



City of Redlands

In-Kind Support Request

Event Name:

Event Date(s): Location(s):

Rain Out Date: Beginning Time: End Time:

Describe Your Request:

This completed form with all supporting documentation shall be submitted a minimum of 60 days prior to the scheduled event. Additional information may be attached to this application form, as needed.

Select and Describe All City Provided Services That May Apply to Your Request :

Traffic (Personnel, equipment, cones, barricades, no-parking)

Police (Public Safety Personnel)

Fire (Paramedics, Inspectors)

Parks (Cleanup Personnel, Ball Field Lights)

Facility

Refuse/Recycling (Event Receptacles, Roll-Off Service) acquired by Event Organizers through Redlands Customer Service

Section 13.65 of the Redlands Municipal Code requires that events that serve more than 2,000 individuals per day will be required to submit for review and approval a Large Venue Recycling Plan. The Quality of Life Department may require smaller events to comply with City recycling practices as a condition of waiving fees.

Other

Group/Organization Name:

Is your Group/Organization a Registered Non-Profit: Yes No Non-Profit Federal Tax ID Number:

Does your Group/Organization Presently Have Liability Insurance? Yes No *Please be advised that depending upon your request, you may be required to provide proof of insurance coverage in an amount determined by the City and naming the City as an additional insured.*

Has your Group/Organization received fee waivers from the City in the past?

Primary Contact Name & Title:

Mailing Address:

Phone Number: E-Mail Address:

As a part of our commitment to fiscal responsibility, the City of Redlands gathers data associated with the economic and social benefits associated with in-kind support. Please provide estimates, as applicable, for your event.

Positive outcomes for your organization from this

Describe what economic benefit and impact this event will bring to the City:

In April 2002, the City Council adopted Resolution No. 6038, which encourages groups or organizations requesting in-kind support from the City to use local businesses when procuring goods and services associated with the event. Receipts will need to be submitted through a follow up form. Failure to submit post event documentation (within 15 days) may affect future requests.

| | Proposed Event | Previous Event Actuals | Vendors |
|---------------------------------------|-----------------------|-------------------------------|----------------|
| Attendance: Redlands Residents | | | |
| Attendance: Non-Residents | | | |
| Food & Beverage Sales | | | |
| Merchandise Sales | | | |
| Ticket/Entrance Fees | | | |
| Other | | | |
| Total Revenue | | | |

I certify that all statements on this application are true and complete to the best of my knowledge.

Signature:

Title:

Please Print Your Name:

Date:

To Be Completed by the City of Redlands

Date Received:

Received By:

Notes:

City Manager Approval:

City Council Approval: