



TEMPORARY OUTDOOR EVENT PROCESSING INFORMATION

- There are two (2) applications required: the City of Menifee Temporary Outdoor Event Application and the accompanying Fire Department Special Event Permit Application. The applications, fees, and exhibits must be submitted to the Community Development Department at City Hall Monday through Friday 8:00 AM – 5:00 PM.

After submittal, applicants will be given a case number and the City of Menifee Community Development Department will automatically transmit your application to the following departments for their sign-off:

- City of Menifee Police Department
- 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.

- 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 public works department may need to take care of. The security deposit required is typically \$1,500 and would need to be deposited prior to the approval of the project. A full refund of the security deposit would be provided after the event if there was no damage to City property or clean up required.
- Please contact the Riverside County Department of Environmental Health at (951) 461-0284 or (951) 955-8980 if there will be food sales at your event. Applicants are required to take the exhibit and attached sign off sheet (in the application) to the Environmental Health Department for sign-off.