

FOR INTERNAL VISE ONLY
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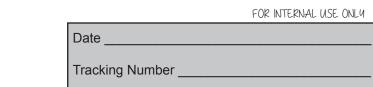
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## EVENT PROPOSAL - interactive form - save a copy first, then complete and email, mail or hand deliver

The Event Proposal is the first step in having your special event take place in the City of Monterey. This two page form will give us the information we need to determine if your event is feasible and can proceed through the permit process. The City's objective is to protect the public's health, safety and welfare by ensuring that events are compatible in size and type of use with their sites; impacts on neighbors and others are managed; adequate services are provided for the events and the events do not interfere with the City's ability to provide services to the entire community; mechanisms are available for cost recovery and use charges, while not unduly impacting the viability of events.

Please complete this two page interactive proposal and return it the City Manager's Office, 580 Pacific Street, or send it via email to **events@monterey.org**. We do our best to contact you within five business days regarding the status of your proposal. Once your proposal is approved, then you can begin the permit process. (See www.monterey.org/events for information on permit fees.)

APPLICANT INFORMATION						
Name	Cell Number					
Mailing Address		Alternate Number				
Company or Organization Name (if applicable)						
City	State	_ Zip E	mail			
Alternate Contact Name		Alterna	ate Contact Number			
EVENT LOCATION						
Required attachments:   1. A detailed site map describing name and add 2. If your event will take place in downtown Moness Association (OMBA) or the Cannery Row	nterey or Cannery Association (CRA)	Row, please include a and/or the Cannery R	letter of support from eithe ow Company (CRC) respe	er the Old Monterey Busi-		
Proposed site location						
EVENT INFORMATION						
Event Title						
Number of expected attendees		Rain date if applicable				
Event <b>Start Date</b> Time (Include setup and breakdown times)	AM PM	Event <b>End Date</b>	Time	AM		
Please check the events calendar at www.mon	terey.org/events to	o make sure dates and	d locations don't conflict wi	ith other events.		
Event Category: (check one)						
Athletic/Recreation Festival	Exhibit P	arade	nance Other			
<b>Event Description</b> Provide a narrative description as necessary.	of the full scope of yo	ur event with as much de	etail as possible in the space l	pelow. Attach additional pages		
				<del></del>		



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EVENT PROPOSAL	PAGE 2
EVENT SCREENING QUESTIONNAIRE - Please answer every question	
1. Will admission be charged (including any sort of pre-payment/registration) and/or is your event a fundraiser (for either a public or private entity)?	YES NO
2. Will ANY food, beverages, arts, crafts, or cultural items be available for purchase?	YES NO
3. Will any ALCOHOLIC beverages be given away or available for purchase?	YES NO
4. Will your event require loud speakers or amplified sound?	YES NO
5. Will your event require any film production at any time in the pre-, during, or post-event phases?	YES NO
6. Will your event take place on a city beach or in a city park?	YES NO
7. Will your event involve any onsite cooking or use of heating equipment?	YES NO
8. Will your event include use of tents or canopies?	YES NO
9. Will you need any special fencing or barricades?	YES NO
10. Will banners or other directional or informational signage be used before, during and/or after your event?	YES NO
11. Will you temporarily be using a property as a parking lot for an event?	YES NO
12. Will your event require a street or sidewalk closure?	YES NO
13. Will your event take place in a street with parking meters or require other parking restrictions (like towing cars from a parade route)?	YES NO
14. Will your event require the use of a public parking lot?	YES NO
15. Will your event require the use of a shuttle(s)?	YES NO
16. Do you anticipate this being an annual event?	YES NO
17. Is the applicant a non-profit registered with the State and/or with an IRS 501(c) status?	YES NO
18. Will you be using monitors who will be identified by a name tag and/or event t-shirt to direct participants?	YES NO
19. Do you plan on having on-site security at your event?	YES NO
20. Do you anticipate needing police present at your event?	YES NO
DITIONAL COMMENTS/INFORMATION:	ı

## ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that this Events Proposal is for preliminary review only, and does not guarantee that my event will be approved to move forward through the Events permit process. If approved, I understand that any change in the scope of the event must be reported to the City Manager's Office and additional permits may be required.

Applicant Signature \_\_\_\_\_\_ Date \_\_\_\_\_