



# CITY OF RIVERSIDE

## SPECIAL EVENTS APPLICATION & PERMIT PACKET



### Conducting a Special Event in Riverside

Would you like to host a Special Event in the City of Riverside? Successful events depend on good planning. This Special Events Packet provides instructions to guide and assist you in the preparation and processing of your Special Event Permit. Several City, County and State agencies have an interest in your special event

The type of event and the kinds of activities you are planning determines which agencies you may need to contact.

Remember, you may also need other permits from other agencies such as Riverside County Health Department, Alcohol Beverage Control, or the Riverside Fire Dept.

**Please read all of the Information packet and instructions before you begin completing the application form.**

Most common questions will be answered as you read through all the information. After reading all the information packet, if you still have questions, you may call the Special Events Coordinator at

**951/ 826-5649**

**This application form and all pertinent documents must be brought in person to the Special Events Coordinator at**

**Development Department  
5<sup>th</sup> Floor - 3900 Main Street  
Riverside, CA 92522  
Monday-Thursday, 8 am – 4 pm**

**There are no shortcuts to the processing of an application for a Special Events Permit!**

**Please print the Special Events Permit Packet in its entirety!**

# Table of Contents

1.	INSTRUCTIONS.....	3
2.	CITY DEPARTMENT APPROVALS.....	7
3.	NOTICE OF TEMPORARY STREET CLOSURE.....	8
4.	PERMIT NUMBER.....	9
5.	DESCRIPTION.....	9
6.	CONTACTS.....	10
7.	CONTACTS.....	11
8.	LOCATION.....	11
9.	SITE PLAN.....	12
10.	SECURITY PLAN.....	13
11.	TRAFFIC PLAN.....	14
12.	FIRE DEPARTMENT.....	15
13.	ALCOHOLIC BEVERAGES.....	15
14.	FOOD SERVICE.....	16
15.	ANIMALS.....	16
16.	MEDICAL PLAN.....	17
17.	AMPLIFIED NOISE.....	18
18.	SANITATION.....	18
19.	CLEAN UP.....	18
20.	ADDITIONAL INFORMATION.....	19
21.	AGREEMENT OF APPLICANT – (REQUIRED).....	20
22.	INDEMNIFICATION AGREEMENT – (REQUIRED).....	21
23.	BLOCK PARTY/ NEIGHBORHOOD EVENT, PETITION FOR TEMPORARY STREET CLOSURE.....	22
24.	ROUTING FORM FOR DEPARTMENT APPROVAL.....	23

## 1. INSTRUCTIONS

These instructions are to assist the applicant/organizer in the scheduling and planning of the special event. We have designed the application form, the procedure for filing the application and the payment of fees to be as simple as possible. We are available to assist you if you need help in planning or completing the permit application for the event.

**Applicant/Organizer will need a special event permit if the event falls under one or more of the following criteria:**

An athletic event such as a 5/10K run, marathon, bicycle race or fundraising walk that uses a city street, sidewalk, alley, or other street right-of-way, that obstructs, delays or interferes with the normal flow of vehicular or pedestrian traffic, or does not comply with traffic laws and controls.

1. A block party, that requires a closure of a street or portion of a street to vehicular traffic.
2. A street fair, circus, farmer's market, street market, art and craft show, exhibition (i.e. car show, air show), carnival, festival, indoor or outdoor musical concert or other social event or gathering that takes place on a city street, sidewalk, alley or other street right-of-way, city park or city facility and/or:
  - a. That is likely to obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic;
  - b. Whose participants are likely not to comply with traffic laws and controls;
  - c. That involves the use of, or impacts upon other public property or facilities and the provision of public safety services in the response thereto.

***To visit the Special Events website at [www.RiversideCa.gov/park\\_rec/special-events.htm](http://www.RiversideCa.gov/park_rec/special-events.htm) Print a hard copy of the entire Application Packet and the applicant/organizer should bring the entire Application Packet in person to the City's Park & Recreation Department. The website does not provide to electronically send the application to the Park & Recreation Department. You may also obtain a blank Special Event Application Packet by personally going to the Park & Recreation Department located at 3936 Chestnut St., Riverside, CA. To arrange an appointment with the Special Events Coordinator, please call 951/826-5649.***

**City of Riverside Development Department  
5<sup>th</sup> Floor – 3900 Main Street  
Riverside, Ca 92522**

(The website does not provide for the electronic sending of the completed application form).

