



PALM DESERT

Special Event Reference Guide



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Applying for a Special Events Application / Agreement

The following information has been developed to guide you through the City of Palm Desert's Special Events Application/Agreement process and to provide you with guidelines and requirements for special event managements in our community.

Please be aware that the following guidelines have been developed to address many different event types and circumstances. You need only provide information relevant to your event.

The City has designated staff to assist with the Special Events Application process. For information and assistance, please call 760-776-6454 or email sgoodwin@palmdesert.gov.

The City thanks you for choosing Palm Desert for your event.

City of Palm Desert Special Event Agreement Process

The process begins when you submit your permit application to the City. The application must be completed in its entirety, to include initialing the bottom of each page and signing the signature page at the end of the document. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not make your application complete, nor should submission of an application be construed as approval.

During the application review process, the City might require additional information or clarification. Delays in providing this information could delay or stop review of your application. The City will communicate any issues with your application as soon as possible. In most instances, applications are approved within sixty (60) days of submission. Note: If events require extensive planning, safety and security, traffic control, etc., and time does not permit for required agency review and approval, the proposed event may be denied.

City of Palm Desert Special Events Application/Agreement

You can obtain a Special Events Application/Agreement from the City of Palm Desert website at www.palmdesert.org/our-city/departments/marketing-and-promotions/special-events

The City of Palm Desert Special Events Application/Agreement only needs to be completed for an organized activity that incorporates the use of:

- City public property, City public streets, sidewalks, right-of-way; and/or
- Outdoor private property including parking lots, only when the property is part of a Special Event Venue that includes City public property and permission has been received by the property owner/manager (for example, a parking lot used as part of a street festival venue). Examples of activities that require a

Special Event Application/Agreement include festivals, parades, runs/walks, and farmers/arts markets.

Exceptions

If you would like to host an event outdoors that is strictly on private property, such as your business parking lot, a Temporary Use Permit (TUP) would need to be completed and submitted to the planning department. To contact Planning, please call 760-346-0611 ext. 483 or email planning@cityofpalmdesert.org.

If you want to host an event at a City park, please contact the Desert Recreation District at 760-347-3484.

Application Designed to Assist Event Organizers

The Special Events Application/Agreement has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and other components of your proposed event in order to implement strategies that ensure the safety of your guests, the general public, and the surrounding environment.

The person signing this application and the organization on whose behalf the event is being held (collectively hereinafter referred to as the “Organization”) are responsible for compliance with the agreement following approval.

Application Submittal Deadline

It is strongly recommended that you submit your application at least 60 days prior to the proposed event date if your event has no road closures and/or other special considerations. Any event that requires possible road closures and/or other special considerations must submit at least 120 days prior to the proposed event date. Your completed application and any required attachments may be submitted to: Shelby Goodwin, at sgoodwin@palmdesert.gov or mailed to 73510 Fred Waring Drive, Palm Desert, CA 92260-2578.

Event Summary

Organization Information

The Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. The Organization can be a commercial entity or a non-profit tax-exempt organization.

Authorized Agent/Contact Name

An authorized agent of the Organization must sign and be identified on the permit application. Typically, this is the chief executive officer, president, executive director, or board chair.

The organization must designate a primary Contact. The contact works closely with the City throughout the application process.

If the Contact is not the same as the chief officer of the Organization, the chief officer, through their signature on the permit application, authorizes the Contact to sign City permits and other documents as well as make financial and operational commitments on behalf of the Organization. The Contact, if different from the Chief Officer of the Organization, must also sign and be identified on the permit application.

Event Information

This section of the application is intended to provide an overview of your event.

Event Date/Time

The time frame approved by the City for your event is based on the times indicated in this section. No set-up will be permitted before an agreement is approved and tear down must be completed by the time indicated on your application. Your insurance must cover all time frames. If your event takes place over sequential calendar days and the event plans are similar day-to-day, one application may be submitted to include all of your event plans per calendar year. The City may also accept one permit application for recurring events such as concert series or farmers/arts markets that have identical event set-up and dismantle times, site plans, and service providers. If your event plans vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival), the City may require separate permit applications for the different event types.

Site Plan/Route Map

Providing a detailed site plan/route map is necessary when proposing to use City streets, sidewalks, etc. For more information on what must be included on your Site Plan/Route Map, see section Site Plan/Route Map on page 16.

