



## SPECIAL EVENT POLICY

The following guidelines are fixed by resolution of the Ontario City Council and are offered to assist you in planning your activity, which may impact public property. All such applications must be submitted to the Records Management Department a minimum of ninety (90) days in advance of your special event; or a minimum of forty-five (45) days if a **banner only** is requested.

**If your event is on private property, please contact the Planning Department at (909) 395-2036.**

**If your event is film related for on-location production for public viewing (features, television series, commercials, student films, or still fashion shoots) please contact the Fire Department Film Office at (909) 395-2562.**

### PROCESS:

All events proposed to be held on public property are subject to the following provisions:

1. Complete the Application Form and submit to the Records Management Department with a \$25 application fee.
2. Special Event Applications will be reviewed by City departments impacted by the event, and an estimated cost to the City will be reported to the Records Management Department.
3. A report will be prepared for City Administration.
4. Where there is a historical precedent, the City will consider waiver of some or all of the fees assessed by the various departments. *Section 5, Article 16 of the California Constitution provides that the City may not co-sponsor an event in aid of any religious sect, church or sectarian purpose; or help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed or church.* In the event a fee waiver is approved, the City must be named in promotional material as a co-sponsor of the event and the City logo affixed prominently to the advertisement. A copy of such promotional material must be on file with the City.
5. Before approval, a cleaning deposit and evidence of insurance may be required.

**BANNER POLICY:** The fee for hanging a banner is \$150. Banners may be hung on Euclid Avenue at "E" Street for a maximum period of two (2) weeks. The application must be received by the Records Management Department a minimum of forty-five (45) days in advance and shall include an original banner or a copy of the banner design for review. Please pick up your banner from Public Works within **14 days** after the scheduled removal date. If the banner is not picked up, it will be disposed of after 30 days.

Banners shall be made of canvas-type material, or an approved equal, and be a maximum of 36-feet long and 3-feet wide. At each corner a 10-foot x ¼ inch diameter nylon cord, or equivalent, shall be attached. All banners require snap hook at 24-inch intervals across the TOP and BOTTOM of the banner. A minimum of ten (10) 6-inch half-moon slits in the banner is needed to allow for the passage of air. After approval, please take your banner to: Public Works Agency, 1425 South Bon View Avenue (south of Mission Boulevard, east of Euclid Avenue) (909) 395-2600.

**FILMING:** If your event requires use of public property to film for private use, please include all details of the event on the application, and attach a map specifying the exact location.

**CLEANING DEPOSIT:** A cleaning deposit in the amount of \$100 may be required upon approval of your event request. It is fully refundable on the second working day after the event, if the public area/facility is left in its original condition.

**LANE OR STREET CLOSURE:** A Traffic Control Plan is required and is subject to approval by Engineering Staff. If revisions are required, they will be completed by Traffic Engineering and all costs will be applied to the fee for the event. If your event involves a lane or street closure, you must notify local businesses that will be impacted by your plans, no less than one week in advance of the event and proof of notification provided to the City.

- **NOTE:** All Lane/Street Closures, and any event involving alcohol, require police personnel on an extra-duty basis.

**CERTIFICATE OF INSURANCE:** Evidence of insurance is required for activities planned on City-owned property. Liability coverage that meets the requirements of the Risk Management Department in the minimum amount of \$1,000,000 must be submitted upon approval of the event.

**SAFETY REQUIREMENTS:** Our public safety agencies will be advised of your application and requirements upon their receipt in the Records Management Department. You may be contacted by the appropriate Fire Safety or Police Traffic Division personnel regarding your requirements. The Police Department may assess fees based upon the nature of your event and the requirement for a police presence. A Fire Safety inspection may be required prior to starting your event. At that time, the Fire Inspector shall determine the need for a fire safety stand-by officer. The cost of the fire safety stand-by officer shall be at the applicant's cost. Further information is available through the Traffic Sergeant.

## **THE ONTARIO CITY STAFF IS HERE TO ASSIST YOU TO MAKE YOUR EVENT AS SUCCESSFUL AS POSSIBLE**

For further information or assistance, please contact the Records Management Department, 303 East "B" Street, Ontario, CA 91764 (909) 395-2009

**SPECIAL EVENT APPLICATION**  
**(Please submit with \$25 application fee)**



Group/Organization: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and Zip Code: \_\_\_\_\_  
Phone: (day) \_\_\_\_\_ (cell) \_\_\_\_\_  
Email: \_\_\_\_\_  
Requested Day/Dates: \_\_\_\_\_ Fee(s) Rec'd \_\_\_\_\_  
Setup Time \_\_\_\_\_ Event Time \_\_\_\_\_ Clean-up Time \_\_\_\_\_

Briefly describe the planned event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe the area you plan to use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Will alcohol be served? YES \_\_\_\_\_ NO \_\_\_\_\_

Additional Requests: (Please check all that apply.)

Banner Dates Requested _____	Access to Water _____
Picnic Tables _____	Quantity _____
Trash Bins _____	Quantity _____
Trash Boxes _____	Quantity _____
Recycle Containers _____	Quantity _____
Electrical (30/100amp) _____	No Parking Signs _____
Lane/Street Closure(s) _____	

**HOLD HARMLESS AGREEMENT**

I, the undersigned, shall indemnify, defend, and hold harmless the City of Ontario and its officers, officials, employees and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with user's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, regarding use of the heretofore described event, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Ontario.

I also agree to provide Evidence of Insurance for \$1,000,000 minimum liability naming the City of Ontario as co-insureds.

I understand that this request is subject to approval of the Ontario City Council and may require fees as outlined in the City's Special Event Policy provided to me with this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**RETURN ORIGINAL TO**  
Record Management Department  
303 East "B" Street  
Ontario, CA 91764