



CITY OF CATHEDRAL CITY  
 (760) 770-0374  
 Fax - (760) 202-1460  
 68-700 Avenida Lalo Guerrero  
 Cathedral City, CA 92234-7031

(Staff Use Only)  
 Case No.: 15-025  
 Related Files:

## SPECIAL USE PERMIT FOR TOWN SQUARE

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. 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 Planning Department. 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 be required to provide a Clean-up/Damage Deposit. Incomplete applications will not be accepted (or process may be delayed). Per the City Council, Carnivals or Circuses are not allowed in the Town Square. All applicants for events in the Town Square must be Non-Profit Groups subject to Sections 501 (c) (3), 501 (c) (4), 501 (c) (5), 501 (c) (6), 501 (c) (7), 501 (c) (8), 501 (c) (10), AND 501 (c) (19) of the Internal Revenue Code. **(PLEASE PRINT OR TYPE)**

### CHECK TYPE OF USE OR EVENT

- Festival  
 Parade/Race/Marathon  
 Concert  
 Other Special Event Week of the Murrieta <sup>(WORK)</sup>

### DESCRIPTION OF USE OR EVENT

Location: Cathedral City Town Square  
 Date(s) of Event: 3/11/2017 through: 3/11/2017  
 Start of Set Up 6:30 am/pm Tear Down 12:30 am/pm  
 Hours of Event: Start: 9:00 am/pm through 12:00 am/pm  
 Anticipated attendees:  1-100  100-500  500-1,000  1,000-4,000  over 4,000  
 Will food be prepared or served:  Yes  No  
 Will alcohol be served:  Yes  No  
 Will there be live entertainment:  Yes  No Children & DJ  
 Will there be searchlights:  Yes  No  
 \*Searchlights need FAA approval and completion of their application. (See staff for FAA application).  
 If yes, provide a description of the live entertainment.

For the following, please use an attached sheet of paper to complete the responses (if necessary).

- Will there be loud speakers or amplification:  Yes  No  
 Will streets or driveways be temporarily closed:  Yes  No (If yes, provide details on attached Site Plan)  
 What kinds of temporary structures will be used and how will they be fastened to the ground?

Will the event require Police, Fire, or Public Works Department assistance?  Yes  No *We'd love to have them :)*

Will there be private security?  Yes  No *Just us :)*

The billable rate for police officers is \$65 an hour and will be billed to the applicant.

**SUBMITTAL REQUIREMENTS:**

- Application Fee: \$510. *This fee has been waived in the past*
- Non-Profit License.
- Clean-Up/Damage Deposit of \$600 may be required.
- 4 copies of Site Plan using form provided by staff (attached)
  - Please show location of the event, including buildings, temporary improvements, portable restrooms, vendor locations, parking areas and driveways.
  - Show any street closures on the attached Site Plan.
  - Show the location of any lighting, generators, and/or restrooms on the attached Site Plan.
  - Show location of refuse containers and dumpsters on the attached Site Plan.
- If event is on City property or public right-of-way, provide insurance policy or policies naming the, its officers, agents and employees as additional insured, issued by a company satisfactory to the City Attorney, and in an amount determined to be adequate for the risks involved in the activity, as determined by the Community Development Director.
- Proof of Insurance for \$1,000,000 for Liability. *Will get by 1/2017*
- Provision of Health Permits, ABC License, Building Permits and/or Resale Permits. All Riverside County Health Department requirements must be satisfied.
- Provision of any other Permits required by City, State, or Federal Governments.
- Food is prohibited from being served on the steps of City Hall.
- Signage Plan for street closures and directions to the event.
- Any event that has more than 3 occurrences needs approval from the City Council
- A quarterly schedule needs to be approved by the City for recurring events. This includes dates, times, and entertainers.

**ADDITIONAL INFORMATION**

(Provide any necessary general information regarding event or any special needs for the event. Attach additional sheets if necessary.)

*(WONC) Week of the Young Child. Free Family Event to honor & celebrate Early Childhood Educators, Children & families. The event host Family Friendly "Free" resource booths. Each booth host/provides an activity and resource for the children & families.*

**APPLICANT**

Name: Sarah V. Masley Phone Number: 760 644 8818

Company: Desert Day Care's Creating Connections Fax Number: \_\_\_\_\_  
*DBCC*

Address: 108385 Encinitas Rd City: Cath. City Zip Code: 92034  
momofaith@msn.com

**EMERGENCY CONTACT**

(Contact person should there be an emergency during the event)

Name: Sarah V Mosley Phone Number: 11 11  
Company: DDCC Cell Number: 760-641-8818  
Address: 108385 Encinitas Rd City: Cath-City Zip Code: 92034

I/we certify (or declare under penalty of perjury under the laws of the State of California) that the foregoing is true and correct.

