



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:	Memorial Day Ceremony
Event Description:	Memorial Day Ceremony Veterans Memorial Park 10101 Palm Drive Desert Hot Springs, CA 92240
Event Date/Time:	May 28, 2018
Responsible in Charge:	Donna Poyuzina and Barbara Eastman
Budget:	<u>\$1,000</u> Easy Party Rentals (stage, skirt, folding chairs, canopy) - \$694.00 - estimate attached <u>List any remaining items here (\$306 remaining)</u>

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

Thank You

TOTAL \$694.00

SETUP BY 8:00AM AND 11:20 TAKE DOWN

White Folding Chairs

10x40 White Copy

Black Skirt

4x8 Stage 8" High w/Black Skirt

QUANTITY

2

32

1

120

1

TERMS:

Barbara Eastman (818) 486-4129
Desert Hot Springs CA 92240

Veterans Park
TO City of Desert Hot Springs

Easy Party Rentals
66184 Pierson Blvd
Desert Hot Springs, CA 92240
PH: 760-288-2271
Email: easypartyrentals1@gmail.com

PRICE

TOTAL

116.00

32.00

375.00

126.00

45.00

DATE	04/28/2018
SUBJECT/REMARKS	
DATE/DESCRIPTION	
DATE	