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# CITY OF MENIFEE

# PARK EVENTS POLICY

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Community Services Department

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# Menifee Parks and Recreation

Thank you for choosing to have your event at a City of Menifee Park. We want you to have a pleasant experience from the early planning stages of your reservation to the day of your event. In order to provide you with quality service and to ensure an enjoyable and safe event, the following policies and procedures are in place and you are asked to abide by all. The City of Menifee, Community Services Department reserves the right to change and/or cancel any reservation at any time resulting from a City event, program, and/or maintenance.

## General Statement of Understanding

The City of Menifee supports and welcomes park events to enhance the quality of life for its residents and to attract visitors. We recognize the many social, cultural, and financial benefits of special events and encourage them as part of life in the City of Menifee. Some of these benefits include economic growth, increased tourism, recreation, recognition of the arts, charitable aid, and many others that are both tangible and intangible.

The City of Menifee is also legally charged with the responsibility to protect the safety, health, property, and general welfare of its residents and visitors. Because your event may have an impact on residents and businesses (in the form of crowd control, safety, large assembly logistics, traffic flow interruption, and noise), we must determine the terms and conditions under which an event may be approved and conducted.

City of Menifee Parks are operated by the City of Menifee, California, for the benefit of the general public. Permission for private use of city parks is a privilege granted by the City of Menifee. Because city parks have been assembled, maintained and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

The purpose of this Parks Events Policy is to help you accomplish the positive goals of your event, while minimizing any potential negative impacts on the community.

## Rules and Regulations

User must be in compliance with, but not limited to, the following rules and regulations. Non-adherence may result in forfeiture of all or a portion of deposit. The individual, group, or organization renting the park will be held accountable for damages. User must observe all rules and regulations, both written and verbal. The user will not hold the City of Menifee or any of its representatives liable for any injury sustained while using the facility. City sponsored activities have precedence. Community Services Department reserves the right to refuse or cancel reservations.

1. Application must be submitted 90 days prior to event.
2. Hours of availability are Monday – Sunday from 8:00 a.m. – 10:00 p.m. Times may vary per park.
3. Festivals and Large Events (100+ attendees) require Police and Fire Departments review. Additional city services and fees may be required. Any additional requirement will be determined during the permit review.
4. Community Services office accepts applications on a first come basis during regular business hours. Completion of application does not guarantee the request will be approved.
5. Applicant must submit Park Event Application, Park Event Operations Plan and Site Plan.
6. Primary contact on application must be present for the entire duration of the event. A secondary contact may be included.

# Special Event Requirements

Park events may impact various city departments, the public, or even other agencies in the community. The following list provides examples of items that may be required in addition to your Park Event Permit. This list is for your information only based on the typical characteristics of a special event and may not completely address the requirements for your unique event. Any additional requirements will be identified during the Park Event Planning Team meeting.

## **Park Event Permit**

You are required to obtain a Park Event Permit from the City of Menifee if you plan to conduct your event on public property, if any of the following apply:

- Large crowds (100+) are expected;
- Traffic patterns could be affected; will your event follow a route?
- There will be amplified sound.
- Event includes vendors, merchants, entertainment

## **Street Closures**

Requires permission from Police, Fire, and Traffic Engineering. Notices must be given to residents and businesses along the closure route at least 30 days before event. Permit must be submitted to the Community Services Department at least 30 business days before the event.

## **Concessions and Food Vendors**

A Menifee Business License must be obtained. Each booth operator is required to obtain and display a permit. All food services within the City of Menifee, must follow the County of Riverside Department of Environmental Health regulations. Contact the Health Department at (951) 358-5172 or visit [www.rivcoeh.org](http://www.rivcoeh.org) for more information. It is the responsibility of the applicant to obtain the appropriate Health Department release, if food is being provided. In addition, food handler safety certification must be obtained. If a professional caterer (s) will be hired for this event, or food vendors will be present, please provide the following:

- Health Permit (TFF Temporary Food Facility Permit)
- Certificate of Insurance and Additional Endorsement Certificate (MUST meet City Requirements, Organization and Vendor Requirements)

## **Alcohol**

No alcohol will be allowed at this time.

## **Craft Booths**

For those events that will be selling items, a business license must be obtained from the City of Menifee. In addition, a Temporary Seller's Permit is required 30 business days before the event.

## **Amenities**

Park amenities such as restrooms and play grounds are open to the public during event. Fields and diamonds are not part of the rental; separate application and fees will apply.

## **Traffic Control and Parking Plan**

City of Menifee Community Services Department may designate parking areas for the event, and these areas will be included in the Traffic Control and Parking Plan. Event parking will not be allowed in non-designated areas.

Two percent of all parking spots must be accessible for persons with disabilities. Where unpaved parking areas are used, paved areas will be used for accessible parking. Reference City Ordinance No.2009-51. Large events may required secure off-site parking and shuttle service if attendance exceeds thresholds as determined by Community Services Department. Review from Public Works will be required.

