



**CITY OF MONROVIA
COMMUNITY SERVICES EVENT APPLICATION**
Public Services Department
119 West Palm Avenue Monrovia, CA 91016
626.256.8246

Please complete the Special Event application, and submit to the Public Services Department at least 30 days before the first day of the event.

Organization Name: Monrovia Music Fest Non-profit For profit Other

Organization Address: 140 E Colorado #C Non-profit Tax ID# Monrovia CA 91016

Applicant Name: Carole Kaufman Email: _____

Applicant Phones: Work: 626-358-5822 Home: 626-233-2182 During Event: 6/233-2182

Applicant Address: 140 E Colorado #C Monrovia 91016

Applicant E-Mail Address: monrovia music fest @ gmail

Event Name: The Monrovia Music Fest

Please provide a detailed description of the proposed special event:

music, stage, food, food trucks, games, kids, jampers,
beer garden,

Event Day(s) & Date(s): Sunday June 4th 2017 Event Time(s): 12-8

Set-Up Date & Time: 8AM 6/4 Tear-Down Date & Time: 7:30pm 6/4

Event Location: Library Park fountain

ATTENDANCE: What is the expected (estimated) attendance for this event? Youth 50 Adults 500

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the equipment drop-off and pick-up locations and the route plan. (b) Show any streets that you are requesting to be closed/blocked off, and location of vendors, if any. A final map, if different, must be provided ten (10) days before the event. (c) Please show an emergency vehicle access lane. (d) You must obtain an encroachment permit from the Community Development Department.

STREET CLOSURES: Must be approved by MOTAB (Monrovia Old Town Advisory Board), Police Department, Public Works Department and Fire Department.

STREET CLOSURES: Start Date/Time: 8AM 6/4 through Date/Time: 9:30 6/4

(list streets and blocks requested for closure): Line Between Myrtle & parking lot -
~~Myrtle~~ PALM Between Myrtle & prairie

BARRICADES: You will be responsible to supply your own barricades, including proper set up and removal of the barricades. All barricades shall be removed within two (2) hours at the conclusion of the event. All barricades not removed 2 hours after the event shall be removed by the City who shall be reimbursed for all costs by the Organization and Applicant.

TEMPORARY NO PARKING SIGNS: Six (6) No Parking signs will be issued to the applicant when the special event application is approved. Additional NO PARKING signs may be purchased for \$1.00 each at City Hall and may not be placed using staples, nails or glue. Signs may be placed using wire ties, bailing wire or string.

STREET/POLE BANNERS: Will you be hanging a Street or Pole Banner? **YES** NO
If yes, you may obtain a street banner application from the Public Services Department. Completing and submitting the banner application does not constitute approval for hanging a street/pole banner.

VENDORS: Food concessions? **YES** NO Other Vendors? **YES** NO
If yes, please describe the type of food concessions being sold/distributed:

Food to Food trucks
ENTERTAINMENT: Are there any entertainment features related to this event? **YES** NO
If Yes, describe the entertainment features in detail:

bands / full sound system

Will there be amplified sound used by the entertainment? **YES** NO
(Check one) Live Band Recorded Music Other (describe): _____

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **YES** NO
If yes, are liquor license and liquor liability insurance attached? **YES** NO
If yes, what time? 8A until 8P

SECURITY: Community Services has the authority to require security personnel. Describe in detail the safety and security that YOU will be providing for the event: security guard to attend garden to check ID.

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**
If yes, how many? _____

EVENT INSURANCE MUST BE ATTACHED TO THIS APPLICATION:
An event sponsor, applicant and/or the Organization must provide a valid certificate of insurance naming the City of Monrovia as an additional insured on the policy of insurance with coverage limits and terms acceptable to the city, and execute a Hold Harmless and Indemnification Agreement with the City of Monrovia.

WILL send - email

COMPLIANCE WITH CITY AND STATE LAWS AND ORDINANCES: The applicant and organization shall comply with all applicable City and State ordinances, resolutions, laws, statutes, codes, conditions and requirements.

Signature Page follows

ORGANIZATION AND APPLICANT UNDERSTAND AND ACKNOWLEDGE THE CITY HAS THE RIGHT TO REJECT OR DENY THIS APPLICATION IF ANY OF THE REQUESTED INFORMATION IS NOT PROVIDED WITH THE APPLICATION OR THE INFORMATION PROVIDED IS NOT ADEQUATE OR ACCEPTABLE TO THE CITY. CITY RESERVES THE RIGHT TO REQUEST FURTHER OR ADDITIONAL INFORMATION ON THE APPLICATION BEFORE CONSIDERATION OF GRANTING, ACCEPTING, REJECTING OR DENYING THE APPLICATION.

CITY RESERVES THE RIGHT TO REQUIRE ORGANIZATION, APPLICANT OR BOTH PAY A DEPOSIT TO THE CITY WHICH SHALL BE HELD BY THE CITY AND WILL BE APPLIED TO ANY COSTS OR EXPENSES INCURRED OR PAID BY THE CITY IN CONNECTION OR RELATING TO THE EVENT. ANY UNUSED PORTION OF THE DEPOSIT SHALL BE REFUNDED TO THE ORGANIZATION, APPLICANT OR WHOEVER PAID THE DEPOSIT TO THE CITY.

Carole M

1/29/17

Signature of Organization Applicant

Date

Comments: _____