

**TEMPORARY USE  
EVENT PERMIT  
APPLICATION**



**Community Development  
Department**  
711 W. Cinnamon Drive  
Lemoore, CA 93245  
Phone (559) 924-6744, Ext. 740

**Note: In order to provide adequate review time, applications must be submitted at least 30 (thirty) days in advance of the event. Applications received less than 30 (thirty) days prior to the proposed event may not be approved.**

**1. Applicant Information:**

Organization or Business Name:		Business Address: City, State, Zip:	
Applicant Name:		Business Phone Number:	
Applicant Address, City, State, Zip:		Applicant Cell Phone Number:	
Applicant Email Address:			
Contact Name: (If other than above)		Contact Cell Phone Number:	
Email Address: (If other than above)			

**2. Event Information:** *(i.e. car show, carnival, ceremony, circus, concert, dance, exhibit, fair, farmers market, festival, filming, parade, race, retail sale, trade show, construction yard, temporary sales office, interim agricultural use, etc.)*

Type of Event:	
Name of Event: (if applicable)	
Date(s)/Time(s):	
Facility Name/ Event Address:	

**3. Estimated attendance:** \_\_\_\_\_

**4. Estimated gross sales or donations:** \_\_\_\_\_

**5. City of Lemoore Business License Number:**  
(Required for all applicants) \_\_\_\_\_

**6. Resale Number:**  
(For-profit only) \_\_\_\_\_

**7. Non-Profit 501(c) Number:**  
(Proof of status required) \_\_\_\_\_

**8. Will the event be held on City property?**  Yes  No **If yes, a Hold Harmless Agreement is required.**  
*If no, attach a signed letter of authorization from the property owner with this application. Letter must include printed name of property owner, type of event and date(s).*

**9. Attach a detailed description of the event and include the following:** *Explain the nature of the event, how the event will not create a nuisance, safety hazard, or interfere with neighboring properties.*

**10. Attach a detailed site plan of the event on the property and include all pertinent information such as:** *Location and number of tents and tent sizes, structures, electrical details, outside lighting, emergency access location(s), and any other relevant details of event. Depending on event, additional City permits may be required.*

**11. Is adequate on-site parking available?**  Yes  No *If no, attach a parking/traffic circulation plan/map.*

**12. Number of on-site restrooms.** \_\_\_\_\_  
*If renting facilities, indicate name of portable restroom company, number and location of units on site plan. (Number of units must meet Kings County Health Department and Americans with Disabilities Act standards per type of event.)*

**13. Is there a sufficient number of on-site refuse and recyclable receptacles available?**  Yes  No  
*If no, contact the City at 924-6767.*

**14. Will a first-aid station be provided on-site?**  Yes  No  
*If yes, identify location:* \_\_\_\_\_

**15. Will loud music or other sounds, which may be potentially disruptive to area neighbors, be associated with this event?**  Yes  No **Indicate:**  Live Band  DJ  Other explain \_\_\_\_\_  
*For reference: Maximum decibel levels at property line per Lemoore Municipal Code Noise Standards – Table 9-5B-2-B1: Residential & Schools 65; Mixed Use, Commercial, Office, Public Facilities & Parks 70; Industrial 75*

**16. Will alcohol be served or sold?**  Yes  No  
*If yes, submit a copy of the State of California Alcoholic Beverage Control License to Development Services for processing in accordance with City and State regulations.*

**17. Will security guards be hired?**  Yes  No **If yes, list number of guards?** \_\_\_\_\_

*List name of security company; and name and cell number for head of security:*

**18. Will food be available?**  Yes  No  
*If yes, attach a copy of the Event Permit issued by the Kings County Health Department.*

**19. Number of Participating Vendors:** \_\_\_\_\_ *A City Vendor Application is required for each vendor. Attach a City Vendor Application for each vendor or business that does not have a physical address at the site of the event.*

**20. Off-Site Signage for non-profit events is permitted as indicated below.** *Permission from property owner is required. No signs are allowed in City Right-of-Way. If signs will be located in Caltrans right-of-way, provide a copy of Caltrans permit with the application. All other off-site signage is not permitted. On-site signs are permitted day of event only.*

*Section 9-5F-7C of the Lemoore Municipal Code allows the following off-site signs for non-profit events.*