Attendance

Providing the estimated attendance or number of participants for your event helps the City review of your event plans with regard to public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. Your estimated attendance should be based on the total number of people you anticipate will attend or watch your event. Examples include the total number of people coming and going at a festival, watching a parade, or in the general area of an event. The estimated number of participants should be based on the total number of people you anticipate will participate in the event or provide support services to the event. Examples include the total number of people

walking or running in an athletic event, marching in a parade, providing vendor support at a festival, or serving guests at a gala.

Special provisions

Special provisions include any information not covered in the standard specifications on the application.

Insurance

Before final approval of your Special Event Application is granted, a Certificate of Insurance reflecting Commercial General Liability insurance, Workers' Compensation insurance and Liquor Liability insurance (if applicable) shall be provided. The Special Event Application/Agreement outlines the standard insurance requirements.

Requirements are subject to change based on the activity and event's risk level. For more information see section Insurance Requirements on page 14.

Special Event Related Permits

There are a number of different special event related permits* that may be issued independent of a Special Events Application/Agreement or may be required in conjunction with a Special Events Application/Agreement. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

Following is a summary of the most common permits you may be required to obtain if you are planning a special event or an activity associated with a special event:

*Fees associated with permits vary. Contact the City for more information.

Alcohol Use Permit

If you plan to have alcohol at your event, you must receive authorization from the Palm Desert Sheriff's Department and the State of California Department of Alcoholic Beverage Control (ABC). If the proposed event will take place on public land; within a City-owned facility; or other City-managed property, you will also be required to have the City Manager of Palm Desert sign off on the application. ABC may place restrictions on the way alcohol is managed at your proposed event. More information is available at www.abc.ca.gov or the local Palm Desert ABC office at 760.324.2027. It is your responsibility to obtain the appropriate license from the ABC. For more information see section Operational Plan – Alcohol Management on page 12.

Fireworks/Pyrotechnics/Special Effects/Laser Permit

All pyrotechnics and open flames must be reviewed and approved by the Palm Desert Fire Department. Examples include outdoor fireworks, lasers, model rocket launches, open flame activities such as fire walking, and special effects using pyrotechnical devices. As part of the permit requirements, onsite stand-by and inspection services may be required depending on the size, complexity, and/or unique safety issues of your event.

Written notification shall be provided to the area surrounding (750 to 1000 feet) the fireworks display location. Proof (mailing labels and copy of notification) shall be provided to the Fire Marshal's Office.

Building Permit

If your event includes the introduction of portable structures, pre-fabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian, stages bridges, tent structures, etc. you will be required to obtain a building permit from the City's Building & Safety Department. Prior to obtaining any permits from Building & Safety you must have an approved temporary use permit or special event application.

Permits can only be issued to the property owner or a California State Licensed Building contractor. There are no exceptions to this policy. Please note that the Building & Safety Department's review process takes 15 working days.

Tent, Canopy, Membrane Structures, Bleachers, Platforms and Stages Permit

All tent and membrane structures having an area in excess of 400 square feet (19m²) must be approved and reviewed by the City's Building & Safety Department and the Fire Marshal's Office in compliance with the 2016 California Building Code and California Fire Code. For more information see section Event Infrastructure – Temporary Tents, Canopies, Membrane Structures, Bleachers, Platforms and Stages on page 9.

Generators

If your event will include temporary power/generators, you will need to obtain a permit from the Building & Safety Department as well as the Fire Marshal. Generators shall be secured from the public, have current fire extinguishers 20B:C, and be grounded. For more information see section Event Infrastructure - Temporary Generator on page 11.

Food Permits

Food vendors must comply with all health laws, ordinances, and regulations of the County of Riverside pertaining to public health and sanitation. For specific details, contact the local Riverside County Dept. of Environmental Health at 760.863.8287 or visit <http://www.rivcoeh.org/Programs/TFF> .

Business License

All entities doing business within City limits are required to have a valid business license from the City of Palm Desert. This includes vendors who are a part of special event. Vendors for special events who currently do not have a business license with the City can apply for a one-day business license.