Following this procedure will expedite the process. If you need assistance in obtaining or completing an application, please contact the Special Events Office a 951/ 826-5649.

The *completed* application, along with the *non-refundable* permit application fee, must be submitted to the Riverside Park and Recreation Department Special Events Coordinator not less than sixty (60) calendar days, but no more than (12) months, before the event date. The permit application fee is established by resolution of the City Council and may not be waived. (Payment can be made by check, major credit card or U.S. Postal money order, only. No cash Payments will be accepted). The current fees are:

Residential, non-commercial, or neighborhood block parties - \$10.00

- a. Non-Profit Events - \$50.00
- b. All other Events - \$75.00

In addition to completing the application form, and paying the non-refundable permit application fee, applicant/organizer is required to furnish insurance information before receiving the Special Event Permit. This includes, but is not limited to:

- 1.** Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

**The following two documents are required and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:**

**A. List as the Certificate Holder:**

**City of Riverside  
Development Department, Atten: Special Events Office  
3900 Main Street  
Riverside, Ca. 92522**

- B. Additional Insured Endorsement containing the following wording:  
"The City of Riverside, its officers, employees and agents are named as additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event."**

*A sample of the additional Insured Endorsement is attached for review.*

**Additional endorsements, that may be required:**

- C. If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- D. If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- E. If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

Note: The City of Riverside may be able to provide access to needed insurance coverage through a "Blanket" policy maintained by the City to provide coverage for Special Events.

## **2. Indemnification Agreement:**

An indemnification agreement may be required of any business or organization using City facilities or property for an exhibition, promotion of a commercial enterprise, or to raise money, regardless of purpose.

## **3. Security Plan: (please attach copy for review)**

Applicant/Organizer may be required to submit a security plan with your application if the services of the Riverside Police Department are required to close streets and/or direct traffic. It is required to submit a security plan if the event is of such nature or size as to require security personnel provided by the Riverside Police Department or a private security company. The security plan must be reviewed and approved by the Chief of Police. The Chief of Police may accept, reject, alter or impose conditions upon the security plan. Attach detailed plans and/or maps to the application. If necessary, contact 826-5225 for assistance with the security plan and street closures.

## **4. Clarification of Applicant's Status:**

Applicants (Organizations) claiming tax-exempt, non-profit status must attach a copy of their I.R.S. determination letter to the application.

## **5. Cleanup Deposit:**

A refundable cleanup deposit may be required prior to the issuance of the permit. Your clean up deposit will be returned if the area used for the event has been cleaned and restored to the same condition as existed prior to the event. Applicant/Organizer will be billed for any cleanup expenses incurred by the City, such as damage to City property, removal of no parking signs or barricades, etc. The cleanup deposit requirement may be waived if the Chief of Police believes or the Park & Recreation Department deem that such a deposit is not necessary.

A copy of the completed and approved permit application will be returned to the applicant/organizer and will serve as the permit itself. The person in charge of the event must have the copy of the permit with them and must be available on the event site at all times.

If the applicant fails to adhere to the policies and procedures established by the City of Riverside Ordinance #6102, known as the "Special Events Ordinance", or any condition or restrictions imposed on the permit by the Chief of Police, the permit may be revoked at any time by any supervisor of the Riverside Police Department or Park & Recreation Dept.

## **Additional Information**

**The following information may provide answers to most commonly asked questions and aid in the completion of the Special Event Permit Application process.**

If planning to use a City park, applicant/organizer must contact the City of Riverside, Development Department at 951/826-5649. The staff will be able verify if the particular facility you wish to use is available on the day of the event. And they will be able to provide information regarding the fees required for the use of a City Park facility.

If water and/or electric services are needed, other than those already present at the location of the event, applicant/organizer must contact the City of Riverside Utilities Department at 826-5781.

If applicant/organizer is planning to use temporary structures, electrical wiring, carnival rides or need a variance for any building code or Condition Use Permit, she/he must contact the City of Riverside Planning Department at **826-5371**.

If applicant/organizer is planning to use pyrotechnic displays (fireworks), generators, tents, or any cooking device that emits a flame, she/he must contact the Riverside Fire Department at 826-5371 for a Fire Department Permit.

