



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:

FIELDS OF VALOR

### CHECK TYPE OF EVENT

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

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

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

DATE(S) OF EVENT: 11/8/24 through 11/15/24

HOURS OF EVENT: \_\_\_\_ : \_\_\_\_ AM/PM through \_\_\_\_ : \_\_\_\_ AM/PM (If multiple days, please indicate dates and times below)

24 HOURS DAILY

EVENT SET-UP DATE: 11/8/24 TIME: 7:00 AM/PM

TEAR DOWN DATE: 11/15/24 TIME: 7:00 AM/PM

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

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EXPECTED ATTENDANCE PER DAY (List all that apply):

DAY 1: 150 Morning 20 Afternoon 20 Evening  
DAY 2: \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening  
DAY 3: \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening

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 Ryan Hunt (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.

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

CCFD

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

If yes, the number of portable toilets: 2

If yes, the number of ADA accessible portable toilets: 1

If yes, when are the portable toilets being delivered (Date and time): 11/8/24

If yes, when are the portable toilets being picked-up (Date and time): 11/15/24

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

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

Burrtec

- A clean-up/damage deposit of \$600 is 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.

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#### APPLICANT AND HOST ORGANIZATION

Host Organization: CATHEDRAL CITY EVENING ROTARY

Chief Officer of Host Organization: KAREN RILEY, PRES

Host Organization's Website: \_\_\_\_\_

Applicant Name: MITCHELL KING & KIMBERLY KRAUSE

Address Street: 27164 SHADOWCREST LN

City: CATHEDRAL CITY State: CA Zip: 92234

Telephone Prior to the Event: (760) 832 - 1191

During Event: (760) 832 - 1191 Phone number of on-site representative who can be contacted during the event, for emergencies or event coordination.

Fax: ( ) -

Email Address: ROTARYMITCH@GMAIL.COM

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

FIELDS OF VALOR 10+ YEARS

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#### 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 Mitch King CC, Evening Rotary

Title

co-chair

Signature

W. P. J.

Date

9-13-24

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**SUBMITTAL REQUIREMENTS (MUST BE RECEIVED 30 DAYS PRIOR TO EVENT):**

- ☒ Application Fee: \$618 – payable to “City of Cathedral City”
- ☐ Non-profit certification (if applicable)
- ☐ Clean-up / Damage Deposit: \$600 (will be returned if no damages incurred)
- ☐ 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)