



City of Desert Hot Springs

65950 Pierson Boulevard, Desert Hot Springs, CA 92240 • www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

COMMUNITY AND CULTURAL AFFAIRS COMMISSION SPECIAL EVENT SUBMITTAL

This form must be submitted with an Agenda Submittal Form for a special event.

The item will not be placed on the agenda without the proper documentation.

Please fill out the section that pertains to your submission and provide supporting materials.

Event	
Event Name:	Complete this section if you are organizing an event (Note - a Special Event Application and/or Facility Use Permit with required documentation must be attached when submitting this form)
Event Description:	Be specific when adding a description for this event. Try to think in terms of Who, What, Where, When, Why and How.
Event Date/Time:	Add date and time of event
Responsible in Charge:	Add your name if you are responsible for the event and the name(s) of any others that will be organizing it with you.
Budget:	<p>Budget detail should be provided before the event. Sample:</p> <p>Total Budget: \$500 Chair/table rental: \$100 Printing: \$50 Food: \$100 Facility Rental: \$50 Security: \$100 Miscellaneous Expenses: \$100</p> <p>Approved receipts/invoices for the event should be returned to the Public Works Assistant immediately following the event.</p>

Please attach (mark each if applicable):

- ☐ Special Event Permit Application (with required documentation)
- ☐ Facility Use Permit Application (with required documentation)

Return the completed form to: Lynne Paul, Public Works Assistant
lpaul@cityofdhs.org
760-329-6411 x219