



CITY OF COLTON  
**SPECIAL EVENT APPLICATION**

GROUP/ORGANIZATION: \_\_\_\_\_

NATURE OF THE EVENT: \_\_\_\_\_

**\*\*\* PLEASE ATTACH EVENT SITE PLAN \*\*\***

REQUESTED DATE(S) - (DATE & DAY): \_\_\_\_\_

LOCATION, (INCLUDE BOUNDARIES): \_\_\_\_\_

START PREP TIME: \_\_\_\_\_ PROGRAM TIME: \_\_\_\_\_ to \_\_\_\_\_ CLEAN-UP TIME: \_\_\_\_\_ to \_\_\_\_\_

NO. OF AGENTS/WORKERS ON SITE: \_\_\_\_\_

ESTIMATED PARTICIPANTS/SPECTATORS: \_\_\_\_\_ NUMBER OF VENDORS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ ALTERNATE CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY & ZIP CODE: \_\_\_\_\_ CITY & ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

OTHER PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

DMV LICENSE # OR CALIF. ID # (CONTACT): \_\_\_\_\_ (ALTERNATE): \_\_\_\_\_

WILL ON-SITE BANNERS/SIGNS BE USED? (circle one) YES NO  
IF YES, WHAT SIZE, SHAPE, MATERIALS?

DESCRIBE AVAILABLE WATER & TOILETS: \_\_\_\_\_

DESCRIBE ANY SOUND AMPLIFICATION USED: \_\_\_\_\_

WILL FOOD/BEVERAGES BE SOLD? YES NO WILL ALCOHOL BE SERVED? YES NO

DESCRIBE PARKING/TRAFFIC CONTROL: \_\_\_\_\_

WILL WORKERS BE ON-SITE OVERNIGHT? YES NO IF YES, HOW MANY \_\_\_\_\_

WILL OVERNIGHT SECURITY BE REQUIRED? YES NO  
IF YES, NAME, ADDRESS & PHONE NUMBER:

HOW WILL THE EVENT SITE BE CLEANED? \_\_\_\_\_

WHAT ASSISTANCE IS REQUESTED FROM THE CITY? \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

The undersigned, on behalf of the applicant group, agrees to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the special event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. In the event that a claim is made against the City of Colton, its officers, employees, volunteers or agents by suit or otherwise, whether the same be groundless or not, arising out of such negligent or intentional act or omission, the applicant shall defend and indemnify the City, its officers, employees, volunteers or agents for any judgment rendered against it or any sums paid out in settlement or otherwise. The City shall choose its legal counsel in defending the City from any all liability, damage, penalty, expense or loss of any nature arising out of or in connection with the special event or approximately caused by the negligent or intentional act or omission of the applicant, any officer, employee or agent of the applicant, or any person who is under the applicant's control.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

DATE RECEIVED/INITIALS: \_\_\_\_\_ APPLICANT TO MEETING: \_\_\_\_\_

DATE(S) COMMITTEE MET: \_\_\_\_\_

EVENT CHECKLIST TO APPLICANT: \_\_\_\_\_ APPROVAL DATE/INITIALS: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_