



# COMMUNITY SERVICES DEPARTMENT Special Event Application & Proposal

## APPLICATION

**NOTE:** All Special Event Applications are required at least 180 days prior to the event and will be accepted up to 1 year in advance of the event.

**City Wide Special Event**  
(Open to the public)

**Private Event**  
(exclusive use to your organization)

**Organization Name (Full Legal Name)**

**Address (As Listed on Official Paperwork)**

**City**

**State**

**Zip Code**

**Contact Number**

**Email**

**Type of Organization**

Public Agency

Commercial Enterprise

Tax Exempt Nonprofit Organization

Committee

Club / Association / Organized Group

501 (c)(3) Tax ID \_\_\_\_\_

**Summarize the event purpose or goals for hosting the event.**

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**Representative Name**

**Title**

**Address**

**City**

**Sate**

**Zip Code**

**Contact Number**

**Email**

**APPLICATION**

Summarize the representative's experience in planning and implementing the proposed event, program or service or other project similar in size and scope.

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**List names and contact information of each person involved in planning and implementation. Attach copies of this form to include additional names as needed.**

<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
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<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	

## PROPOSAL

**Name of Event, Program or Service**

**Location**

**Date(s)**

**Hours**

**Load-In Date**

**Load-Out Date**

**Anticipated Attendance**

**Anticipated Total**

**Target Audience**

- Citywide       Downtown Anaheim       Other (describe): \_\_\_\_\_  
 West Anaheim       East Anaheim      \_\_\_\_\_  
 Neighborhood      \_\_\_\_\_

**Scope of Event**

- Open to the Public       Entertainment       Insurance  
 Alcohol Service       Admission / Fees      If approved, is the organization able to provide  
 Traffic Closures       Parade / March / Procession      proof of insurance?  
 Carnival Rides       Food / Merchandise / Crafts       YES       NO

**How will the event, program or service meet a community need?**

**How will the event, program or service benefit the Anaheim community?**

**What percentage of the event, program or service's attendees are Anaheim residents?**

**How many years has this event, program or service taken place?**

### Requested City Services

**Please describe additional services that will be needed.**

- |   |   |
|---|---|
| <input type="checkbox"/> City Staff (Parks, Custodial, Rangers, ect): | <input type="checkbox"/> Electricity/City Electrician |
| <input type="checkbox"/> Show Wagon                                   | <input type="checkbox"/> City Equipment               |
| <input type="checkbox"/> Police/Traffic Support                       | <input type="checkbox"/> Other (please list):         |

## Event Logistics

Describe and attach additional documents to include an event map, of the event logistical information. Please include the name of the rental company that will be used.

- Event Timeline (include set up and take down times):
- Food or Vendor Booths (list any booths and include locations on map):
- Sound or Entertainment (what time will amplified sound begin/include entertainer name):
- Sanitation (dumpsters, sinks, restrooms, ect):
- Police/Safety Plan:
- Traffic and Parking Plan:
- Electrical or Use of Generators

## Insurance Requirements

All multi-date users and single day special events must have Liability Insurance. Liability Insurance shall also be required for use of facilities or for activities/events involving moderate to high risk as determined by Department staff. Coverage shall meet the following requirements: Coverage shall be general liability, **\$1,000,000 combined single limit unless otherwise directed by Risk Management.**

1. Original certificate of liability insurance naming **the City of Anaheim, its officers, agents, employees, representatives, boards, commissions and volunteers 200 S. Anaheim Blvd. #433 Anaheim, CA. 92805**
2. Original endorsement form naming **the City of Anaheim, its officers, agents, employees, representatives, boards, commissions and volunteers 200 S. Anaheim Blvd. #433 Anaheim, CA. 92805** as additionally insured.

Evidence of coverage shall be provided **a minimum of five (5) working days** prior to the date of the event failure to comply shall be cause to automatically cancel the event. Organizations that cannot provide the correct insurance documents will have their permit revoked.

**APPLICANT AFFIDAVIT**

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting.

Anaheim Community Services  
Special Event Application  
200 S Anaheim Boulevard #433  
Anaheim, California 92805

**CERTIFICATION STATEMENT**

I certify the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Anaheim Municipal Code. I understand this application is made subject to the requirements, eligibility, application process and selection procedure.

I certify I am authorized to submit this application on behalf of the Organization and to be bound by the information contained herein, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Anaheim.

\_\_\_\_\_  
**Organization (Full Legal Name)**

\_\_\_\_\_  
**Organization's Representative**

\_\_\_\_\_  
**Representative's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Professional Event Organizer (if applicable)**

\_\_\_\_\_  
**Professional Event Organizer's Signature**

\_\_\_\_\_  
**Date**