



CITY OF CATHEDRAL CITY
68-700 Avenida Lalo Guerrero
Cathedral City, CA 92234
(760) 770-0396 – Phone
(760) 770-0399 - Fax

(Staff Use Only)

Case No.:

Related Files:

SPECIAL USE PERMIT FOR DOWNTOWN CATHEDRAL CITY

Please Read: It is advisable to submit applications for review 60 days prior to commencement of the use or event to ensure adequate review of the application. We must have a minimum of 30 days prior to the event. If you have any questions while completing this application, please ask a member of the Planning Department for assistance. In addition to this application, you must reserve a date for your event with the Communications/Events Manager. For recurring events, a schedule must be submitted every 3 months. In order for the City to process a Special Use Permit Application, the application fee must be submitted with the completed application. Depending on the type of event, you may also be required to provide a Clean-up/Damage Deposit. Please review the Downtown Fee Schedule for event use in the downtown area. The appropriate fee must be paid prior to the event. Incomplete applications will not be accepted (or process may be delayed). (PLEASE PRINT OR TYPE)

Name of Event:

CHECK TYPE OF EVENT

<input type="checkbox"/>	Festival	<input type="checkbox"/>	Art Show / Outdoor Market
<input checked="" type="checkbox"/>	Parade / Race / Marathon	<input type="checkbox"/>	Political Rally / Protest
<input type="checkbox"/>	Concert / Performance	<input type="checkbox"/>	Other _____(type)

AREA OF DOWNTOWN CATHEDRAL CITY TO USE (check all that apply)

<input checked="" type="checkbox"/>	Civic Center Plaza	<input checked="" type="checkbox"/>	Avenida Lalo Guerrero
<input checked="" type="checkbox"/>	Civic Center Paseo	<input type="checkbox"/>	George Montgomery Trail
<input checked="" type="checkbox"/>	Town Square Park	<input type="checkbox"/>	City Council Chambers
<input type="checkbox"/>	Amphitheater Park	<input type="checkbox"/>	3 rd Floor Parking Structure
<input type="checkbox"/>	Festival Lawn	<input type="checkbox"/>	City Employee Parking Lot
<input type="checkbox"/>	Festival Lawn Annex		

DATE(S) OF EVENT: 10/17/24

HOURS OF EVENT: 4 : 30 AM/PM through 5 : 20 AM/PM (If multiple days, please indicate dates and times below)

Street closure at Cathedral Canyon and Perez at 2:30 Parade starts at 4:30.

SET-UP DATE:10/17/24 2:30pm

TEAR DOWN DATE: 10/17/24 5:30pm

DESCRIPTION OF EVENT (This should be promotional in nature and cannot exceed 250 words):

CCHS homecoming parade. Featuring: elementary schools, nnc middle school, cchs groups, cchs floats, CCHS royalty, and more.

EXPECTED ATTENDANCE PER DAY (List all that apply):

DAY 1: Morning 300-400 Afternoon Evening

DAY 2 Morning Afternoon Evening

DAY 3 Morning Afternoon Evening

*In accordance to Emergency Preparedness Requirements, events with 1,000 or more attendees requires a minimum of two crowd control managers to properly direct and assist the event attendees in evacuation during an emergency.

Will your event sell beverages? Yes ☐ No ☒

If yes, please know that all events in Downtown Cathedral City must serve Pepsi products and must be purchased through the City of Cathedral City. Please contact Chris Parman (760) 770-0396 for more details.

Is your event open to the general public? Yes ☒ No ☐

Will your event sell concessions or food items? Yes ☐ No ☒

If yes, please know that the Cathedral City Community Amphitheater Concession Stand has an exclusive operator and has exclusivity on popcorn, kettle korn, regular hot dogs, and candy.

Do you have a business license with the City of Cathedral City? ☐ Yes ☒ No

If no, you must obtain an annual business license or a special event business license with the City.

Do you have subcontractors and vendors providing a service or selling a product?

☐ Yes ☒ No

If yes, each subcontractor and vendor must hold an annual business license or a temporary special event business license with the City.

Do you or a vendor of yours plan to serve or prepare food? ☐ Yes ☒ No

If yes, you must obtain proper permits from Riverside County Department of Environmental Health.

If yes, the Cathedral City Fire Department life safety / fire inspections must be conducted prior to food being served. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections.

Will alcohol be served? ☐ Yes ☒ No

If yes, you must obtain proper permits from California Department of Alcohol Beverage Control.

If yes, you must obtain Liquor Liability Insurance naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured.

If yes, you must have a minimum of one security officer checking identifications for proper age, one security officer per entrance and exit, and one security guard for crowd monitoring (a minimum of three security guards during all alcohol serving times).

If yes, who will be pouring and serving the alcohol? _____

Will your event utilize tents or canopies? ☐ Yes ☒ No

If yes, proper permits must be obtained by the Cathedral City Fire Department and life safety / fire inspections must be conducted prior to their use. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections.

The organizer of the event must ensure that all tents and canopies are properly weighted against wind gusts.

Will your event utilize bouncy houses, inflatables, slides, amusement rides or hot air balloons?

☐ Yes ☒ No

If yes, the Cathedral City Fire Department life safety / fire inspections must be conducted prior to their use. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections.

If yes, you must obtain liability Insurance denoting coverage for inflatables and naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured.

