



Cathedral City

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.:
SUP # 18-022
Related Files:

SPECIAL USE PERMIT - GENERAL CITY LIMITS

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. 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 or its location, you may also be required to provide a Clean-up/Damage Deposit. 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

- Carnival / Circus
Block Party
Special Shows (vehicle display / auctions)
Parade / Race / Marathon
Concert / Performance
Art Show / Outdoor Market
Political Rally / Protest
Other Procession (type)

LOCATION OF EVENT:

Address: Hwy 111

Indoors Outdoors

DATE(S) OF EVENT: 12/12/18 through 12/12/18

HOURS OF EVENT: AM/PM through 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):

Guadalupeana Walk  
Palm Springs - Coachella

EXPECTED ATTENDANCE PER DAY (List all that apply):

DAY 1: over 1,000 Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_  
DAY 2: — Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_  
DAY 3: — Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_

Is your event attendance geared towards minors only? \_\_\_\_\_ Yes  No

If yes, event employees may be required to undergo background checks.

Is this a reoccurring event? \_\_\_\_\_ Yes  No

If yes, approval may be needed by the City Council. Please provide dates and schedule:

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, please specify the type of amplification: \_\_\_\_\_

**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 parts of 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.

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### 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.

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- Please note that if you plan to use Cathedral City Police Department, the billable rate for police officers is \$65 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 to accompany the walkers

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Do you plan to provide portable toilets?  Yes  No

If yes, the number of portable toilets: 30-40 mobile units ahead of group

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

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

We will have people collecting and disposing of  
trash as needed

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

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### 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: Our Lady of Solitude Church

Chief Officer of Host Organization: Rev. David Foxen msc

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

Applicant Name: Sonia Gonzalez

Street Address: 151 W Alejo Rd.

City: Palm Springs State: CA Zip: 92262

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

Telephone 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 of applicant: \_\_\_\_\_

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 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 Rev. David Foxen msc

Title Pastor

Signature Rev. David Foxen, msc

Date 7/13/2018

**PROPERTY OWNER**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- \_\_\_\_\_ Application Fee: \$300 if fewer than 500 attendees, \$600 if more than 500 attendees, OR \$100 for neighborhood block parties – payable to “City of Cathedral City”
- \_\_\_\_\_ Non-profit certification (if applicable)
- \_\_\_\_\_ Clean-up / Damage Deposit (if applicable)
- \_\_\_\_\_ Provide all necessary insurance coverages (must be submitted prior to the event)
- \_\_\_\_\_ Signed documentation from the property owner agreeing to the use as specified in this application.
- \_\_\_\_\_ 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)
- \_\_\_\_\_ **Please Provide a Site Map of Your Event** (this should include the following, if applicable):
  1. Buildings
  2. Temporary Improvements
  3. Portable Toilets
  4. Vendor Locations
  5. Parking Areas
  6. Driveways
  7. Stage
  8. Generators
  9. Any Street Closures / Signage Plan
  10. Lighting
  11. A.D.A. Path of Travel
  12. Trash Dumpsters

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

ACTION TAKEN: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

If approved, see attached Conditions of Approval.

If denied, provide reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date/Time Received	Received By:	Amount Received:	Receipt No(s):
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# Certificate of Coverage

Date: 7/18/2018

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

**Covered Location**  
 Diocese of San Bernardino  
 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

**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	
	<b>D. General Liability</b> <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8571	7/1/2018	7/1/2019	Each Occurrence	1,000,000
					General Aggregate	
					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)**

Coverage only extends for claims directly arising out of the Parishes within the Diocese of San Bernardino's participation in the Our Lady of Guadalupe Procession on December 12, 2018. Liability coverage only extends for claims occurring during the date and times of the listed event. The City of Cathedral City, its officers, agents and employees are listed as additional protected person(s) throughout the event duration, including setup and breakdown as it pertains to passive negligence only.

**Holder of Certificate**

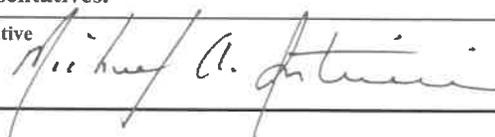
**Cancellation**

Additional Protected Person(s)

City of Cathedral City  
 68700 Avenida Lalo Guerrero  
 Cathedral City, CA 92234-7031

**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



0309006549

## ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 12/12/2018

Cancellation Date of Endorsement: 12/13/2018

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  
1201 East Highland Avenue  
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) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

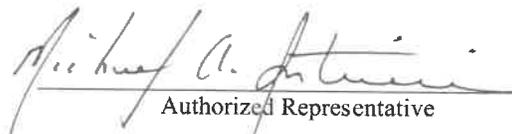
It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of 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 certificate of coverage endorsement or extend beyond the cancellation date.

### Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Cathedral City  
68700 Avenida Lalo Guerrero  
Cathedral City, CA 92234-7031

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims directly arising out of the Parishes within the Diocese of San Bernardino's participation in the Our Lady of Guadalupe Procession on December 12, 2018. Liability coverage only extends for claims occurring during the date and times of the listed event. The City of Cathedral City, its officers, agents and employees are listed as additional protected person(s) throughout the event duration, including setup and breakdown as it pertains to passive negligence only.

  
Authorized Representative