Temporary Use Permit

Temporary use permits (TUP) allow for short-term activities that may be appropriate when regulated. The temporary use permit process is covered under article 25.64 of the Palm Desert Municipal Code. The normal review time for these requests is two weeks, depending on the complexity of the project.

Encroachment Permit

Any construction or demolition occurring in the City of Palm Desert that involves work within the public right-of-way requires an Encroachment Permit prior to beginning the work. Along with your permit application, you must submit an approved traffic control plan. Encroachment permit applications can be downloaded from the City's website – cityofpalmdesert.org – and are available from the Public Works Department at City Hall. Please allow 48 hours for approval of your application for an encroachment permit.

Traffic Control Plan Permit/Approval

Any road closures will require a traffic control plan. Tops 'N Barricades, a company in Indio, can provide assistance. Information: 760-347-2111. The plan will need to be approved by the City's Public Works Department. For more information, see section Operational Plan – Street Closure and Reopening on page 12.

Event Infrastructure - Temporary Tents, Canopies, Membrane Structures, Bleachers, Platforms and Stages

This section of the application has been designed to help you better understand the buildout of your event venue including the size and types of stages, tenting and canopies you plan to use at your proposed event.

Permits are required for all temporary tents and membrane structures that exceed 400 square feet (19 m²) in area and canopies (no side walls) exceeding aggregate 700 square feet (65 m²) with a 12 feet fire break clearance

This is a general list of required information to be submitted. Plan check may be required on a case by case basis. Allow 10-15 working days for plan check. More information may be required as each project is individually evaluated. Submit the following:

- Completed Temporary Use Permit Application from Planning Department
- (3) Site plans (11x17 minimum 24x36 maximum) showing all structures, address Disabled Access requirements for parking, temporary restrooms (1 accessible at each location)
- (3) Floor Plans
- Fire Rating of Tent

The following conditions must be met based on the 2016 California Building Code and California Fire Code:

- Temporary tents and membrane structures and their appurtenances shall be adequately braced and anchored to prevent weather related collapse. A report shall be provided to minimally state that in the engineer's professional opinion, the tent is designed to withstand expected forces and climate conditions including a minimum wind force of 110 mph, 3 second gust. The report shall be signed and stamped with the engineer's professional seal.

- The sidewalls, drops and tops of temporary tents and membrane structures shall be composed of flame-resistant material or shall be treated with a flame-retardant in an approved manner.
- Temporary tents or membrane structures shall have a permanently affixed label bearing the following information:
 - Identification of temporary tent or membrane structure, size and fabric or material type.
 - For flame-resistant materials, the necessary information to determine compliance with this chapter (Chapter 31) or Section 304 as applicable.
 - For flame-retardant-treated materials, the date that the temporary tent or membrane structure and other combustible materials were last treated with an approved flame retardant.
 - The trade name and type of flame retardant utilized in the flame-retardant treatment.
 - The name of the person and firm that applied the flame retardant.

Floor plan of the tent delineating the following requirements of Chapter 31:

- Portable Fire Extinguishers to be located per the Fire Marshal prior to occupancy.
- Seating arrangement plan (if applicable)
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Operations such as warming of food, cooking demonstrations, and similar operations that use solid flammable, butane and other similar devices that do not pose an ignition hazard, shall be approved.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet from temporary membrane structures and tents.
- Delineate the exits shall be spaced at approximately equal intervals around the perimeter of the tent within 100 feet or less from any point:

Occupancy load of 10-199 requires 2 exits – 72 inches wide (6 feet)
 Occupancy load of 200-499 requires 3 exits – 72 inches wide (6 feet)
 Occupancy load 500-999 requires 4 exits – 96 inches wide (8 feet)
 Occupancy load 1000-1,999 requires 5 exits – 120 inches wide (10 feet)
 Occupancy load 2000-2,999 requires 6 exits – 120 inches wide (10 feet)
 Occupancy load over 3,000 requires 7 exits – 120 inches wide (10 feet) -
 See Fire Marshal for assistance.

- Exit curtains shall be free sliding and of contrasting color to the tent. Doors shall swing in the direction of exit travel.
- Exit signs when occupant load is 50 or more (illuminated if occupant load is more than 100).
- No combustible materials shall be located within any tent. “No Smoking” signs shall be posted at all tent openings.