### Event Cancellation

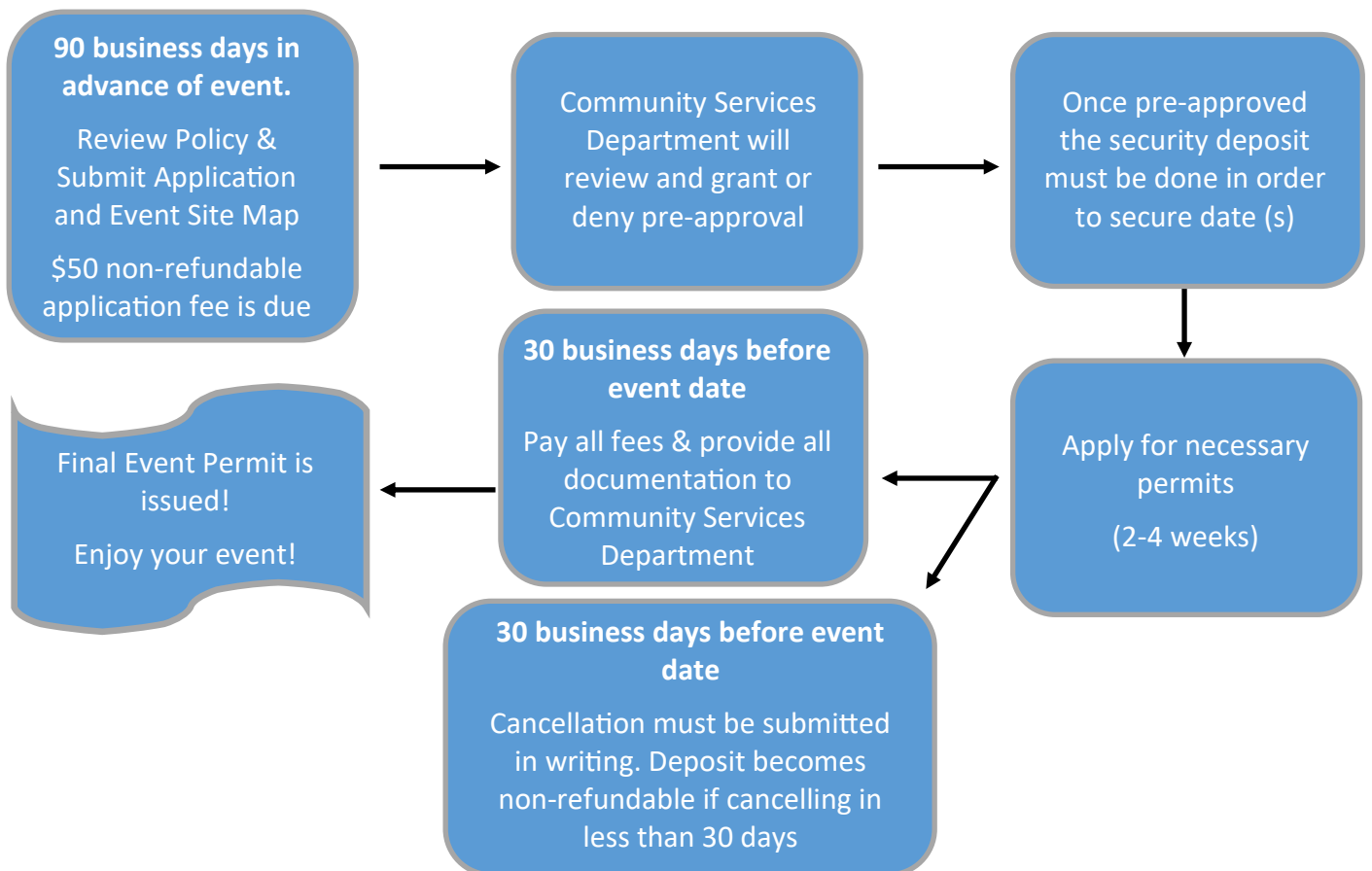
If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Community Services Department in writing no less than 30 business days in advance from your event. Deposit becomes non-refundable if cancellation occurs less than 30 days from event. A \$25 processing fee will be applied to any cancellations.

### Preliminary Application Review

Before a permit can be issued, the City of Menifee Community Services Department will review key aspects of your event as explained above. Please be sure to provide as much information as possible regarding the following:

- Route for emergency vehicle access;
- Crowd management and security;
- Cooking facilities and food preparation;
- Occupancy and spacing of enclosures;
- Use of tents, air-supported structures, canopies, or fabric shelter

The steps in the application process illustrated below are designed to inform you of community regulations and policies that will affect the proposed event. Please follow these steps to ensure the ease, safety, and success of your event.



## Basic Fee Structure

Fees are differentiated between residents and non-residents with standardized deposit rates. Larger, events charge a higher rate than simple, smaller events.

