



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:

OUR LADY OF GUADALUPE PILGRIMAGE

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 checked="" type="checkbox"/> Other <u>PROCESSION</u> (type) |

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

- | | |
|--|--|
| <input type="checkbox"/> Civic Center Plaza | <input checked="" type="checkbox"/> Avenida Lalo Guerrero |
| <input type="checkbox"/> Civic Center Paseo | <input type="checkbox"/> George Montgomery Trail |
| <input 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: 12/12/2024 through 12/12/2024

HOURS OF EVENT: 7:30 AM/PM through 9:00 AM/PM (If multiple days, please indicate dates and times below)

EVENT SET-UP DATE: ___/___/___ TIME: ___:___ AM/PM

TEAR DOWN DATE: ___/___/___ TIME: ___:___ AM/PM

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

PROCESSION - WALK

EXPECTED ATTENDANCE PER DAY (List all that apply):

DAY 1: _____ Morning _____ 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 corn, 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.

- 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?

AMR AMBULANCE SERVICE

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

If yes, the number of portable toilets: 30

If yes, the number of ADA accessible portable toilets: 3

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?

WE WILL HAVE VOLUNTEERS COLLECTING AND DISPOSING TRASH AS NEED IT.

- 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

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: OUR LADY OF GUADALUPE PROCESSION

Chief Officer of Host Organization: REV. LOUIS SECURA

Host Organization's Website: _____

Applicant Name: OUR LADY OF SOLIMUOE CHURCH

Address Street: 151W ALEJO RD

City: PAWM SPANOS State: CA Zip: 92262

Telephone Prior to the Event: (760) 325-3816

During Event: (760) 333-7218 Phone number of on-site representative who can be contacted during the event, for emergencies or event coordination.

Fax: (760) 325-5316

Email Address: _____

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

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 Even 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

SONIA GONZALEZ

Title

PRESIDENT OF THE COMITE CENTRAL GUADALUPE

Signature

SONIA GONZALEZ 

Date

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.

Certificate of Coverage

Date: 8/29/2024

Certificate Holder

The Roman Catholic Bishop of San Bernardino, CA
A Corporation Sole
1201 East Highland Avenue
San Bernardino, CA 92404

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage

THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location

Diocese of San Bernardino
Our Lady of Solitude
1201 East Highland Ave
San Bernardino, CA 92404

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	8571	7/1/2024	7/1/2025	Each Occurrence	1,000,000
<input checked="" type="checkbox"/> Occurrence				General Aggregate	
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Parishes within the Diocese of San Bernardino "Our Lady of Guadalupe Pilgrimage - Procession Walk" on December 12, 2024.

Holder of Certificate

Cancellation

Additional Protected Person(s)

City of Cathedral City
67-700 Avenida Lalo Guerrero
Cathedral City, CA 92234

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail ³⁰ days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Paul A. Peterson

0309007848

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement	12/12/2024	Charge	Credit
Cancellation Date of Endorsement	12/13/2024		
Certificate Holder	The Roman Catholic Bishop of San Bernardino, CA A Corporation Sole 1201 East Highland Avenue San Bernardino, CA 92404		
Location Diocese of San Bernardino	Our Lady of Solitude	1201 East Highland Ave	San Bernardino, CA 92404
Certificate No.	8571	of The Catholic Mutual Relief Society of America is amended as follows:	

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an **Additional Protected Person(s)** the organization(s) shown in the schedule below.

Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Cathedral City
67-700 Avenida Lalo Guerrero
Cathedral City, CA 92234

Remarks:

Parishes within the Diocese of San Bernardino "Our Lady of Guadalupe Pilgrimage - Procession Walk" on December 12, 2024.

However, the following limitations apply to coverage:

1. The maximum limits of coverage provided by Catholic Mutual Relief Society of America to the **Additional Protected Person(s)** named in this endorsement shall not exceed the coverage dollar amount specifically required by contract or agreement and agreed to by the **Protected Person(s)**. In the absence of specific coverage limits within a referenced contract or agreement, the limits of liability afforded to the **Additional Protected Person(s)** must be listed on a separate Certificate of Coverage form attached to this endorsement. All limits of liability extended by this endorsement are inclusive of both Section II Coverage D and Section VII coverages (if applicable).
2. Unless specifically agreed to by contract or agreement, the coverage extended to the **Additional Protected Person(s)** by this endorsement is excess and non-contributory over any other available coverage or insurance.
3. This endorsement does not apply to any **Occurrence** outside the specific date(s) of a facility use agreement or terms of a lease.
4. This endorsement does not extend coverage to the **Additional Protected Person(s)** for **Occurrences** which cannot be attributed to primary acts or omissions of the **Protected Person(s)**.
5. Provided that a premises is utilized by the **Protected Person(s)** in a manner consistent with its intended purpose and in accordance with the applicable contract, agreement, or lease, this endorsement does not extend coverage to the **Additional Protected Person(s)** for premises defects or other **Occurrences** which could not be discovered by the **Protected Person(s)** with reasonable diligence.
6. The limited coverage afforded to the **Additional Protected Person(s)** by this endorsement only applies to the extent permissible by law and shall not apply to non-delegable duties unless specifically agreed to by contract or agreement.

This extension of coverage shall not enlarge the scope of coverage provided to the **Certificate Holder** under this Certificate nor increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this endorsement or extend beyond the cancellation date.