If applicant/organizer needs any additional information regarding insurance requirements she/he must contact the City of Riverside, manager of the City's Risk Management Dept., at 951/ 826-5895.

If the event will take place in the Downtown Area of the City or between 1st & 14th Streets and Brockton Ave. and the railroad tracks, please contact the Downtown Partnership at 3666 University Ave Ste. 100, Riverside CA, 92501, (915)781-7335, E-Mail: [rdp@pe.net](mailto:rdp@pe.net).

After completing the Special Events Permit application and after obtaining the required insurance certificates, take the completed documents to each of the City departments on the attached contact sheet for signatures.

***Note: Print a hard copy of the entire Application Packet and the applicant/organizer should bring the entire Application Packet in person to the City's Development Department. The website does not provide to electronically send the application to the Development Department. You may also obtain a blank Special Event Application Packet by personally going to the Development Department located at 3900 Main St., Riverside, CA. To arrange an appointment with the Special Events Coordinator, please call 951/826-5649.***

## 2. CITY DEPARTMENT APPROVALS

- It is very important that you make an appointment with each person listed to ensure you will be seen and your application will be reviewed and signed on the attached routing form.

1. Joe Avila - Riverside Police  
4102 Orange Street, 92501  
826-5577  
[javila@riversideca.gov](mailto:javila@riversideca.gov)
2. Bob Jerz- Fire Department  
3775 Fairmount Blvd, 92501  
826-5321  
[bjertz@riversideca.gov](mailto:bjertz@riversideca.gov)
3. Fran Dunajaski- Traffic Engineering  
City Hall, 3900 Main Street, 92501  
826-5368  
[dfraz@riversideca.gov](mailto:dfraz@riversideca.gov)
4. Troy Brown- City Manager's Office  
City Hall, 3900 Main Street, 92502  
826-5553  
[tbrown@riversideca.gov](mailto:tbrown@riversideca.gov)
5. Dirk Jenkins- Planning Department  
City Hall, 3900 Main Street, 92501  
826-5371  
[djenkins@riversideca.gov](mailto:djenkins@riversideca.gov)
6. James (Jeb) Brown - City Attorney's Office  
City Hall, 3900 Main Street, 92501  
826-5567  
[jbrown@riversideca.gov](mailto:jbrown@riversideca.gov)
7. Gene Light- Risk Management  
City Hall, 3900 Main Street, 92501  
826-5896  
[gene@riversideca.gov](mailto:gene@riversideca.gov)

After you have obtained all the required signatures, the application must be submitted to the Special Event Office for review and processing. This office is located at the Riverside Development Department, 3900 Main St., Riverside, CA 92522.

Please call the Special Event Office at **826-5649** to schedule an appointment. Appointments are scheduled Monday – Thursday.

### 3. NOTICE OF TEMPORARY STREET CLOSURE

(This Document serves as proof of notice of the proposed street closure; it may be reproduced as needed)

#### Notice to Occupant:

The City of Riverside requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure. A temporary street closure has been requested for the listed streets on the following date(s) & time(s).

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_ to \_\_\_\_\_

Street(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The purpose of the proposed street closure is the: (Name of event): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Event Committee/Organization:  
Name and address:

\_\_\_\_\_

\_\_\_\_\_

#### Acknowledgment:

By signing below, the undersigned acknowledges receipt of the above Notice of Temporary Street Closure.

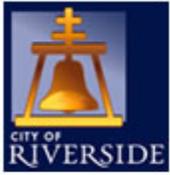
Authorized

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_



# CITY OF RIVERSIDE

## SPECIAL EVENTS APPLICATION & PERMIT PACKET

### 4. PERMIT NUMBER

Permit Number	Date of Application

### 5. DESCRIPTION

Name of Event:

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Date(s) of Event:

To

Time(s) of Event:

to

Type of Event:

<input type="checkbox"/> Run / Walk	<input type="checkbox"/> Concert / Performance
<input type="checkbox"/> Bicycle Race	<input type="checkbox"/> Farmers / Outdoor Market
<input type="checkbox"/> Parade / March	<input type="checkbox"/> Circus / Carnival
<input type="checkbox"/> Festival / Celebration	<input type="checkbox"/> Air Show / Car Show
<input type="checkbox"/> Block Party / Neighborhood Event	<input type="checkbox"/> Other

Description of Event:

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Is this an annual event?  
 Yes     No

Applicant must complete all required pages except as noted for Block Party/ Neighborhood Event. (See pages 1-9, 11 & 12).

