



SPECIAL EVENT FEE WAIVER FORM

INTRODUCTION

- The fee waiver form must accompany the event application form submitted at least ninety (90) days prior to a planned event and will be submitted to the City Council for consideration.
- Submission of the fee waiver form in no way obligates the City of Imperial Beach to award a fee waiver.
- The City of Imperial Beach reserves the right to reject any and all applications, wholly or in part, at any time, without penalty.

SPONSORING ORGANIZATION INFORMATION

Name of Individual/Entity/Non-Profit Organization: _____

Address: _____

Tax ID #: _____

Contact Person Name and Title: _____

Contact Person Phone: _____

Contact Person Email: _____

Nonprofit 501(c)3 tax exempt organization? Yes No

If yes, please attach proof of non-profit status to this application

Is your nonprofit located in Imperial Beach? Yes No

Has your organization received any other financial assistance from the City Council in past 3 years?
 Yes No

EVENT INFORMATION

Name of Event: _____

Type of Event (i.e., parade, street party, etc.): _____

Event Location: _____

Date of Event: _____ Event Hours: _____

I. On which dates and at what times are you requesting permission to setup and cleanup?

Setup	Date(s):	From:	To:
Cleanup	Date(s):	From:	To:



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II. Please describe the event, its purpose, and the activities that will take place:

III. Is this event open to the public? Yes No

IV. Is your event or activity political or religious in nature? Yes No

V. Have you received financial assistance from the City of Imperial Beach in the past?
If yes, please describe when, how much was received, and how the funds were used.

VI. Estimated number of participants/spectators: _____

VII. Is this event a fundraiser? Yes No

VIII. If your event is a fundraiser, please describe how the proceeds from the fundraising activity will support programs, services, or events for the residents of Imperial Beach.

IX. Will there be an admission, entrance, user fee, or cover charge for the event? If yes, please explain why fee is needed and list amounts for all ticket prices, admission, entrance, user fee, or cover charge that you will charging participants:



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X. How will the event benefit the Imperial Beach community?

XI. Will promotional materials be used? How are you planning to market the event? (please attach all marketing and promotional material)

XII. Will the City of Imperial Beach be listed as an event sponsor? Is there opportunities besides marketing materials for the City to be involved in the event? (exp. Booth, speaking engagement, etc.)

XIII. Will the event create revenue generating opportunities for local Imperial Beach businesses? If so, how? (please give details)

XIV. Can you commit to tracking event attendance and vendor sales to report to the City following the event?

Yes No



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XV. If yes, please describe how you will track attendance and sales:

XVI. Has your organization put on this same event in the past? Yes No

If not, has your organization put on other events in Imperial Beach? Please indicate which ones:

XVII. Other organizations participating in planning the event:

XVIII. Will this event receive third party funding or sponsorships? Yes No

XIX. List all other sources of funding and amounts below:



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- XX. If you are requesting a fee reduction or waiver, explain how imposition of fees would create financial hardship on the organization or would have a detrimental effect upon the services provided to the public:

- XXI. Amount of anticipated expenses: _____

FEE INFORMATION

Please list fees you are requesting a fee waiver for.



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- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- In no event shall the City's financial responsibility exceed the approved amount.
- I bear full responsibility for any and all tax consequences of receiving the fee waiver.
- There is no agency, employment, joint venture, or other such relationship created by virtue of fee waiver.
- The City does not endorse the specific event or activity.
- Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from, or alleged to arise from the activity or event.
- The applicant shall satisfy the City's insurance requirements and all other required documents, approvals, and permits.
- The representations made by applicant in this form are material terms of the agreement. The City may cancel this agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the special event policy and procedures has been violated.
- If the fee waiver is for a commercial event or activity, Applicant shall submit to the City Manager's Office proof of expenses actually incurred, in a form acceptable to the City Manager's Office, within thirty (30) days after the event or activity.

Signature of Applicant: _____ Date: _____