\_\_  
*SIGNATURE OF PROPERTY OWNER(S)*

If the subject property is owned by persons who have not signed as owners above, attach a separate sheet that references the application case number and lists the printed names and signatures of all persons having an interest in the property.

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## APPLICATION FOR A TEMPORARY OUTDOOR EVENT

### **SIGN OFF:**

Once the application is submitted, applicants will be given a case number. Then, applicants take the exhibit and the attached sign off sheets to the following Departments. Please contact each of the agencies listed.

- Riverside County Sheriff's Department
- Riverside County Environmental Health

After submittal, the City of Menifee Community Development Department will automatically transmit your application to the following departments for their sign-off:

- City of Menifee Building and Safety Department
- City of Menifee Engineering Department
- City of Menifee Fire Department

Depending on the address of the subject property, you will be directed to the appropriate office of the Department in question for sign-off. Contact information for each of the departments is listed in the chart below:

<b>Department</b>	<b>Contact Person</b>	<b>Contact Information</b>
Riverside County Sheriff	Sgt. Frank Rice	(951) 210-1000 (951) 776-1099#5
Riverside County Environmental Health	-	(951) 461-0284 (951) 955-8980
City of Menifee Building and Safety Department	-	(951) 672-6777
City of Menifee Engineering Department	-	(951) 672-6777
City of Menifee Fire Department	Sonya Bu Rivera	(951) 723-3767 <a href="mailto:srivera@cityofmenifee.us">srivera@cityofmenifee.us</a>

**Note:** The ordinance on temporary uses/outdoor events requires a security deposit to cover staff time in the event that there is trash or damage that the City's Department of Public Works may manage. The security deposit required must be submitted **prior** to the approval of the project.

A full refund of the security deposit will be provided after the event if there is no damage to City property or if there is no clean up required.

**APPLICATION FOR A TEMPORARY OUTDOOR EVENT**

**Riverside County Fire Department**

**Menifee Office:**  
 29844 Haun Road  
 Menifee, CA 92586  
 Menifeeofm@cityofmenifee.us



**Office of the Fire Marshal**

Office Use Only
Plans Received

**SPECIAL EVENT PERMIT**

**Permit No.** \_\_\_\_\_

**APPLICANT INFORMATION (Please Print)**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT INFORMATION**

Indoor  Outdoor   
 Both

Event Name: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time Start: \_\_\_\_\_

Time \_\_\_\_\_ End: \_\_\_\_\_ Total # of People: \_\_\_\_\_

**Mark all that apply:**

**Food & Beverage:**

- Catered On-site/off-site       Barbeques/ Grills       Deep Fryers    Ranges       Woks  
 Alcohol being served – Secure area       Alcohol being served – Open area

**Tents:** Over 400 square feet with sidewalls # \_\_\_\_\_ Over 700 square feet without sidewalls # \_\_\_\_\_  
 Copy of fire retardant certification is required

**Booths:** Number of booths: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Cooking:  Yes  No  
 Cooking tents shall be separated from other tents by 20ft. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20ft of a tent. LP-gas/ propane tanks shall be secured and located outside the tent.

**Portable Fire Extinguishers:**  Yes  No      Quantity: 2A:10BC \_\_\_\_\_ Class K: \_\_\_\_\_ Other: \_\_\_\_\_

**Generators:** Quantity: \_\_\_\_\_ Power Rating: \_\_\_\_\_kw      Refuel Required  Yes  No  
 Generators shall be secured from the public, have current fire extinguishers 40B:C, and be grounded.

**Open Flame/ Pyro:**  Yes  No      \*Form 21 – Special Effects may be required

**OFFICE USE ONLY**

Fee Paid: _____ Date Paid: _____ Check#: _____ Received By: _____ Receipt# (OCR) _____  <input type="checkbox"/> DBF	<b>Permit Review</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied Reviewed by: _____ Date: _____  <input type="checkbox"/> DBF	<b>Standby / Safety Inspection</b> Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Person Assigned: _____ Final Approval: <input type="checkbox"/> Granted <input type="checkbox"/> Denied Sign: _____ Date: _____  <input type="checkbox"/> DBF
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**APPLICATION FOR A TEMPORARY OUTDOOR EVENT**

Visit us at [www.rvcfire.org](http://www.rvcfire.org)

**REQUIRED WITH THIS APPLICATION:**

**The following plans shall be submitted in a clear and legible manner and on a standard 8 ½ x 11 or 8 ½ x 14 format; larger maps or blueprints may be necessary**

**Site map:** Indicating locations of event activities, tents, and/or booths, including distance from other temporary structures, buildings, property lines or booths. Please show location of generators, vehicle parking areas, fire lanes and roadways.

**Floor Plan:** Indicating occupancy load calculations, exit locations and dimensions, exit doors/ curtains, placement of exit signs, portable fire extinguishers – type rating, “No Smoking” signs, if cooking/open flames/ candles/ sterno/ heaters, number of tables & chairs, table dimension, chair spacing, chair bonding, aisle locations, length & width, emergency lighting, flooring material, stages.

**Parking & Security Plan:** Require a copy to verify fire access and abilities.

**Additional Info**

**Emergency Medical Service provided at this event?**  Yes  No

Level of service(s): \_\_\_\_\_

**CONDITIONS OF APPROVAL**

- Applications and fees (if applicable) shall be submitted a minimum ten (10) business days in advance of the beginning date of the display or event. For events that will have more than 200 attendees, applications shall be submitted a minimum sixty (60) days in advance. **Permit application fee is \$74.00. Fire Department standby personnel deposit based fee may be required. Deposit based fee indicates that additional money may be due & collected.**
- A pre-event inspection is required prior to the display or event where large tents, generators and/ or cooking is proposed. \*Supplemental fees will be required.
- Property owner will issue a signed written letter allowing permission to use property for the event.

**I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS OF APPROVAL AND THAT ALL INFORMATION SUBMITTED IS CORRECT, I AGREE TO COMPLY WITH ALL LOCAL LAWS RELATED TO FIRE PREVENTION, AND TO THE RULES AND REGULATIONS ADOPTED BY THE CALIFORNIA STATE FIRE MARSHAL. I HEREBY AUTHORIZE REPRESENTATIVE OF THE FIRE DEPARTMENT TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.**

Applicant's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_