## 6. CONTACTS

Name of the Organization Sponsoring the Event:

Is the organization a tax exempt, non-profit origination with an IRS 501(c) letter?

Yes  No

Name of Applicant					
Address					
City		State		Zip Code	
Phone		Cell		Pager	
Email					

The **Applicant** must provide a letter from the organization authorizing the representative to apply for this permit on its behalf.

Name of <i>Alternate Applicant</i>					
Address					
City		State		Zip Code	
Phone		Cell		Pager	
Email					

The Applicant or Alternate Contact must be available to answer questions regarding the event and the event application. They must also be available for any planning meetings scheduled prior to the event

A letter must be included that indicates the name and address of the organization or individual who is financially responsible for any event fees and costs.

## 7. CONTACTS

Name of <i>On Scene</i> Contact				
Address				
City		State		Zip Code
Phone		Cell		Pager
Email				

The **On Scene Contact** must be available at the event site and in possession of the approved special event permit. The **On Scene Contact** should have with them, the cell phone assigned to the above listed cell phone number during the event.

## 8. LOCATION

### Location Description

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Will your event take place on the Downtown Mall? (Main Street from 10<sup>th</sup> Street to 6<sup>th</sup> Street)

Yes     No

Will your event take place within the perimeter of 1<sup>st</sup> Street and 14<sup>th</sup> Street and Brockton Avenue and the railroad tracks?

Yes     No

If applicant/organizer answered yes to either of the above questions you, she/he will need to contact the Riverside Downtown Partnership in addition to obtaining this permit.

**Riverside Downtown Partnership**  
3666 University Avenue Ste., 100  
Riverside CA 92501  
(951) 781-7335  
[www.riversidedowntown.org](http://www.riversidedowntown.org)

## 9. SITE PLAN

### Site Diagram

Please complete a diagram of your event site. Use a piece of paper size 8 ½" x 11". The location of all stages, bleachers, grandstands, scaffolding, canopies, tents, portable toilets, booths, beer gardens, cooking areas and other temporary structures should also be indicated. Please also indicate and maintain a 20-foot wide emergency access lane throughout the event venue. Please indicate exit points for events that are fenced or that occur within tents or other structures.

### Anticipated Attendance:

Total

Daily

### Times:

Streets Closed

Event Ends

Setup Starts

Cleanup Ends

Event Starts

Streets Open

## 10. SECURITY PLAN

As the event applicant or organizer, **you** are required to provide a safe and secure environment for the event. This is accomplished by anticipating potential problems and concerns related to the event and the surrounding environment. The event may require the services of Riverside Police Officers, Crossing Guards, Police Service Representatives and or Public Works employees. Applicant/Organizer may also need the services of a Private Security Company for this event. Private Security Guards must be properly licensed.

**Have you hired a licensed professional security company to develop and manage your events security plan?**

Yes
  No

**If yes, you are required to provide a copy of the security company's valid Private Patrol Operators License issued by the State of California.**

<b>Name of Security Organization</b>					
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Phone</b>		<b>Cell</b>		<b>Pager</b>	
<b>Email</b>					

# 11. TRAFFIC PLAN

## Street Closures

Is your event going to restrict the regular flow of traffic on a city street or sidewalk?

Yes  No

If yes, applicant/organizer must notify residences and businesses affected by the event. If more than one business is affected, it is also necessary to notify the Greater Riverside Chamber of Commerce. Notice shall be given in a format approved by the Public Works Department. [\(Example Format\)](#)

<b>What street will be closed for your event?</b>

<b>At what intersections will the above street be closed?</b>	

Will your event involve the use of traffic safety equipment, (i.e.) barricades, etc.?

Yes  No

Is the applicant/organizer requesting the Riverside Public Works Department to provide the safety equipment?

