



Special Events Requirements



COMPLETE ALL SECTIONS AND SUBMIT BY THE APPLICABLE DEADLINE. SUBMITTING AN APPLICATION DOES NOT CONSTITUTE APPROVAL. THE CITY WILL REVIEW AND MAY REQUEST ADDITIONAL INFORMATION. ALL INITIAL FEES AND COSTS MUST BE PAID PRIOR TO PERMIT ISSUANCE.

APPLICATION SUBMITTAL DEADLINES			
EVENT SIZE	EVENT ATTENDANCE	APPLICATION FEE	APPLICATION SUBMITTAL DEADLINE
REGIONAL	6,001 +	\$250	NO LESS THAN 180 CALENDAR DAYS AND NO MORE THAN 1 YEAR PRIOR TO THE EVENT
MAJOR	3,001 – 6,000	\$200	NO LESS THAN 120 CALENDAR DAYS AND NO MORE THAN 1 YEAR PRIOR TO THE EVENT
MODERATE	1,001 – 3,000	\$150	
MINOR	25 – 1,000	\$100	NO LESS THAN 90 CALENDAR DAYS AND NO MORE THAN 6 MONTHS PRIOR TO THE EVENT

APPROVED PARKS FOR SPECIAL EVENTS		
Park Name	Park Classification	Approved Event Sizes
Butterfield Park	Citywide Park	Regional, Major, Moderate, Minor
City Park	Citywide Park	Major, Moderate, Minor
El Cerrito Park	Citywide Park	Regional, Major, Moderate, Minor
Santana Park	Citywide Park	Regional, Major, Moderate, Minor
HCC North Lawn	Special Use <i>*STAFF FEES APPLY*</i>	Moderate, Minor
HCC South Lawn	Special Use <i>*STAFF FEES APPLY*</i>	Moderate, Minor
Brentwood Park	Community Park	Moderate, Minor
Citrus Park	Community Park	Moderate, Minor
Eagle Glen Park	Community Park	Moderate, Minor
Mountain Gate Park	Community Park	Moderate, Minor
Promenade Park	Community Park	Moderate, Minor

REQUIREMENTS - All requirements must be turned in on or by deadlines set forth by staff.

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COMPLETE APPLICATION, SITE PLAN & INITIAL DEPOSIT: The application must be fully completed with an event description and required signatures and must include a detailed site plan outlining the event footprint, structures, waste and restroom plans, traffic and parking, stages, signage, canopies, vendor areas, seating, sound systems, fencing, and all other event elements. All initial fees and costs listed in the City's Master Fee Schedule must be paid before a permit can be issued, and submitting or beginning the review process does not constitute approval.

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CERTIFICATE OF INSURANCE: Commercial General Liability insurance must provide at least \$1,000,000 per occurrence, with the general aggregate applied separately or set at twice that limit. Automobile Liability is required when applicable, and Liquor Liability is required whenever alcohol is supplied or sold. The CGL policy must include Additional Insured and Primary Insurance endorsements naming the City of Corona and its officials, employees, agents, and volunteers. Insurers must meet the City's minimum A.M. Best rating standards, and all certificates and endorsements must be submitted at least seven days before the event unless otherwise approved. The City may adjust insurance requirements when special risks or circumstances warrant it.

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BUSINESS LICENSE: All vendors, including the applicant if applicable, must possess a valid City of Corona business license. Proof of licensure must be submitted by the deadlines set forth by staff, and any vendor without an active business license will not be permitted to participate in the event.

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CFD APPROVAL: All special events are subject to review by the City of Corona Fire Department. The Fire Department will determine required fire safety measures based on event type, attendance, complexity, and unique safety issues. Applicants are responsible for all fire service costs specified in the permit and any additional measures ordered by the Fire Chief or designee.

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CPD APPROVAL: Alcohol service or sales require approval from the Police Department and, when applicable, authorization from the California Department of Alcoholic Beverage Control (ABC). Amplified sound may require a Police Department-issued permit in accordance with CMC Chapter 9.24. The Police Department will review public safety considerations and may require additional security measures or police staffing based on the event. All permits, staffing, and associated fees are the responsibility of the applicant.

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VENDOR LIST: Provide a complete list of all participating vendors (including Applicant if applicable), with business name, address, representative contact, and description of services. All vendors must hold a valid City of Corona business license. Food vendors must have required Riverside County health permits/certifications. Alcohol service/sales require ABC authorizations and Police Department sign-off.

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STAGES & TEMPORARY STRUCTURES: Building and electrical permits may be required for stages, platforms, bleachers, and structures over thirty (30) inches in height. Applicants must apply and pay all associated fees. Temporary signage may only be displayed during approved event hours and must not obstruct rights-of-way, ADA access, or entry/exit points. Applicant is responsible for damages caused by signage.