Electrical permit required for all portable generators:

- Show locations of temporary generators and fuel storage if applicable that are onsite. Generators must be at least 20 ft. from tents/membrane structures and shall be isolated from contact with the public by fencing, enclosure or other approved means. CFC Section 3104.19. (See Temporary Generator for Special Events handout for requirements.)

Applications that include bleachers, grandstands and stages must provide:

- Calculation or certification from a structural, civil, or other qualified registered engineer. The structure of the bleachers shall be sufficient to support the proposed loads.
- An exit plan showing location, width, and configuration of exits.
- A plan indicating location of handicapped accessible seating. State accessibility laws require that wheelchair areas shall be an integral part of any seating plan, and shall be arranged so as to provide persons with disabilities a choice of admission prices and lines of sight comparable to those of the general public. At least one companion seat shall be provided next to each wheelchair seating space. The number of spaces shall be 1 space for up to 25 persons, 2 up to 50, 4 up to 150, 6 up to 500, and one additional space for each fraction of 100 people over 500 people. CBC 11B-221
- Elevated temporary platforms/stages are required to be accessible via a lift or ramp. Provide complete details on the plans. CBC 11B-201.3

Event Infrastructure - Temporary Generator

This section of the application has been designed to help you better understand the buildout of your event venue when temporary generators are needed.

A temporary generator permit is required for the temporary installation of electric generators at special events to ensure that the electrical installation meets the safety requirements of the California Electrical and Fire Code. A temporary generator permit is only valid for 90 days from the date of permit issuance as allowed by the California Electrical Code for temporary wiring (CEC 590.3(b)).

The following is required for a permit:

1. Approval from Planning Department (TUP)
2. Building and Safety Application completed
3. Site Plan showing:
 - Location of generators (20 ft. away from buildings)
 - One fire extinguisher per generator (20B:C)
 - Wires
 - The enclosure. Generators shall be isolated from contact with the public by fencing, enclosure, or other approved means. CFC Section 3104.20
 - Note on site plan stating method of grounding

- Verification/Approval for generator from AQMD:
Portable Equipment Registration Program (PERP)
Call AQMD's PERP Hotline: 1-877-810-6995
- Fire Department Inspection and fee is also required

Event Infrastructure – Trash and Recycling

If it is determined that your event is required provide recycling and/or bins you may contract Burrtec Waste and Recycling Services as they are the City's only approved vendor for this service.

For more details on Burrtec contact them at 760.340.2113 or at customerservice@burrtecdesert.com.

Event Infrastructure – Restrooms and Sinks

Dependent on the number of attendees at your event, please note that additional restrooms and sinks may be advised.

Operational Plan – Street Closure and Reopening

Any road closures will require a traffic control plan. Please contact Tops 'N Barricades in Indio at 760-347-2111 for assistance. The traffic control plan must be approved by the City of Palm Desert Public Works Department at least two weeks prior to your event.

Operational Plan – Alcohol Management

It is illegal for anyone under age 21 to consume alcoholic beverages in the State of California. As the Host Organization or authorized representative listed on the Citywide Special Event Permit Application, you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.

Applying for a Permit

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the California State Department of Alcoholic Beverage Control (ABC) in addition to your Special Event Permit. The Palm Desert Police Department and State ABC representatives will review your event plans and alcohol management strategies before your license is approved. If the proposed event will take place on public land; within a City-owned facility; or other City-managed property, you will also be required to have the Palm Desert City Manager sign off on the application. The ABC may place restrictions on the way in which alcohol is managed at your proposed event. More information is available at www.abc.ca.gov or the local Palm Desert ABC office at 760-324-2027.

Beer Gardens

If your event is open to the public or is a private event in a venue location where alcohol consumption is prohibited except with a special event permit, the City of Palm Desert prohibits the consumption of alcohol in the event venue outside of a controlled space, commonly referred to as a “beer garden”.

A beer garden is required to separate guests of a legal drinking age from those who are not. All beer gardens must be constructed with material or in a manner that prevents beverages from being passed through to patrons outside the controlled space.

