



City of Meniffee

Park Event Application

29995 Evans Road, Meniffee, CA 92586

(951) 723-3880 - communityservices@cityofmeniffee.us

*Please complete the following form and return it to the Community Services Department. Completion of this form does not guarantee that your request has been approved. Applications must be received at least **90 days prior** to reservation date and a \$50 non-refundable processing fee will apply. Event site map is required to be submitted with the application. If the event is pre-approved, initial deposit must be made to secure date(s). Permit will be issued upon final approval. Other fees may be required in addition to this application.*

APPLICANT INFORMATION

Primary Contact: _____	Secondary Contact: _____
Email Address: _____	Email Address: _____
Address: _____ City: _____	Address: _____ City: _____
State: _____ Zip: _____ Phone Number _____	State: _____ Zip: _____ Phone Number _____
Organization Name: _____	Event Webpage: _____
Type of Organization: _____	Organization EIN _____

EVENT INFORMATION

Park Requested: <input type="checkbox"/> Central Park <input type="checkbox"/> La Ladera Park <input type="checkbox"/> Centennial Park <input type="checkbox"/> Audie Murphy Ranch Sports Park			
Name of Event: _____		Date (s) of Event: _____	
Rental Time, including set-up/tear-down: _____	From: _____	To: _____	
Event Description: _____			
Activity Taking Place at the Event:			
Will activity extend outside park boundary (walk or run event) Traffic Plan Required			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be open to the public?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will tickets be sold prior to and/or during your event?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Attendance: _____		Ages of Attendees: _____	
Number of Organization Staff Working Event: _____			
Number of Volunteers Working the Event: _____			
Will your event have security (required for certain event types/activities)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event have any of the following?			
Special Equipment:	<input type="checkbox"/> Tents	<input type="checkbox"/> Stage	<input type="checkbox"/> Inflatables
Vendors (Please also complete vendor section on page 2-3):	<input type="checkbox"/> Craft/Merchant Vendors	<input type="checkbox"/> Animals/Petting Zoos	<input type="checkbox"/> Live Music or DJ
	<input type="checkbox"/> Performers	<input type="checkbox"/> Food Vendors	
Other Event Features:			
Amplified Noise (No amplified noise in parks after 9 p.m.)			<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Services (additional fees will apply)

City Staff will be required for larger events at a rate of \$74/hr	
Picnic Shelters [Large - \$15/hr (R) - \$25/hr (NR), Small - \$10/hr (R) - \$20/hr (NR)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access to Sports Fields, Diamonds, Ball Fields or Multi-Purpose Fields [Hourly fees - \$10 (R) - \$20 (NR)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field Lights [Hourly fees \$10 (R) - \$20 (NR)]	<input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL INFORMATION AND REQUIREMENTS

Applicants must abide by all federal and state laws as well as City of Menifee Policies, Procedures, and Ordinances. Individuals applying for the rental must make deposit, sign the contract, and be present during the entirety of the event. Organizations shall designate a point of contact for the event. Third party applications will not be accepted.

General Guidelines:

1. Requests for park reservations must be made 90 days prior to the requested event date.
2. All applicants must be 18 years or older. Valid ID is required.
3. Black out dates for park reservations include special city events. City events take priority.
4. Alcohol is prohibited at all City parks.
5. Renters accept park and/or facility in their current condition when applying for use.
6. Time of reservation is the time you will be allowed access to the park. No prior access will be permitted.
7. California requires events with 2000+ participants to separate recyclable materials. Please ensure that your event is separating waste and has arranged for collection service.

Hours of Operation:

Central Park, La Ladera Park, Audie Murphy Ranch Sports Park - Monday - Sunday 8 a.m. - 10 p.m.
 Centennial Park - Monday - Sunday 8 a.m. - 9 p.m.

RENTAL FEES AND DEPOSITS

Fees are based on the location, event attendance, and the number of hours requested for the rental. A refundable security deposit is required in order to secure your date for all reservations after application is approved. All fees are to be paid no less than 30 business days prior to any event. Failure to do so may result in a cancellation of the event. Deposits are forfeited if renter does not follow rules and regulations of the rental permit, this includes, but is not limited to passing permitted time, damages, and additional staffing called out for emergencies.

Cancellations:

A \$25 processing will apply to all cancellations. Cancellations must be made to City of Menifee Community Services no less than **30 business days prior to event**. All fees become non-refundable on cancellations done less than **30 business days from date of event**. City of Menifee will not cancel events due to inclement weather.

EVENT MAP / LAYOUT

The following plans shall be submitted in a clear and legible manner on an 11" x 17" format for Fire Department and 8 ½ x 11 or 8 ½ x 14 format for Building & Safety Department; larger maps or blueprints may be necessary.