If hot air balloons, each hot air balloon must obtain insurance of no less than a \$1 million in liability coverage naming the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234

as an additional insured. A copy of the insurance certificate must be presented to the City before the hot air balloon can be utilized for the event.

Will your event have amplified sound and/or music? ☒ Yes ☐ No

If yes, the City's policy allows amplified sound and/or music between 7 am and 10 pm Fridays, Saturdays, and certain Sundays if the following Monday is a recognized national holiday. All other days, the hours of amplified sound and/or music are between 7 am and 9 pm. Amplified sound or music should be normalized to 89 decibels at the perimeter of the reserved area.

Will your event bring in a temporary stage, truss rig system, and/or lighting?

☐ Yes ☒ No

If yes, the stage installer and/or owner must obtain liability insurance of no less than \$1 million in coverage that names the City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City, CA 92234 as an additional insured.

Will your event use searchlights or laser lights? ☐ Yes ☒ No

If yes, searchlights and/or laser lights that shoot above 50 feet in the air need F.A.A. approval as Downtown Cathedral City is under the flight path of Palm Springs International Airport.

Will your event use fireworks or pyrotechnics? ☐ Yes ☒ No

If yes, proper permits must be obtained by the Cathedral City Fire Department and life safety / fire inspections must be conducted prior to their use. Call (760) 770-8200 Mon. - Thurs. 7:00 a.m. to 6:00 p.m. to schedule inspections. Additional liability insurance must be obtained.

SECURITY, PUBLIC SAFETY, AND SANITATION

Are you hiring security for your event? ☐ Yes ☒ No

If yes, the security company must have a valid Private Patrol Operator's License issued by the State of California. A copy of the license must be presented to the City prior to the event.

Please describe your security plan including crowd control, internal security or venue safety, age identification checks (if applicable) and or attach your plan to this application.

CCPD to provide street closures. CCHS administration and teachers facilitate organizing parade route ,
and crowd control. ,

- Please note that if you plan to use Cathedral City Police Department, the billable rate for police officers is \$135 per hour per officer. CCPD will bill the event directly. Partial or all anticipated payments may be due prior to the event. The availability of CCPD police officers for your event may not be guaranteed without prior notification of at least 30 days.

What is your First Aid or Medical Plan for your event?

Do you plan to provide portable toilets? ☐ Yes ☒ No

If yes, the number of portable toilets: _____

If yes, the number of ADA accessible portable toilets: _____

If yes, when are the portable toilets being delivered (Date and time): _____

If yes, when are the portable toilets being picked-up (Date and time): _____

If yes, will the portable toilets be serviced during your event? ☐ Yes ☐ No

Will your event allow for dogs? ☒ Yes ☐ No

How do you plan to collect and remove trash and debris during the event?

Students and ASB teacher pick up loose trash around the area. City facilities emptys trash cans.

- A clean-up/damage deposit of \$600 or more may be required.

EVENT ENTERTAINMENT

Do you plan to have any musical or speaking entertainment for your event? ☒ Yes ☐ No

If yes, please list the names of the band/performers, genre of music:

Name of Band / Performer/ Speaker

Genre of Music

CCHS BANDS

CCHS CHEER

CCHS DANCE TEAM

CCHS FOLKLORICO

A complete list must be provided to the City prior to the event. The City reserves the right to deny the performance of any band or act that has a history of creating public safety concerns. The City also has the right to require additional security and/or insurance coverage at the organizer's expense for acts that have a history of creating public safety concerns.

APPLICANT AND HOST ORGANIZATION

Host Organization: Cathedral City High School

Chief Officer of Host Organization: Guillermo Chavez

Host Organization's Website: Catcityhigh.com

Applicant Name: George Howell

Address Street:
69250 Dinah Shore Drive

City: Cathedral City State: CA Zip: 92234

Telephone Prior to the Event: (760-218-0425) - _____

During Event: (760-218-0425) - _____ Phone number of on-site representative who can be contacted during the event, for emergencies or event coordination.

Fax: (____) _____ - _____

Email Address: ghowell@psusd.us

Previous Events managed or operated by the Host Organization and/or Applicant:

Parade and Golden Lion Awards held at the city in previous years.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Cathedral City Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, 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 Cathedral City.

Printed Name of Applicant / Host Organization George Howell

Title Activities Director

Signature 

Date 7/11/24

SUBMITTAL REQUIREMENTS:

- ☐ Application Fee: \$510 – payable to “City of Cathedral City”
- ☐ Non-profit certification (if applicable)
- ☐ Clean-up / Damage Deposit (if applicable)
- ☒ Copy of site plan using map attached to this application (show stage, fencing, canopy/tent placement, food vendor locations, merchandise vendor locations, portable restroom locations, generators, etc....)
- ☒ Provide all necessary insurance coverages (must be submitted prior to the event)
- ☒ Proof of Insurance with a minimum of \$1,000,000 in liability coverage naming City of Cathedral City, 68-700 Avenida Lalo Guerrero, Cathedral City 92234 as an additional insured (must be submitted prior to the event)
- ☐ Proof of all applicable licenses and permits required by local, state and federal agencies (must be submitted prior to the event)
- ☐ Proof of Cathedral City Fire Department inspections and permits, if applicable (must be submitted prior to the event)
- ☐ Acknowledge that applicant cannot hang any object (lights, speakers, cabling, etc.) from the pipe grid above the amphitheater’s stage floor.

Downtown Map (Please mark the area you will be using)