A beer garden can be constructed using several different methods including:

- One, six-foot (6') free standing chain link fence, clear plastic sheeting, or other material that will easily allow the interior to be visible from the outside. Posters, banners, and other material shall not block more than 20% of the visibility.
- Two, four-foot (4') free standing fences or other barriers placed six feet (6') apart.
- Tent structures may be used for beer gardens when appropriate security measures are employed. Exits will be based on tent requirements
- All entrances and exits must be a minimum four feet wide and free of any obstructions.
- The Fire Marshal requires entrances and exits to be spaced apart from each other based on the following formula:
 - Corner to Corner Diagonal Distance ÷ 2 = Distance between Exits
 - Example: a 40' x 40' square has a diagonal measurement of 56 feet (56').
 - $56' \div 2 = 28'$.
 - Therefore, the exits must be placed at least 28 feet (28') apart from each other.
- The Fire Marshal will establish the maximum occupancy based on the proposed square footage, usage and furnishings of your beer garden*.
- The number of exits depends on the established maximum occupancy of your beer garden:
 - 1 exit for 1 to 49 occupants
 - 2 exits for 50 to 500 occupants
 - 3 exits for 501 to 1,000 occupants
 - 4 exits for 1,001 and more occupants
 - Each additional 1,000 occupants will require an additional exit

As part of your event plans, you must depict the size and configuration of any proposed beer gardens on your site plan or route map.

*Occupancy and entrance/exit requirements based on maximum beer garden size for each category using calculations established in the California Fire Code.

Insurance Requirements

As soon as you begin to plan your event, review your insurance policy exclusions and provide the City's insurance requirements to your broker to determine whether there is

coverage for all activities planned and that insurance documents can be provided to meet the city's requirements. This will help avoid errors and omissions, the most common reasons that insurance is not accepted.

Insurance requirements depend on the event's risk level. As a general rule, the City requires a minimum of one million dollars (\$1,000,000) in liability coverage. Events with higher risk levels require additional insurance coverage in the form of higher limits. The City's Risk Management Department has final authority regarding the insurance coverage and limits for special events and can require insurance coverage from other service providers; place requirements on Event Components and/or modify Event Components in a Special Event due to the unique nature or risk of a particular Event or Event Component; and require participant waivers.

Before final approval of your Special Event Application, you will need to submit a certificate(s) and endorsement(s) for your Commercial General Liability Insurance policy that names the City of Palm Desert, its officials, agents, and employees as "additional insured." Workers' Compensation Insurance and Liquor Liability insurance (if applicable) shall be provided as well. All certificates of insurance must provide coverage for the duration of the event, including set up and tear down dates.

The Following Insurance Documents Must Be Submitted:

Certificate(s) of Insurance

Complete the checklist for each policy required for the event (sample certificate found in the supplemental insurance handout, on the Special Event website page). This document is a statement of the coverage in place, but does not extend coverage or any other rights to the City or any other party.

Endorsement to the Policy

Complete the checklist. This document adds language to the insurance policy that is required by the permit. An example is the requirement to designate the City as "additional insured" on the insured's policy.

A model endorsement form and samples of insurance industry standard endorsement forms that are acceptable (as long as they have not been altered with additional wording to limit/restrict coverage) are found on the sample certificate found in the supplemental insurance handout, on the Special Event website page.

NOTE: Excerpts from policies are not accepted in lieu of the required endorsement.

Certificate(s) Checklist

- (1) Insured: The insured matches the Applicant's name as it appears on the special event agreement/application. The Applicant is the party responsible for the event.

- (2) General Liability: “Occurrence box is checked.
 - Additional policies or confirmation of coverage in this policy are required for activities that are commonly excluded from the typical Commercial General Liability policy. An example is Liquor Liability insurance, which generally is provided by separate policy. If alcohol is available for consumption as part of the event, then Liquor Liability insurance is required.
- (2a) Limits: Minimum per occurrence limit (higher may be required depending on event risks):
 - \$1 million per occurrence general liability coverage
 - \$2 million general aggregate
 - Liquor Liability coverage must be included on the certificate at the same coverage limit even if provided in another policy.
 - Automobile Liability
 - Required if the organization’s employees will be utilizing a vehicle in the performance of their duties under this agreement
 - \$1 million combined single limit for each accident
 - Workers’ Compensation with limits of:
 - \$1 million (Required if the insured has paid employees)
- (3) Policy Effective and expiration dates: Policy is current and date(s) of the event fall within the “policy effective” and “policy expiration” dates.
- (4) Excess/Umbrella: Supplements limits of other policies to meet required limits, as necessary.
- (5) Other: Liquor Liability or other coverage required for the permit is shown here, or with another appropriate policy.
- (6) Description of Operations: The name of the event and the date(s) on which it will be held are shown here. Additional Insured language is also included here: The City Palm Desert, its officials, agents, and employees. There should be no language attempting to limit liability. Coverage is shown for event activities that are commonly excluded from a typical Certificate of General Liability policy or typically outside the scope of coverage for a policy for one specific activity, such as a sport.
- (7) Certificate Holder: City of Palm Desert 73510 Fred Waring Dr., Palm Desert, CA 92260