Site Map: Indicate 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: Indicate 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/ sternos/ heaters/ number of tables and chairs, table dimensions, chair spacing, chair bonding, aisle locations, length and width, emergency lighting, flooring material, stages.

Parking and Security Plan: Provide a copy to verify fire access and abilities.

WASTE MANAGEMENT AND DIVERSION PLAN

The City of Menifee strives to keep public spaces pleasant for all visitors to enjoy. Events taking place within a city park or facility shall seek to meet these standards by having a waste management plan for reducing and recycling waste that includes, but is not limited to: arranging for separation and collection of recyclable materials, encouraging event participants to separate waste properly, having detail of the location of waste bins with appropriate labels as needed. Events with an expected attendance of more than 2,000 persons, including workers, per day of operation, are required to submit for review and approval a Waste Management Plan. (Municipal Code 6.35)

PLEASE SUBMIT A SEPARATE WMDP WITH YOUR APPLICATION NO LESS THAN 20 DAYS PRIOR TO YOUR EVENT

VENDORS

A complete listing of event vendors is required. Please indicate type of vendor (ex. Food, Entertainment, Craft, Booth or Truck, Etc...). A complete vendor listing may also be attached to this application.

Food Vendors: (Submit any additional vendors on a separate sheet)

Vendor Name	Type (Booth or Food Truck)	Product Offered

Non-Food Vendors:

Vendor Name	Type (Informational, crafts, merchant, activity, music, entertainment)	Product/Service Offered

ADDITIONAL REQUIREMENTS AND PERMITS (TO BE FILLED BY STAFF ONLY)

<input type="checkbox"/> General Liability w/ Both Endorsements (\$1 mil/\$2 Agg)	<input type="checkbox"/> Workers Compensation w/Waiver of Subro	<input type="checkbox"/> Auto Coverage
<input type="checkbox"/> Special Event Insurance Requirement:		
<input type="checkbox"/> Security Agreement Required		
<input type="checkbox"/> Park Rental Deposit (refundable): \$ _____		
<input type="checkbox"/> Park Rental Base Fee: _____ x _____ hrs = \$ _____ Park Rental Fee		
<input type="checkbox"/> Small Picnic Shelter Rentals (\$10hr / \$15hr): _____ x _____ hrs = \$ _____ Small Shelter Rental Fee		
<input type="checkbox"/> Large Picnic Shelter Rentals (\$15hr / \$25hr): _____ x _____ hrs = \$ _____ Large Shelter Rental Fee		
<input type="checkbox"/> Ball/MP Field Rentals (\$10/hr / \$20hr): _____ x _____ hrs = \$ _____ Field Rental Fee		
<input type="checkbox"/> Field Lighting (\$10hr / \$20hr): _____ x _____ hrs = \$ _____ Field Light Fee [Time On: _____ Time Off: _____]		
<input type="checkbox"/> Additional Staffing(\$74/hr): \$74 x _____ hrs = \$ _____ Additional Staff Fee		

TOTAL COMMUNITY SERVICES DEPARTMENT PARK EVENT RENTAL FEE:

All renters will need to provide the following items as applicable. Additional fees required are paid directly to the corresponding department.

<input type="checkbox"/> Menifee Business License	www.cityofmenifee.us/businesslicense
<input type="checkbox"/> County Health Dept Permit (requirement for all food vendors)	https://www.rivcoeh.org/
<input type="checkbox"/> Building and Safety Permits (Tents exceeding 120 Sq Ft)	City Hall Permit Counter (29844 Haun Road, Menifee CA 92586)
<input type="checkbox"/> Engineering Traffic Plan	City Hall Permit Counter (29844 Haun Road, Menifee CA 92586)
<input type="checkbox"/> Fire Department Permit	City Hall Permit Counter (29844 Haun Road, Menifee CA 92586)

MINIMUM SCOPE AND LIMIT OF INSURANCE

Liability insurance is required for all events on public property and certain events determined by the City. When required, coverage must be a minimum of \$1 million per occurrence, and must include a separate endorsement that makes the insurance primary and non-contributory and either specifically names the City, its officials, employees, agents and volunteers as additional insureds or has appropriate blanket coverage. Insurance must be on a per occurrence basis; claims-made coverage will not be accepted. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this event/location or the general aggregate limit shall be twice the required occurrence limit. The named insured must match either the name of the "Applicant" or the "Organization" to be valid. All coverage available to the named insured shall also be available and applicable to the City.

NOTE: Lack of insurance will result in cancellation of the event and the Special Event Permit. All insurance documents must be submitted no later than thirty (30) days prior to the event. Some event promoters and insurance companies have experienced difficulty with providing timely and accurate insurance documents, so it is best to obtain these early. City staff will gladly assist with a preliminary review of the insurance documents.

The City requires Certificate of Liability Insurance, Additional Insured and Primary, Non-contributory Endorsements listed below. This is required for all certificates of insurance required by the City.

