



# CITY OF PALM SPRINGS

Department of Planning Services

3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262

Tel 760-323-8245 – FAX 760-322-8360

*For Staff Use Only*

Event House Number: \_\_\_\_\_

In-Take Planner: \_\_\_\_\_

Date: \_\_\_\_\_

## EVENT HOUSE APPLICATION

Applicant's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

APN: \_\_\_\_\_ Zone: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Name of Responsible Contact: \_\_\_\_\_

Responsible contact shall be available during entire event, including set-up and tear down.

Phone # of Contact: \_\_\_\_\_

Phone number cannot be City Hotline.

**Procedure:** An application for an Event House Permit shall be submitted to the Department of Planning Services in compliance with all requirements of Section 5.75.050 of the Municipal Code. This application shall be accompanied by the following:

1. A processing fee as reflected on the City fee schedule.
2. A floor plan of the interior of all structures; site plan displaying the layout of event with locations of seating, dining and entertainment areas.
3. Parking management plan showing provisions for parking of all cars pursuant to PSZC 93.06.00(C)(2) and 93.19.00.7. Attach all signed contracts for valet and shuttle services, off-site parking agreements.

### Statement of Activity

#### Expected Attendance:

Guests: \_\_\_\_\_

Support Staff: \_\_\_\_\_

#### Date / Time of Event

Setup: \_\_\_\_\_

Event: \_\_\_\_\_

Tear down: \_\_\_\_\_

#### Parking Accommodations:

Number of vehicles: \_\_\_\_\_

Location of event parking: \_\_\_\_\_

#### Type of Entertainment:

**REVOCATION:** The Director of Planning Services may revoke any Event House Permit that does not meet or comply with conditions and requirements of this permit.

Applicant's Signature

Planning Services

Date:

Account #  
001-32204

**CITY OF PALM SPRINGS  
PLANNING SERVICES  
EVENT HOUSE APPLICATION**

**APPLICANT'S ACKNOWLEDGEMENTS CHECKLIST**

**By initialing below, I agree to adhere to all operational requirements and standard conditions as they relate to Palm Springs Municipal Code Chapter 5.75.075 – Event House Permit**

- \_\_\_ (a) The owner shall use reasonably prudent business practices to ensure that the event house complies with all applicable codes regarding fire, building and safety, health and safety, and all other relevant laws.
- \_\_\_ (b) The owner or his or her agent, and/or the local contact person designated by the owner shall be available at the event house during all activities related to the set up and break down of the event and at all times during the event for the purpose of responding promptly to complaints regarding the condition, operation, or conduct of occupants of the event house.
- \_\_\_ (c) The owner shall use reasonably prudent business practices to ensure that the occupants and/or guests of the event house do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of the Municipal Code or any state law.
- \_\_\_ (d) Notwithstanding the provisions of Section 11.74.043, any radio receiver, musical instrument, phonograph, loudspeaker, sound amplifier, or any machine or device for the producing or reproducing of any sound shall be conducted within an enclosed event house.
- \_\_\_ (e) Prior to each event, the owner or the owner's agent or representative shall obtain the name, address, and driver's license number of the responsible person and shall require such responsible person to execute a formal acknowledgement that he or she is legally responsible for compliance of all occupants of the event house or their guests with all provisions of this chapter and/or the Municipal Code. This information shall be readily available upon request of any officer of the city responsible for the enforcement of this chapter.
- \_\_\_ (f) The owner, or his or her agent, shall, upon notification that the occupants and/or guests of the event house have created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of provisions of the Municipal Code or any state law, shall promptly respond in a timely and appropriate manner to prevent a recurrence of such conduct by those occupants or guests. Failure of the owner or his or her agent to respond to calls or complaints regarding the condition, operation, or conduct of occupants of the event house in a timely and appropriate manner, shall be grounds for imposition of penalties as set forth in this chapter.
- \_\_\_ (g) Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the collectors and between the hours of five a.m. and eight p.m. on scheduled trash collection days. The owner of the event house shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapter 6.04 of the Municipal Code (Waste Disposal and Diversion).
- \_\_\_ (h) The owner of the event house shall post a copy of the permit and a copy of the conditions set forth in this section in a conspicuous place with in the event house.
- \_\_\_ (i) The owner shall provide each responsible person of an event house with the following information prior to occupancy of the event house and/or post such information in a conspicuous place within the event house:
  - \_\_\_ (1) The name of the managing agency, agent, rental manager, local contact person, or owner of the unit, and a telephone number at which that party may be reached on a twenty-four-hour basis;
  - \_\_\_ (2) The maximum number of occupants permitted to occupy the property during the event;
  - \_\_\_ (3) The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property;
  - \_\_\_ (4) Notification that the amplification of music outside of the event house unit is a violation of this chapter;
  - \_\_\_ (5) Notification that the occupant may be cited or fined by the city and/or immediately evicted by the owner pursuant to state law, in addition to any other remedies available at law, for creating a disturbance or for violating other provisions of this chapter;
  - \_\_\_ (6) Notification that failure to conform to the occupancy requirements of the event house is a violation of this chapter.
- \_\_\_ (j) The use of an event house shall not violate any applicable conditions, covenants, or other restrictions on real property.
- \_\_\_ (k) The standard conditions may be modified by the city manager upon request of the owner or his or her agent based on site specific circumstances for the purpose of allowing reasonable accommodation of an event house. All requests must be in writing and shall identify how the strict application of the standard conditions creates an unreasonable hardship to a property such that, if the requirement is not modified, reasonable use of the property for an event house would not be allowed. Any hardships identified must relate to physical constraints to the subject site and shall not be self-induced or economic. Any modifications of to the standard conditions shall not further exacerbate an already existing problem. (Ord. 1745 § 1, 2008)



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PLANNING SERVICES

# EVENT HOUSE APPLICATION

## APPLICANT'S REQUIRED MATERIAL CHECKLIST

The following items must be submitted before an Event House Permit application is deemed complete. Please check off each item to assure completeness.

Applicant Check-Off

### Application Information:

- Application Form
- Written description of event (see note)
- Current and specific business license for Event House only
- Event specific letter to be mailed to neighbors /  
Neighborhood Organization / Office of Neighborhood Involvement
- Labels for:
  - Property owners within 300 feet
  - Neighborhood Organization
  - Office of Neighborhood Involvement
- General Liability Insurance for \$1 million naming City as co-insured
- Agreement to Indemnify, and hold the City harmless
- Signed Acknowledgement of compliance with all conditions

### Event Site Information (see notes)

- Parking management plan
- Contract for parking services – shuttles
- Event layout on site plan
- Interior floor plan

**Notes:** Written description to include time / date of event, type of event, maximum number of guests, type of entertainment / music, set-up and clean-up time.

Parking management plan to include copy of any contracts for parking services, off-site parking agreements, valet services.

Event layout on site plan to include all property boundaries with locations for outdoor speakers, bars, seating and dining areas.

Interior floor plan to show exits and bathroom locations.