**Temporary Off-Site Signs Advertising a Non-profit Event:** Up to a maximum of five (5) temporary off-site signs that advertise a non-profit event to be held at a specific time, date, and place may be displayed up to twenty one (21) days prior to the date of the event. The sign face shall be no greater than thirty-two (32) square feet, and the maximum height of the sign shall be six feet (6'). The sign's material and composition shall have a professionally made appearance, and shall be either a wooden sign with two (2) posts or attached to a wall, or a vinyl or vinyl like banner attached to a wall or

fence. Signs shall be placed at least five feet (5') behind the public right of way, and shall not be placed without the property owner's permission. Signs shall be removed within three (3) days of the end of the event. (Ord. 2015-08, 1-5-2016). **Should the City have to remove signage, a sign removal fee will be charged at a rate of \$25 for each sign, including banners.**

Indicate sign size(s) and location(s):
1.
2.
3.
4.
5.

**Additional Information and Considerations:**

- a) **Liability insurance must be obtained and maintained throughout the event.** *A copy of the liability insurance certificate must be provided to City prior to issuing Temporary Use Permit. Please be advised that the insurance certificate and endorsement must name the City of Lemoore as additionally insured for \$2,000,000.*
- b) **Event coordinators may be required to post a Bond for this event.** *If deemed necessary, the City will determine amount of Bond, and proof of Bond must be provided to City prior to issuing Temporary Use Permit.*
- c) **The site is required to be cleaned and cleared of all trash and debris upon conclusion of the event.**
- d) **Emergency vehicle access into fenced venues must be kept clear** *(i.e. High School Stadium, Lemoore Raceway or temporary fencing).*
- e) **A security deposit required.** *A \$200 deposit is required for Lemoore non-profit organizations. For all other applicants, the City will determine the amount of deposit based on event size, location, and number of attendees. In all cases, the deposit will be returned within 10 business days following event if unused to correct any issues.*
- f) **City personnel may be required.** *If deemed necessary, the City will determine the number of Police presence necessary to monitor the event and/or direct traffic. Maintenance personnel may also be required. If TUP is approved, it will include the amount of Police presence needed for a set number of hours at \$90 per hour, and/or Maintenance support at \$50 per hour. Following event, if Police or Maintenance are called in, the per hour rate will be assessed.*
- g) **All tents and canopies must be secured. Tents in excess of 400 square feet require a permit from the Lemoore Fire Marshall per the 2013 California Fire Code.** *Contact (559) 924-6744 for additional information.*

**Relevant Ordinances:**

- Lemoore Municipal Code: Title 9: Zoning, Chapter 4: Land Uses, Article C: Temporary Uses  
[http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=544](http://www.sterlingcodifiers.com/codebook/index.php?book_id=544)

**Authorization of Person Responsible for Event:** *Must be name of person, not entity.*

Print name of person responsible for event:		Email Address:			
Signature of person responsible for event:		Cell Phone:		Date:	

INTERNAL USE ONLY	
Risk Management Bond Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Required \$ _____	City Manager:
Applicant Business License # _____	Planning:
Base TUP Filing Fee: _____ Non Profit: Yes _____ No _____ Date Permit Fee Received: _____	Building:
Additional City Police personnel costs: PD: _____ @ \$_____/hour \$ _____	Finance Department:
Additional City Maintenance personnel costs: Maintenance: _____ @ \$_____/hour \$ _____	Fire Department:
Deposit Amount \$ _____ Date Paid: _____	Police Department:
Vendor Fee – List Number of Vendors: (City Business License Required) Non-Profit Vendors _____ For-Profit Vendors _____	Public Works Department:

INTERNAL USE ONLY – NOTIFICATION TO OUTSIDE AGENCIES	
Caltrans: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date notice sent:
Sheriff/ CHP: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date notice sent:
KART: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date notice sent:
School(s): <input type="checkbox"/> Yes <input type="checkbox"/> No	Date notice sent:
Kings County Health Dept.: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date notice sent:

INTERNAL USE ONLY – NUMBER OF VENDORS		
	NON-PROFIT	FOR-PROFIT
1-5	\$50	\$120
6-10	\$75	\$180
11-19	\$100	\$270
20+	\$125	\$405

Name & Date of Event:	TUP Number:
Permit Approved by:	Date:
Conditions of Approval:	