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WASTE MANAGEMENT & RESTROOMS: Applicants must coordinate with the City's Utilities Department to provide and manage trash and recycling containers and contract with Waste Management for disposal. The event site must remain clean during and after the event, and any additional cleanup required due to non-compliance is the applicant's responsibility. Restrooms must be provided at a rate of one per 400 attendees, and if public restrooms are insufficient, applicants must supply ADA-compliant portable units, with the City determining the appropriate number and placement.

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PAYMENT: An invoice will be issued once required documents are submitted and approved. Full payment of initial fees and costs must be made prior to permit issuance. Additional fees or costs incurred (e.g., damages or services beyond the original permit) will be billed after the event. Failure to pay may impact future permit approvals.

ADDITIONAL REQUIREMENTS MAY INCLUDE, BUT ARE NOT LIMITED TO: A SITE WALKTHROUGH, BUILDING PERMIT, ELECTRICAL PERMIT, TRASH BIN RENTAL, PORTABLE RESTROOM RENTAL, A DETAILED EVENT ITINERARY, AND SECURITY OR POLICE PRESENCE. REQUIREMENTS WILL BE DETERMINED ON A CASE-BY-CASE BASIS.

SPECIAL EVENTS PERMIT APPLICATION

ALL APPLICATIONS AND REQUIRED DOCUMENTS MUST BE SUBMITTED IN A TIMELY MANNER. FAILURE TO DO SO WILL RESULT IN THE DENIAL OF A PERMIT.

Circle City Center

365 N Main Street

Corona, CA 92880

Special.Events@CoronaCA.gov

BUSINESS OR ORGANIZATION NAME: _____

FULL NAME: _____ TITLE: _____

BUSINESS ADDRESS: _____ SUITE #: _____

OFFICE NUMBER: _____ MOBILE NUMBER: _____

EMAIL ADDRESS: _____ EIN NUMBER: _____

ONSITE CONTACT: _____ ONSITE CONTACT TITLE: _____

ONSITE CONTACT NUMBER: _____ ONSITE CONTACT EMAIL: _____

ALTERNATE CONTACT: _____ ALTERNATE CONTACT NUMBER: _____

EVENT DETAILS

TITLE OF EVENT: _____

EVENT DATE: _____ EVENT WEBSITE: _____

EVENT START TIME: _____ EVENT END TIME: _____

SET UP TIME: _____ CLEAN UP TIME: _____

EVENT LOCATION: _____

EVENT ADDRESS: _____

EVENT LOCATION #2: _____

EVENT ADDRESS #2: _____

NUMBER OF PERSONNEL/STAFF: _____ NUMBER OF VOLUNTEERS: _____

NUMBER OF ATTENDEES: _____ TOTAL EXPECTED ATTENDANCE: _____

TYPE OF EVENT (CHECK ALL THAT APPLY):

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ART SHOW

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ATHLETIC/SPORTING

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CAR SHOW/DISPLAY

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CARNIVAL/FAIR

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COMMUNITY OUTREACH

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HOLIDAY CELEBRATION

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FUNDRAISER

☐

CONCERT/PERFORMANCE

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NEIGHBORHOOD GATHERING

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FLEA MARKET

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PARADE/PROCESSION

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OTHER:

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE EVENT, INCLUDING ALL PLANNED ACTIVITIES, WASTE MANAGEMENT PROCEDURES, AND SECURITY MEASURES (Attach additional pages as necessary):

CHECK OFF ALL THE ELEMENTS THAT APPLY TO YOUR EVENT:

- | | | |
|--|---|--|
| ☐ ALCOHOLIC BEVERAGES | ☐ FOOD VENDORS | ☐ FENCING/ENCLOSURE |
| ☐ AMPLIFIED SOUND | ☐ SECURITY | ☐ REGISTRATION/ADMISSION |
| ☐ CANOPIES | ☐ AUCTION/RAFFLE | ☐ RESOURCE DISTRIBUTION |
| ☐ EXHIBITORS/SALES | ☐ GENERATORS | ☐ CARNIVAL RIDES/BOUNCE HOUSE |
| ☐ DRONES | ☐ ANIMALS | ☐ TRANSPORTATION/SHUTTLE |
| ☐ STAGE | ☐ FIREWORKS | ☐ PORTABLE RESTROOMS |
| ☐ SPECIALTY EQUIPMENT | ☐ ONSITE COOKING | ☐ LIVE MUSIC/PERFORMANCE |

AGREEMENT:

I certify that I am the authorized applicant and that all statements in this application are true. I agree to abide by all regulations and policies listed above or attached to this application. I acknowledge that an application fee is required upon submission of a special event application. This fee is non-refundable if the event is canceled by the applicant or if the applicant fails to complete the application process. By signing this agreement, I indemnify, hold harmless, and defend the city of corona and its agents and employees from all claims, including reasonable attorneys' fees and litigation costs, resulting from loss, damage, or injury to any person or property due to any action or omission by the applicant or associated organization.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

OFFICE USE ONLY

Date Received

Received By (Name)

Title

Approved By (Name)

Approved By (Signature)