1. Certificate of Liability Insurance ("Acord 25-S" form or equivalent):
 - a. Standard Risk Minimum Insurance Requirements: \$1 million per occurrence / \$2 million general aggregate
2. Additional Insured Endorsement form (CG 20 26 07 04 or equivalent). The endorsement form must include the following:
 - a. Policy Number: Policy number must match the Certificate of Liability.
 - b. Must have the following statement: "City of Menifee, its elected and appointed officials, agents, volunteers and employees."
3. Primary and Non-Contributory Endorsement form (CG 20 01 04 13 or equivalent). The endorsement form must include the following:
 - a. Policy Number: Policy number must be on each page of the endorsement and must match the Certificate of Liability.
 - b. Must have the following statement: "This insurance is primary and noncontributory as respects to any loss or liability arising directly or indirectly from the insured's operations."

Additional liability coverage is required if your event includes the use of automobiles or employees working the event:

1. Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
2. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City.

RELEASE OF LIABILITY

All renters agree to pay for any damage done to the facility, grounds or furnishings by themselves, their guests, caterers, or employees during or pertaining to their rentals. A signed contract covering this aspect will be required at the time of rental application. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs or clean up by City staff is required the renter will be financially responsible for the cost of the repairs and clean up. The City of Menifee is not responsible for anyone injured on the premises, personal property left on the site, or rental equipment.

If the application is granted, this application and supporting documents form a contract between the City and the Renter relating to the described event. Renter then becomes contractually obligated to the City regarding all requirements of the issued permit and agrees to protect, defend, indemnify and hold harmless the City and its officers, agents and employees from and against any loss, injury, damage, claims, actions or lawsuits arising out of or in connection with the event or the intentional or negligent acts, errors or omissions of the Renter, volunteers, agents and event participants, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified.

Photo & Video Taping Release: I hereby give my express and unconditional permission and consent to City of MENIFEE to use videotaped or photographed images of me or my attendees or otherwise use the name or my likeness or that of said minor for use in the City's publicity or public relations materials and I will not seek any fee or other form of compensation of any type or amount for such use. I hereby give up any rights that I or said attendee may have to inspect or approve my images, name or likeness including any advertising copy, printed matter, website or other media or material in which my images, name or likeness or that of said attendee.

AGREEMENT

I have read, and fully understand the release of liability, and agree to comply with all of the above stated policies and requirements. I understand all applicants must abide by all federal, state, and City of Menifee laws. I understand that if I am not complying with any of the above policies that my reservation permit can be voided resulting in a cancellation of my reservation. Any event violating this policy at any time during the use of the buildings or facility will be closed down immediately by Community Services staff, the City of Menifee Police Department, CalFIRE, or any authority within city limits. Applicant is responsible for the care and cleaning of the facility and repair and/or reimbursement to the City for any damages to Community Services Department facilities and/or equipment. Cost of damages will be deducted from the deposit and additional expenses may be charged if additional damages occur.

Print Name: _____

Date: _____

Signature: _____

FOR STAFF USE ONLY	
Community Services Received Date: _____ Received By: _____ Daysmart Calendar Hold Entered: _____	All Documents and Payments Rec'd <input type="checkbox"/> DaySmart Event Permit Issued Date: _____ DaySmart Event Permit/Contract #: _____
Special Events Review Date: _____ Coordinator Initial & Date: _____ Supervisor Initial & Date: _____	Notes
Admin Supervisor/Sr Mgmt Analyst Initial & Date: _____ Manager/Director Initial & Date: _____	Notes

CSD CHECKLIST FOR STAFF USE ONLY

- Date documents are due (30 days prior to event): _____
- | | |
|---|--|
| <input type="checkbox"/> Application
<input type="checkbox"/> Event map/layout received
<input type="checkbox"/> Deposit paid; invoice #
<input type="checkbox"/> Final Fees paid; invoice(s) #
<input type="checkbox"/> Deposit returned/held (date/reason)
<input type="checkbox"/> Marketing collateral received
<input type="checkbox"/> Waste Plan | <input type="checkbox"/> Business licenses or Temp BL
<input type="checkbox"/> Blue Beam File Sent Date
<input type="checkbox"/> Approval from Building and Safety (tents over 120 sqft)
<input type="checkbox"/> Approved traffic plan/right of way. Permit # _____
<input type="checkbox"/> Approved Fire Permit. Permit # _____
<input type="checkbox"/> PD notification/Calendar Invite Sent : _____
<input type="checkbox"/> Vendor listing |
|---|--|

- Parking Plan/Signage Plan Received
- Security Agreement Received
- General Liability w/ Both Endorsements (\$1 mil/\$2 Agg)
- County Health Department Permits
- Workers Compensation w/Waiver of Subro
- Auto Coverage