



CITY OF HIGHLAND

Planning Division
27215 Base Line
Highland, CA 92346
(909) 864-6861
planning@cityofhighland.org

SPECIAL EVENT PERMIT APPLICATION

FEE: \$0

NOTE: Additional fees may be required if Police, Fire Department and/or other City services are required.

1. In addition, a Public Hearing at City Council, along with City Council approval, shall be required for issuance of a Special Event Permit for any event anticipated to accommodate 2,500 or more persons at any given time (Highland Municipal Code, Title 16, Section 8.130.B).
2. A minimum of one million dollars (\$1,000,000.00) of insurance and an approved General Liability Special Endorsement Form is required and can be obtained from the Assistant City Manager. The insurance must be provided and the City's approval of the Form must be completed prior to issuance of a Special Event Permit.

1. APPLICANT: _____ PHONE #: _____

2. CONTACT EMAIL: _____

3. MAILING ADDRESS: _____

4. DATE(S) OF EVENT: _____

4. GENERAL LOCATION OF EVENT: _____

5. DESCRIBE PROPOSED EVENT INCLUDING, PARTICIPANTS, HOURS OF OPERATION, DESCRIPTION OF EQUIPMENT AND MATERIALS TO BE USED IN THE EVENT AND EXPECTED ATTENDANCE. A SITE PLAN MUST BE INCLUDED WITH THE SUBMITTAL.

8. Signature: I certify; under penalty of perjury that the foregoing is true and correct.

I understand that my Permit may be voided for non-compliance with the conditions set for the in the approval of this Event.

Signature

Date

(FOR OFFICE USE ONLY)

FILE NO.: _____

FILING DATE: _____

FEE: _____

**CITY OF HIGHLAND
CERTIFICATE OF INSURANCE REQUIREMENTS**

1. General Liability \$2 Million.
2. Auto Liability \$1 million.
3. Workers' Compensation—as required by the State of California
4. The City of Highland shall be added as a certificate holder and as additionally insured. The following language MUST be added to the endorsement: **“On behalf of the named insured in the City, it is agreed that the City of Highland and their officers, agents, employees, and volunteers are added as additional insured under this policy and the coverage provided hereunder shall be primary insurance available to the City of Highland, California, and under any other third party liability policy.”**

Also, please note this singed endorsement page must be attached to all certificates.

5. The “cancellation” section of the insurance certificate shall be revised to read **“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail a 30-day written notice to the certificate holder named.”**
6. The certificates and endorsements should be mailed to:
City of Highland
27215 Base Line
Highland CA 92346