

REPORT TO THE COMMUNITY AND CULTURAL AFFAIRS COMMISSION



DATE: January 30, 2018

TITLE: Special Event Submittals

Prepared by: Public Works Administrative Assistant, Lynne Paul
Reviewed by: Community Development Director, Daniel Porras PE

RECOMMENDATION:

Discussion

BACKGROUND / DISCUSSION:

If the CCAC/Commissioner is organizing an event, it is expected for you to complete a Special Event Permit Application 60 days before the event and if using a City facility, a Facility Use Permit 45 days before the rental.

In addition, you must submit a projected budget on the Budget Submittal Form. This will help the Commission determine if an event is feasible and if it is in the scope of the current budgeted funds.

City staff will be happy to help you to complete the applications when needed.

EXHIBITS:

- 1) Special Event Permit Application Example
- 2) Facility Use Permit Application Example
- 3) Budget Submittal Form Example