



CITY OF REDLANDS

SPECIAL EVENT SUMMARY

To be submitted with initial request and/or Formal Park Reservation. Special Event application shall follow. City staff will review this summary to inform organizer of required permits and applications depending on specifics of event. Additional pages may be used if necessary.

Special Event Applications shall be submitted a minimum of 5 months prior to event. Submissions after the cut-off date may result in denial of event application.

Name of Event:

Organization hosting event:

Requested Dates(s):

Requested Event Start and End times:

Requested Event set up and clean up times:

Requested Location(s):

Event Type (*Description of event*). Attach event flyer if available.

List specific details of event components (i.e. food or other vendors, parade, live music, run/walk, etc.)

Vendors (mark all that apply, indicate anticipated number of vendors)

Food Vendors #

Vendors selling goods (*other than food*) #

Vendor Entry Fee to be charged. Amount:

Other (describe) #

Will Police or Fire staffing be requested? Yes No

If yes, describe purpose and estimated number, if known.

Will alcohol be served or sold? Yes No

If yes, what organization will be responsible for the beer garden?

Is an entry fee to be charged to the Public? Yes No If yes, indicate amount:

How will proceeds be used? What local organizations will benefit?

Information for organization point of contact

Name(s):

Phone:

Email:

Organization Social Media Username(s): *(Facebook, Instagram, Twitter)*

Any other pertinent information about event that will assist in review of event specifics

For City use only

Date Received

Requires City Council Approval

Yes

No