Yes  No

If this event requires the closure of more than one street between two intersections, please include a detailed map of the event showing all intersections and roadway access points, the location of barricades and traffic control personnel. You will be required to obtain traffic safety equipment for the safe closure of the venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage etc. It is the responsibility of the applicant/organizer to obtain and to properly place this equipment prior to the beginning of the event. A traffic planner from the Police Department will assist you with your traffic plan if needed. (Please call for appointment).

The **Riverside Transit Agency (RTA)**, must be notified if street closures will affect bus routes. Contact RTA’s administrative office at 1825 Third St., Riverside, CA, 92501, or call 951/565-5000 and ask to speak to the Chief Operations Officer.

**All traffic control devices on all streets and highways open to public travel in California must conform to the California Department of Transportation, Traffic Manual, subject to the provisions of California Vehicle Code Sections 21100 through 21117, 21374, 21400 and 21401**

## Parking

It is important that you plan for the safe arrival and departure of event attendees, participants and vendors. As the event organizer, you should develop a parking and / or shuttle plan that is suitable for the environment in which your event will take place. Remember that parking, traffic congestion and environmental pollution are all areas of concern with events. You must include accessible parking and/or access in your event plans. You may obtain parking information at <http://www.riversideca.gov/residents.asp>.

## 12. FIRE DEPARTMENT

Will the event require electrical generators during the event?

Yes  No

Will fireworks, explosives or any other pyrotechnic device be used at the event?

Yes  No

Will the event require tents with over 200 square feet of material?

Yes  No

Will the event require tents or canopies with over 400 square feet of material?

Yes  No

Will there be use of cooking/other equipment that emits a flame, heat or spark?

Yes  No

If applicant/organizer has answered yes to any of the above Fire Department questions she/he will need to contact the Fire Marshall at the Riverside Fire Department (951) 826-5321 for further information

## 13. ALCOHOLIC BEVERAGES

Will alcoholic beverages be furnished or sold at the event?

Yes  No

Describe the plan to ensure the safe sale or distribution of alcohol at the event.


If serving or selling alcohol at the event , applicant/organizer must obtain a permit from:

Alcohol Beverage Control  
3737 Main Street, Suite 900  
Riverside, CA 92501  
(951) 782-4400  
<http://www.abc.ca.gov/>

## 14. FOOD SERVICE

Will food or beverages be provided or sold at the event?

Yes  No

Will the event be professionally catered?

Yes  No

If your event is being catered please provide the catering company name and business license number.

Name of Licensed Caterer:					
Address					
City		State		Zip Code	
Phone		Cell		Pager	
Email					

Applicant/Organizer must contact the Riverside County Department of Health for a permit if any food or beverages will be sold or distributed.

Department of Health  
4065 County Circle Drive  
Riverside CA. 92503  
Phone (951) 358-5172  
<http://www.rivcoeh.org>

## 15. ANIMALS

Will there be animals present, (i.e. Petting Zoo, circus, pony rides, dogs, other )?

Yes  No

The Riverside Municipal Code, Section 8.04.140 prohibits the public from bringing pets to Special Events. Applicant/Organizer must properly post signs to enforce this section.

**As an event applicant/organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.**

## 16. MEDICAL PLAN

Have applicant/organizer hired a licensed professional emergency medical services provider to develop and manage the event's medical plan?

Yes

No

If yes, please list:

Name of Licensed Medical Service Provider:					
License Number:					
Address					
City		State		Zip Code	
Phone		Cell		Pager	
Email					

Please describe the medical plan including your communications plan, the number, certification levels and types of resources that will be at your event and the manner in which they will be managed and deployed. The plan should include the hours of setup and dismantling of medical aid areas.


## 17. AMPLIFIED NOISE

Will the event have amplified sound at your event?

Yes  No

Will the event have live music?

Yes  No

Will the event have mechanical noise?

Yes  No

## 18. SANITATION

What provisions applicant/organizer made for sanitation facilities?


(Any Temporary Sanitation facilities placed at the event must be removed on the first business day following the event)

## 19. CLEAN UP

What provisions applicant/organizer made for cleanup after the event?

Who is the person responsible for cleanup?

Name of Person Responsible for Cleanup					
Business Name of Company Responsible for Cleanup:					
License Number:					
Address					
City		State		Zip Code	
Phone		Cell		Pager	
Email					

Event location and adjacent areas must be returned to "pre-event" condition.



