



## City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240  
Telephone (760) 329-6411 x219 www.cityofdhs.org

### FOR OFFICE USE ONLY

Case No.	SEP 13-18
Permit No.	2018-173
Fee	N/A
Check #/Cash/CC	
Approved/Denied	<i>[Signature]</i>

### SPECIAL EVENT PERMIT APPLICATION

Special Event Permit applications **must be submitted not less than 60 days** before the date of the Special Event and are required for conducting or managing any Special Event for all outdoor events or promotions of a limited duration and frequency which are located on public or private property. Such events include, but are not limited to, festivals, parades, carnivals, car shows, etc. and seasonal or promotional events. Such events require permits to ensure that they are operated in a safe and orderly manner and are not a detriment to the community.

### APPLICANT INFORMATION

Applicant/Responsible Party in Charge	Donna Poyuzina Chair, Barbara Eastman Co-Chair
Sponsoring Organization	CCAC
Applicant Street Address	65950 Pierson Blvd
	65950 Pierson Blvd
Applicant City, State, Zip Code	Desert Hot Springs, Ca 92240
Home Phone	760-671-8680
Work Phone	
Mobil Phone	818-486-4129
E-Mail Address	lbeastman@yahoo.com

### EVENT INFORMATION

Type of Event	Memorial Day
Date of Event	5-27-2019
Event Set-Up Start Time	7:30 am
Event Start Time	9:00 am
Event End Time	10:00 am
Event Break-Down End Time	
Nature and Purpose of Event	Memorial Day Service
Event Location	Veterans Park 10101 Palm Drive, Desert Hot Springs
Property Owner	City of Desert Hot Spring
Property Owner Address	65950 Pierson
	65950 Pierson
Property Owner City, State, Zip Code	Desert Hot Springs, Ca 92240

**EVENT INFORMATION (continued)**

Number of Street Closures - attach traffic control plan for review and approval (list all streets proposed to be closed)	cones for handicap drop off & parking on Palm and Cactus
Number of Generators - Fire Department Permit is required	
Number of tents larger than 400 Square Feet - Fire Department Permit is required	
Number of Stages - Fire Department Permit is required	
Number of Food Vendors - Fire Department/Health Department Permits are required	
Number of Cooking Operations - Fire Department/Health Department Permits are required	
Alcohol Beverages - Alcohol Beverage Control (ABC) License is required	
Description of Sound Equipment to be used	Pa System from DHS Police Dept. Podium Provided by the City of DHS
Description of Security Measures to be taken during event - attach letter from security vendor or Police Department if using Citizens on Patrol	Police Dept. Requesting COP for traffic direction

**Attach**

- ☐ Fire Department Permit (if applicable)
- ☐ Health Department Permit (if applicable)
- ☐ Alcohol Beverage Control (ABC) License (if applicable)
- ☐ Sample Marketing Material
- ☐ Site Plan (see sample below)
- ☒ Certificate of Insurance *City of DHS*
- ☐ 501(c)3 Tax Exemption Letter from IRS (if applicable)
- ☐ Letter from Security vendor or Police Department (if applicable)

Additional Comments

I have read and understand the guidelines by which a Special Event is permitted on the attached sheet and acknowledge that false or misleading information on this application shall be grounds for denying a Special Event Permit, or failure to comply with any conditions shall be grounds for the revocation of a permit.

**Name and Signature of Applicant**

Barbara Eastman

08/09/18

Name (please print)

Date

*Barbara Eastman*

Signature

**Name and Signature of Property Owner**

Name (please print)

Date

Signature

**SAMPLE SITE PLAN**

