



TEMPORARY USE PERMIT APPLICATION

Permit No. BTUP-_____-_____

APPLICATION DATE: _____

NON-REFUNDABLE FEE: \$79 / \$27 (Non-Profit)

APPLICATION MUST BE SUBMITTED A MINIMUM OF TWENTY (20) DAYS PRIOR TO THE EVENT.

APPLICANT INFORMATION

ORGANIZATION / APPLICANT'S NAME		TELEPHONE NUMBER ()	
IF APPLICANT IS AN ORGANIZATION, PLEASE LIST THE PRIMARY CONTACT	TELEPHONE NUMBER ()	EMAIL ADDRESS	
ORGANIZATION / APPLICANT'S PHYSICAL ADDRESS	CITY	STATE	ZIP
ORGANIZATION / APPLICANT'S MAILING ADDRESS	CITY	STATE	ZIP

PROPERTY OWNER INFORMATION SAME AS APPLICANT

PROPERTY OWNER'S NAME		TELEPHONE NUMBER ()	
ADDRESS	CITY	STATE	ZIP

EVENT INFORMATION

LOCATION / ADDRESS OF EVENT	PRESENT USE OF PROPERTY (i.e. park, parking lot, etc.)	
EVENT NAME / DESCRIPTION		
EVENT DATE	EVENT TIME (Setup to Teardown) ____:____ AM/PM to ____:____ AM/PM	ESTIMATED NUMBER OF ATTENDEES

EVENT DETAILS

WILL THE EVENT INCLUDE ANY OF THE FOLLOWING ACTIVITIES:

VENDORS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , please provide a listing of your vendors with this application. Please include their business name, contact name, phone number and City of Barstow Business License No.
USE OF CITY PROPERTY OR RIGHT-OF-WAY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	The use of City property or right-of-way includes the use of public parking lots, parks, streets and sidewalks. If yes , please contact the City of Barstow's Engineering Department regarding the Encroachment Permit application process at (760) 255-5121 if use of a public sidewalk, street or right-of-way is being requested as part of your event. If use of a public park or park facility is requested, please contact the Parks & Recreation Department at (760) 256-5617 for information regarding use of a City facility.
STREET CLOSURE/ TRAFFIC CONTROL?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , please contact the City of Barstow's Engineering Department regarding the Encroachment Permit application process at (760) 255-5121.
ANIMALS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , please provide a listing with the number and types of animals. Also, please contact the Barstow Humane Society at (760) 252-4800 for approval/inspection.
VEHICLES/EQUIPMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , please provide a listing of the types of vehicles/equipment being used.
FOOD/BEVERAGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , please contact San Bernardino County, Environmental Health Services (EHS) Department at (800) 442-2283 for permitting requirements. A copy of the EHS permit must be furnished with this application.
ALCOHOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , please contact the State of California, Dept. of Alcohol Beverage Control (ABC) at (760) 324-2027. A copy of the ABC permit must be furnished with this application.
CARNIVAL RIDES	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , how many electrically driven? _____ Mechanically driven? _____ Please contact the City of Barstow's Building Department at (760) 255-5161 for information on obtaining the necessary Building and Fire Permits.
SIGNS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , how many? _____ Please identify location of signs on site plan.
LOUD SPEAKER(S)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes , how many? _____ Please identify location of loud speaker(s) on site plan.

EVENT DETAILS (Continued)

WILL THE EVENT INCLUDE ANY OF THE FOLLOWING ACTIVITIES:

TRASH/RECYCLE CONTAINERS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many?_____ Please identify location(s) on site plan. To setup trash/recycling services for your event, please contact Burrtec Waste at (760) 256-2730.
LIGHTING (Portable or Otherwise)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many?_____ Please identify location(s) and specify type on site plan.
PORTABLE STRUCTURES (Tents, Trailers, Portable Toilets)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Tents How many? _____ <input type="checkbox"/> Trailers How many? _____ <input type="checkbox"/> Portable Toilets How many? _____
USE OF PRIVATE SECURITY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please provide the following information: Name of Security Company _____ Phone Number: (____) _____ Business License No. _____

INSURANCE REQUIREMENTS

AMOUNT OF LIABILITY INSURANCE*:	NAME OF INSURER
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*If the event will be conducted within the City of Barstow's right-of way or on City property, the City must be named as an additional insured. A minimum of \$1,000,000 per occurrence and in the aggregate are required. Depending on the event, additional coverage amounts may be required.

A COPY OF THE INSURANCE CERTIFICATION MUST BE ATTACHED TO THIS APPLICATION.

APPLICATION SUBMITTAL CHECKLIST

- Completed and signed application. Please note that this application ***MUST BE*** signed by the property owner, in addition to the applicant. If the property owner is unable to sign this application, a ***notarized, original*** letter of authorization must be attached.
- Certificate of Insurance. If your event is located within the City of Barstow's right-of-way (i.e. sidewalks, streets) or on City property (i.e. parks, Harvey House or other City owned facility), the City of Barstow ***MUST BE*** named as an additional insured.
- ALL TEMPORARY USE PERMIT APPLICATIONS*** must be accompanied by a site plan of the event which shows the event route (if the event is a parade, race (or similar event), street fair or block party). Additionally, as applicable to the event, the site plan must contain the locations of vendors, tents, trailers, portable toilets, electrical equipment (i.e. generators, lighting, speakers, etc.), stages, signs, trash/recycle containers, animal cages, carnival rides and designated parking areas.
- Application for City of Barstow Encroachment Permit, Building Permit and/or Barstow Fire Protection District Fire Permit, if applicable.
- Vendor Listing, if applicable.
- Vehicle Listing, if applicable.
- Animal Listing, if applicable.
- Copy of Alcohol Beverage Control permit, if applicable.
- Copy of San Bernardino County Environmental Health Services Permit if food/beverage will be sold or furnished.

CERTIFICATION

I (we) hereby certify under penalty of perjury that the information contained herein is true and that incomplete or false information may result in delay of the application, or denial thereof.

I (we) hereby understand approval of this Temporary Use Permit includes conditions and that failure to comply with those conditions will result in revocation of the Temporary Use Permit.

I, (we) hereby covenant and agree that if any claim, action or proceeding shall hereafter be brought seeking to hold the City liable on account of any debt, liability or obligation, I (we) will defend the City at my (our) sole expense against any claim or demand, or threats thereof, whether or not well founded and hold the City harmless there from, together with reasonable attorney fees and costs in connection with any defense there against. Furthermore, I (we) shall indemnify and hold they City harmless from any such debt, liability or obligation.

I (we) further certify that we have read Chapter 9.45 of the Barstow Municipal Code and understand the provisions contained therein.

I (we) understand that it is our responsibility to obtain necessary permits and approvals that may be required by other agencies other than the City of Barstow (e.g., Barstow Fire District, Environmental Health Department, Alcoholic Beverage Control)

I, (we) further covenant and agree that if the City property or right-of-way is damaged, in the course of this event, I, (we) will repair and restore such property to its original condition. Alternatively, I agree that property will be restored by the City at permittee expense. I agree to pay City all such expenses as well as costs (attorneys' fees, etc.) associated with collection plus interest at prevailing rate.

APPLICANT'S SIGNATURE	PRINTED NAME	DATE
PROPERTY OWNER'S SIGNATURE	PRINTED NAME	DATE