## 21. AGREEMENT OF APPLICANT – (REQUIRED)

YES     NO

1. Applicant agrees, upon request, to provide a certificate of insurance providing Evidence of General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional Insured Endorsement naming the City of Riverside, its officers, employees and agents' as additional insured. The two documents must be submitted no later than (10) days prior to the event.

YES     NO

2. Applicant agrees, upon request, to submit a security plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participant, spectators, bystanders and passersby. This plan may be reviewed by the Police Department who may require alterations to the plan. Security measures may include, but are not limited to, the hiring of private security or Riverside Police Officers at the applicant's expense.

YES     NO

3. Applicant agrees, upon request, to provide a copy of their "Determination Letter" as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing itself as a "tax-exempt," "non-profit" and/or "charitable."

YES     NO

4. Applicant agrees, upon request, to pay a refundable "Clean-Up Deposit," at least ten (10) days prior to the event as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay clean-up costs, in excess of the deposit, incurred by the City as a result of additional clean-up required to return the event location and surrounding area to its pre-event condition.

YES     NO

5. Applicant agrees to notify all residents and businesses that will be affected by the street closure and/or amplified sound. If the event/closure will affect access to more than one business, the applicant must notify the Greater Riverside Chamber of Commerce.

YES     NO

6. Applicant agrees to supply warning signs and barricades and to situate them in such position that the road closure may be maintained in a safe and orderly manner. Such devices may be rented from companies listed in the telephone directory under "Traffic Safety Devices."

Applicant agrees to submit, upon request of the Park & Recreation Department, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge.

Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Riverside Ordinance number 6102, known as the "Special Events Ordinance," or any conditions or restrictions imposed upon the permit by the Riverside Police Department or the Park & Recreation Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by any supervisor of the Riverside Police Department or Park & Recreation Department.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

## 22. INDEMNIFICATION AGREEMENT – (REQUIRED)

This block for City use only

Yes

No

Have you attached a Certificate of Liability Insurance AND Additional Insured Endorsement to this application and sent an original to the Risk Manager's Office of the City of Riverside? Yes / No

[X] Applicant hereby requests waiver of insurance under the prohibitive cost exemption.  
**(BLOCK PARTY/NEIGHBORHOOD EVENT APPLICANT'S ONLY)**

In consideration of the granting of this Application and Permit for Special Event

for

\_\_\_\_\_ (insert name of event)

on

\_\_\_\_\_ (insert date or date of event)

the

\_\_\_\_\_ (insert name of organization)

shall protect, defend, indemnify and hold the City of Riverside, its officers, employees and agents (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgments, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorizing City Representative,

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## 23. BLOCK PARTY/ NEIGHBORHOOD EVENT, PETITION FOR TEMPORARY STREET CLOSURE

### (INSTRUCTIONS)

Signatures are required from all affected residents both on, and adjacent to, the proposed street closure. Signatures and addresses will be cross-checked, with the completed map, by the Police Department before final approval. If any affected residents have not signed this petition, indicate the address and reasons below (i.e.,: on vacation, unable to contact, disapproves of street closure, etc.). Add additional sheets if necessary.

Name of person(s) responsible for initiating this petition:

\_\_\_\_\_ (Name, Address & Telephone)

Street(s) involved: \_\_\_\_\_

Date of Closure: \_\_\_\_\_ Time from: \_\_\_\_\_ to \_\_\_\_\_

State briefly the purpose of the closure: \_\_\_\_\_

By signature of this petition for Temporary Street Closure, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Riverside, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage to any person or property arising out of or attributed to the closure of the above-noted street or the authorization therefore.

1.	(Name)	(Address)	(Telephone)
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

## 24. ROUTING FORM FOR DEPARTMENT APPROVAL

Permit Number		
Fire Department	Approved By:	Date:
Comments:		
Planning Department	Approved By:	Date:
Comments:		
Traffic Engineering	Approved By:	Date:
Comments:		
Risk Management	Approved By:	Date:
Comments:		
City Attorney's Office	Approved By:	Date:
Comments:		
Park & Recreation	Approved By:	Date:
Comments:		
City Manager's Office	Approved By:	Date:
Comments:		
Police Department	Approved By:	Date:
Comments:		
	Approved By:	Date:
Comments:		
	Approved By:	Date:
Comments:		