



CITY OF ESCONDIDO
 201 North Broadway
 Escondido, CA 92025
 760-839-4691
 recreation@escondido.org

FOR INTERNAL USE ONLY
SPECIAL EVENT PERMIT NO. _____
Active Permit No. _____
Non-Refundable Processing Fee Paid: \$75 / \$150 / \$300

SPECIAL EVENT PERMIT APPLICATION

Completing this application does not guarantee approval of your Special Event.

EVENT INFORMATION

Name of Event: _____

Location: _____

Event Date(s): _____

Event Hours: _____ to _____

Setup Time: _____ to _____ *(special permission is required to set up the day before)*

Breakdown Time: _____ to _____ *(special permission is required to breakdown the day after)*

Description of Event: _____

Total Anticipated Attendance: _____

Is event open to the general public? Yes No

Entry/Registration/Admission Charge? Yes No

Is event rain or shine? Yes No

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization: _____

Is organization non-profit? *(501c3 form will be required)* Yes No Non-profit/EIN #: _____

Address: _____ City/State/Zip: _____

Primary Phone: _____ Cell Work Home

Secondary Phone: _____ Cell Work Home

Applicant's Name: _____ E-Mail: _____

On-site Contact *(if different from applicant)*: _____ Mobile #: _____

Will provide Special Event insurance Interested in purchasing Special Event insurance from the City (staff will contact you)

Applicant shall indemnify, defend, and hold the City of Escondido, its mayor, city council, officers, agents, and employees harmless from and against any claim or demand for loss, liability, or damage, including claims for bodily injury, wrongful death, or property damage, arising out of or resulting from: (a) any act or omission on the part of Applicant relating to Applicant's use, occupancy, maintenance, or enjoyment of the right-of-entry area or premises; (b) any failure on the part of Applicant to maintain the right-of-entry area or premises and areas adjacent thereto in Applicant's use and control, and including any accident, fire or nuisance growing out of or caused by any failure on the part of Applicant to maintain the area or premises in a safe condition; and (c) from and against all actions, suits, damages, and claims by whomsoever brought or made by reason of Applicant's non-observance or non-performance of any of the terms, covenants, and conditions of this right-of-entry or the rules, regulations, ordinances, and laws of the federal, state, municipal or county governments.

Whenever required by the City, Applicant shall provide liability insurance in a form acceptable to the City Attorney.

Applicant for the above organization and all members agree to abide by the policies and procedures as set forth. Applicant certifies that all information provided on this application is true and correct.

Applicant's Signature: _____ Date: _____



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SPECIAL EVENT CHECKLIST

Please answer every question. If "yes", provide additional information, as needed.

Will your event include:	Yes	No	Additional Information
Alcoholic Beverages <i>(Must complete additional Permit for the Use and Sale of Alcoholic Beverages)</i>			
Amplified Sound / Music			
Animals			
Barbecue			
Bicycle Ride / Race <i>Traffic Control Plan required? Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>(if yes, see Street Closure section, page 3)</i>			
Canopies / Tents <i>(Fire Department permit required for tents over 200 sq. ft. & canopies over 400 sq. ft)</i>			
Car Show			
Carnival Games			
Concert			
Electrical Hookup			
Fencing <i>(Requires fire inspection)</i>			
Food and Beverages Provided <i>(check all that apply)</i> <input type="checkbox"/> Food Brought In/Cooked On-Site <input type="checkbox"/> Food Vendors/Caterers <input type="checkbox"/> Food Trucks			
Inflatables / Special Equipment <i>(e.g. dunk tank, rock wall, mechanical rides, etc.)</i>			
Movie <i>(additional lighting required after dark, plus license for movie screening)</i>			
Parade			
Performers / Dancers			
Procession			

Will your event include:	Yes	No	Additional Information
Raffle / Drawing for Prizes <i>(Additional permit required)</i>			
Retail Sales Booths / Vendors <i>(check all that apply)</i> <input type="checkbox"/> Information Only Booths <input type="checkbox"/> Sales/Vendor Booths			
Run / Walk			
Stage / Scaffolding <i>(circle all that apply)</i>			
Security Provided <i>(check all that apply)</i> <input type="checkbox"/> Day-of event <input type="checkbox"/> Overnight			
Street Closure / Traffic Control <i>(Must complete additional Special Event Encroachment Permit Application)</i>			
Use of Private Property			
Vehicular Access in Park <i>(special permission is required to drive vehicles on grass –provide additional information)</i>			
Other (provide additional information)			

Additional Requests / Comments: _____
