

FILING REQUIREMENTS

- Detailed event description.** Provide a letter describing the event in detail, providing justification for approval, and addressing the required items below:
 - Address and/or location of event.
 - Event dates and times.
 - Anticipated number of people attending each day of the event.
 - Animals (list all animals).
 - Entertainment type; music stages, fireworks, carnivals, fairs, etc.
 - State if overnight camping is associated with the event
 - Anticipated number of vendors attending each day of the event.

- Detailed site and vicinity map.** Provide an 8.5" X 11" **SITE PLAN** and **VICINITY MAP** showing the required items below:
 - Event location in relation to City streets and driveways.
 - All exits and exit pathways.
 - Type of barricades used and their locations.
 - Public assembly areas for 50 or more people.
 - Seating arrangements.
 - Fire extinguisher locations.
 - Location of all cooking operations.
 - Spare propane bottle storage area, including number and size of tanks.
 - Location of temporary membrane structures, tents and canopies.
 - Electrical outlets, portable power cords and portable generator locations.
 - Location of entertainment: i.e. music stages, fireworks, carnivals, fairs, etc.
 - Location of overnight camping associated with the event, if applicable.
 - Location of vendors

- Temporary membrane structures, tents, stages and canopies. Shall be permitted by the Building and Safety Division and shall be inspected by a Building Inspector prior to the event (Show location on site plan map).**

- A Certificate of Insurance** is required for all events on private property or on public property; the minimum Liability insurance coverage shall be as called for below:
 - **Major Events: \$2M per occurrence/\$4M general aggregate**
 - **Minor Events: \$1M per occurrence/\$2M general aggregate**
 - **Seasonal Events: \$1M per occurrence/\$2M general aggregate**

After reviewing the application, the City reserves the right to amend the insurance requirements depending on the potential risk associated with the event to the satisfaction of the Development Services Director. Insurance certificates shall show the City of Upland as a "Certificate Holder" and "Additional Insured." The following Additional Insured language must be included on the Certificate of Insurance along with the endorsement form: The City of Upland, its directors, officials, officers, employees, agents, and volunteers shall be named as additional insureds on applicant's and its vendors' policies of commercial general liability. Coverage above and beyond the amounts described above may be required as determined by the Risk Management Department.

- Letter of Authorization from Property Owner** if applicant is not the property owner.

- Permit fees** are due at time of application submittal (See fee rates below).

- Provide a **LIST OF ALL VENDORS** (name, business address, and business telephone) associated with the special event. (All vendors require a City business license.)

- Digital copies of all above items on a flash drive.**

- The applicant is responsible to submit for and receive approval of a special event permit from the San Bernardino County Fire Department. The City of Upland will not issue a Special Event Permit until the event has been approved by San Bernardino County Fire. For questions, please contact San Bernardino County Fire at (909) 386-8470.**

FILING FEES:

Regular:	\$320.00
Non-Profit:	\$100.00 <i>(Proof of Non-Profit status required)</i>
Sidewalk Vending – Private Property:	\$640.00

If a City of Upland Police Officer is required to be present, the following fees are required:

Police Officer:	\$100.74
Reserve Police Officer:	\$62.67 <i>(Number of required officers to be determined by the Police Chief)</i>

If a street encroachment and/or closure is required: Contact Land Development at (909) 931-4137.

Encroachment Permit:	\$290.00
Ful Closure:	\$330.00
Partial Closure:	\$410.00 <i>(Street closures during peak times shall be avoided per the City's Street Closure Policy)</i>

If vendors are participating in the special event, the following fees are required:

Up to two (2) consecutive days:	\$10.00/each vendor, each day
Three (3) days and over:	\$20.00/each vendor, each day

To obtain your Business License with HDL Companies, the City's Business License Processor, submit a complete Business License application by going to the following link to apply:

<https://upland.hdlgov.com/>

For further information or assistance with a Business License Application, contact HDL Companies at (909) 348-0460.

*Per the amendment to the Master Fee Schedule in Resolution No. 6825 adopted by the City Council and effective on May 12, 2025. The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations, or the use of third-party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only the true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.