### Security Deposit and Fees

A security deposit is required at the time an applicant submits a permit application. The security deposit covers damage to the park caused by the event, and additional costs to City of Menifee Community Services not anticipated at the time the application was approved.

Non-refundable \$50 application fee. Due at time of initial request.

**The following fees only include a specific portion of the parks, if additional areas of the parks are needed, different fees will apply.**

Central/ Centennial/ Audie Murphy/ La Ladera Parks	Deposit	Minimum Hours	Hourly Fee (R)	Hourly Fee (NR)	Resident Non-Profit	City Sponsored
100-249 attendees	\$50	4	\$48	\$95	\$48	\$0
250-499 attendees	\$100	4	\$85	\$170	\$85	\$0
500-999 attendees (Central Park Only)	\$150	4	\$135	\$270	\$135	\$0
1000+ attendees (Central Park Only)	\$300	4	\$300	\$350	\$175	\$0

## General Information

These are the general policies for renting a city park. Each reservation is unique and the City of Menifee may require additional standards to be met based on the reservation.

Event Application	The Application is reviewed by the City of Menifee Community Services and others to ensure the event will be properly executed and is compatible with existing city goals and programming. This review will include an evaluation of the impact on public safety, traffic interruption, and other affected areas. Please provide as much detail as possible about the event, including a layout map, description, schedule, and contact information. By providing this information with your application, you can ensure the process will move as quickly as possible.
Portable Toilets	The City of Menifee will approve the number of portable toilets that will be required based on the maximum projected attendance and hours of operation.
Solid Waste	California requires events exceeding 2000 participants to divert recyclable materials. Ensure that your event provide waste sorting options and schedules collection services.
Vendors	Vendors must provide a Menifee Business License. Events with vendors supplying food must receive applicable permit from the Riverside County Department of Environmental Health. Proof of permit is required to be submitted to Community Services prior to event. Contact the Health Department at (951) 358-5172 or visit <a href="http://www.rivcoeh.org">www.rivcoeh.org</a>



Vehicles	No person shall stop, park, ride, or drive any motorized vehicle in a park or upon any surface other than those maintained and operated for the public use of vehicular travel. Reference Park Ordinance 2014-146 Chapter 13.
Adverse Conditions	Events are not cancelled due to adverse weather conditions.
Post-Event Clean Up	You may be required to submit a post-event cleanup plan before your Park Event Application can be approved. This plan is required to ensure the material preservation of city facilities, equipment, premises, or streets. Please include information regarding the disposal of solid waste and recyclables. You will be required a deposit to cover any damages to public property that may result from your event. If the cleanup plan is sufficient, and your previous events have a good record, the deposit may be waived by the City. Additional fees may be charged to the applicant if damages or time incurred exceeds the deposit amount on file.
Entertainment	In certain areas of the community, a noise limitation is required and all amplified sound must end by 9 p.m. Disturbing, excessive, or offensive noises will be controlled and conditions imposed.
Set Up & Deliveries	The renter or event representative for your organization must be available to accept and inspect deliveries. Deliveries can only be made during operating hours during the time (s) your area is reserved. Overnight deliveries or set ups are not allowed. Any theft, damage, or loss of rental items left at City of Menifee parks is the responsibility of the renter. The City of Menifee assumes no liability for loss or damage of rental or personal items (tables, chairs, serving equipment, etc.). No storage is provided.
City Observed Holidays	City parks may close or reduce hours for holidays and may not be available for rent. Holidays typically include: New Year's Day, Martin Luther King Jr., Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. City events take precedence at the time of approval.
City Logo	The name of the City of Menifee, Menifee logo, trademarks or other distinguishing marks may not be used by renters, except when noting the address on flyers, maps, etc. Pre-Approval for any flyers and/or signs is required.

## Liability

Certain activities will require liability insurance in addition to the standard rental agreement. The City of Menifee retains the right to require additional insurance for any reservation.

### 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.

Limits not less than \$1 million per occurrence. The Certificate of Insurance must name the City of Menifee, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of 7 or better. Additional insurance coverages or levels may be required based on event.

All insurance documents must be submitted no later than 30 days prior to the event.

# City of Menifee Outdoor Rental Policy

## HOLD HARMLESS AGREEMENT

In consideration of the City of Menifee, California, allowing me to rent City facilities, I/we voluntarily assume all risk of loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Menifee, California, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, regardless of whether such loss, damage, or injury is caused by the negligence of the City of Menifee, its officers, agents, and employees or by any other cause. Therefore, the following UNDERSTANDING must be agreed upon before permission to use the park is granted.

I have read the General Regulations, Reservation Policy & Procedures, General Statement of Understanding, and I agree to abide by these conditions. Non-adherence may result in cancellation of my event. Renter will be held responsible for damage and non-adherence to regulations. In addition, I understand that the City of Menifee is not responsible for any services not directly related to the City of Menifee that may be used for my event (i.e.: business cards on site for event contacts).

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**Signature**

**Print Name**

**Date**

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**Signature of Staff Approval**

**Date**