Endorsement Checklist

In addition to the certificates of insurance, the City requires proof of the policy endorsements. A model endorsement form as well as samples of acceptable insurance industry standard forms can be found on pages. Complete the checklist for each endorsement required for the event.

The endorsement(s) requirements for Commercial General Liability, Automobile Liability, Liquor Liability and Worker's Compensation include the following:

- The City of Palm Desert, its officials, agents, and employees. You must provide a copy of the actual endorsement. Listing the City as an additional insured on the certificate of insurance is not sufficient.

Workers' Compensation

- The policy must be endorsed to provide The City of Palm Desert a Waiver of Subrogation. A copy of the actual endorsement must be provided. Referencing the Waiver of Subrogation on the certificate of insurance is not sufficient. A model Waiver of Subrogation form and sample, which should not be altered with additional wording to limit/restrict coverage, are found in the supplemental insurance handout, on the Special Event website page.

Waiver Forms

Any and all waiver forms the Host Organization or City requires its Event participants to execute shall specifically include:

- The City Palm Desert, its officials, agents, and employees

Site Plan/Route Map

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements that you describe in your permit application. The plan/map should include any stationary elements as well as moving routes. The final permit issued by the City of Palm Desert will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist you in the development of your site plan or route map:

Technical Specifications

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.

Boundaries and Routes

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event.
- All signage, language, dimensions
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary

elements such as beer gardens and to articulate participant flow for athletic events.

- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map
- Access points for emergency vehicles and equipment should also be identified including 20-foot emergency access lanes throughout the event venue.

Event Operations

- Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:
 - Stages and entertainment areas.
 - Generators
 - Tents, canopies and/or booths.
 - Location of beer garden(s). A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.
 - Tables, seating and other furniture.
 - Other related operational components not listed above but included in your permit application

Site Plan Example

- A site plan example can be found on the City of Palm Desert website on the Special Events page, listed as site plan example.

Amplified Sound or Music

If your event involves amplified sound or music you must comply with the City's sound level limits (PDMC 9.24.030), as they are strictly enforced. Please provide a site plan to the City's Code Compliance Department and schedule a sound check with the department to help prevent complaints from residents and businesses.

Crowd Managers

Where facilities or events involve a gathering of more than 1,000 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.3 in the California Fire Code. The minimum number of crowd managers shall be established at a ratio of one crowd manager for every 250 persons. A crowd manager training course can be completed online. Once the training course is complete, certificates of completion must be printed and given to the Fire Marshal. For more information on crowd managers and assistance on training please visit www.crowdmanagers.com.

Affected Party Notifications

If your event may have any negative impact on a business, individual or the community as a whole, such as street closures, loud music or a large group presence you are required to notify those affected. When you submit the Special Event Application/Agreement, as well as your site plan/route map the City will advise you which businesses, residents and/or communities you must notify prior to your event. Applicants are required to make all notifications a minimum of two weeks prior to the event, in one of two ways listed below:

1. Via the US Postal Service or by direct distribution
2. Via email

Notifications must contain information concerning the event and how to contact the Applicant before and after it occurs. Proof that notification has been given to affected residences and businesses must be given to the City.

The City of Palm Desert's Public Information Officer will also send a notification to the media when street closures or fireworks are involved. Please note that this does not replace the Applicant's notification.

American Disability Act

All events are required to comply with all applicable City, county, state and federal disability access requirements. All temporary venues, related structures and outdoor sites for special events must be accessible to persons with disabilities.

Disability access may include:

- Parking
- Restrooms
- Clear paths of travel
- Transportation
- Signage
- Food/beverage/vending