Print Name: Sarah Mosley  
Signature: Sarah V Mosley

**DETERMINATION OF APPLICATION (Staff Use Only)**

ACTION TAKEN:  APPROVED  DENIED

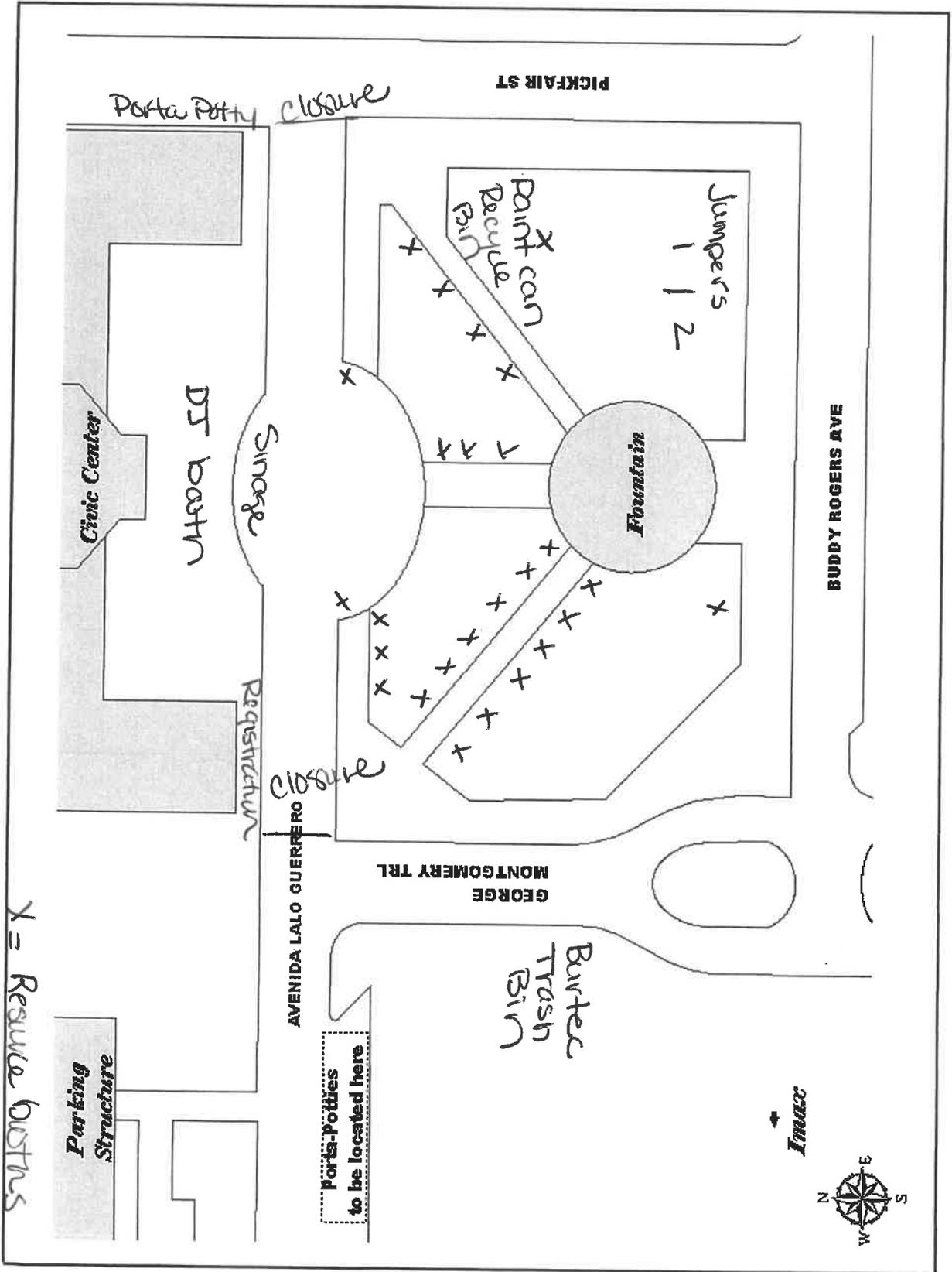
If approved, see attach Conditions of Approval.

If denied, provide reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Date/Time Received:	Received By:	Amount Received:	Receipt No(s):
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Sarah Mastey Huggell-818 mamastefarthe@mm.com.



X = Resource bustns

Join the Riverside County Child Care Consortium Eastern Region & Partners for . . .

# Day of the Young Child

Saturday, March 12, 2016  
9 am - Noon

## 3 Locations

### Cathedral City Town Square

68-700 Avenida Lalo Guerrero (next to the IMAX theater)  
Cathedral City, CA

### Coachella City Hall

1515 6th Street  
Coachella, CA

### La Quinta Community Park - Desert Recreation District

77-865 Avenida Montezuma  
La Quinta, CA



Free Snacks, Children's Parade, Entertainment,  
Kids Activities, Special Guests AND MORE!



For updates, visit -"Week of the Young Child, Coachella Valley" on Facebook