



City of Coachella
1515 6th Street Coachella, CA 92236

SPECIAL EVENT REQUEST

Paperwork is to be completed and submitted no later than four weeks prior to the event

POINT OF CONTACT

APPLICANT Name: _____ Phone # _____

Street Address: _____ City: _____ State: ____ Zip: _____

Property Owner Name: _____ Phone # _____

Street Address: _____ City: _____

E-mail: _____ Fax #: _____

TYPE OF REQUEST

Individual Car Wash Business Garage / Yard Sale Non-Profit Org.
 Farmers Market Other _____ _____

Date of submittal ____/____/____

SPECIAL EVENT INFORMATION

Business Name (if any) _____

Location of Event (Hall/Facility/Address) _____

Event Description _____

Staff Needed: ____ Date(s) of Event ____/____/____ - ____/____/____ Event hours ____ to ____

Alcoholic Beverages Yes No Music/Band Yes No

Attendance: Less than 200 200-500 500-1000 1000-1500 1500+

REVIEWED BY: _____

DATE: _____

APPROVED DENIED BY: _____

DATE: _____

RECEIVED BY: _____

DATE: _____

NAME/ID #

FINANCE DEPARTMENT: 101-11-131-20-321-000

\$ _____ x _____ = _____
FEE # OF EVENT DAYS TOTAL CHARGES

RECEIPT #

DEPARTMENT SIGNATURE



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CONTACT PERSON(S)

Name: _____ Cell # _____ E-mail _____

DOCUMENT SUBMITTAL REQUIREMENTS
Department Required Documents

ABC Letter & Special Event Approval

Alcoholic Beverage Control: It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

- Letter from property owner or leasing agent, authorizing the proposed temporary event.
- Letter of "intent" describing the proposed event, including the following details:
 - Type of Event
 - Date(s) event will be held and hours of operation
 - Anticipated attendance
 - Alcoholic Beverages (Types that will be served)
 - Music and/or Bands
 - Security Plan (# of personnel)
 - Full dimensioned site plan, identifying the following:
 - Location and size of event site, including:
 - Lot dimensions
 - Closest intersection(s)
 - Vehicular and/or pedestrian access points
 - Location of alcoholic beverage sales (i.e. beer garden, booth)
 - Location of on-street/off street parking area(s)
 - Location of lighting, fencing (6'high max), and gates
 - Location(s) of tents/canopies, food services, drinking areas, restrooms/portable toilet Facilities, etc.
- Completed Riverside County Planning Department Event documents w/approved Signatures. (Needed for Special Event Approval – events involving 100+ in attendance)

Customer Note:

- o Cost estimates are provided by accounting staff. If they are not immediately available, you will be contacted as soon as practical with an estimate and payment guidelines.
- o Extra Duty requests must be submitted **TWO WEEKS** before the event date to allow for staffing and planning considerations, as well as supervisory review.

APPLICANT'S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct. Any false or misleading information shall be grounds for denial. I agree to comply with any and all Conditions of Approval.

I HAVE READ AND AGREE TO THE GUIDELINES FOR SPECIAL EVENTS

Applicant Signature: _____ Date: ___/___/___