



Date _____

Tracking Number _____

EVENT PROPOSAL - interactive form - save a copy first, then complete and email, mail or hand deliver

The Event Proposal is the first step in having your special event take place in the City of Monterey. This two page form will give us the information we need to determine if your event is feasible and can proceed through the permit process. The City's objective is to protect the public's health, safety and welfare by ensuring that events are compatible in size and type of use with their sites; impacts on neighbors and others are managed; adequate services are provided for the events and the events do not interfere with the City's ability to provide services to the entire community; mechanisms are available for cost recovery and use charges, while not unduly impacting the viability of events.

Please complete this two page interactive proposal and return it the City Manager's Office, 580 Pacific Street, or send it via email to events@monterey.org. We do our best to contact you within five business days regarding the status of your proposal. Once your proposal is approved, then you can begin the permit process. (See www.monterey.org/events for information on permit fees.)

APPLICANT INFORMATION

Name _____ Cell Number _____

Mailing Address _____ Alternate Number _____

Company or Organization Name (if applicable) _____

City _____ State _____ Zip _____ Email _____

Alternate Contact Name _____ Alternate Contact Number _____

EVENT LOCATION

Required attachments:

1. A detailed site map describing name and address of the facility, property, streets or areas that are part of the event venue.
2. If your event will take place in downtown Monterey or Cannery Row, please include a letter of support from either the Old Monterey Business Association (OMBA) or the Cannery Row Association (CRA) and/or the Cannery Row Company (CRC) respectively.

Proposed site location _____

EVENT INFORMATION

Event Title _____

Number of expected attendees _____ Rain date if applicable _____

Event **Start Date** _____ Time _____ AM ☐ PM ☐ Event **End Date** _____ Time _____ AM ☐ PM ☐
(Include setup and breakdown times)Please check the events calendar at www.monterey.org/events to make sure dates and locations don't conflict with other events.**Event Category:** (check one)☐ Athletic/Recreation ☐ Festival ☐ Exhibit ☐ Parade ☐ Performance ☐ Other _____**Event Description** Provide a narrative description of the full scope of your event with as much detail as possible in the space below. Attach additional pages as necessary.



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EVENT PROPOSAL**PAGE 2****EVENT SCREENING QUESTIONNAIRE - Please answer every question**

1. Will admission be charged (including any sort of pre-payment/registration) and/or is your event a fundraiser (for either a public or private entity)?	☐ YES ☐ NO
2. Will ANY food, beverages, arts, crafts, or cultural items be available for purchase?	☐ YES ☐ NO
3. Will any ALCOHOLIC beverages be given away or available for purchase?	☐ YES ☐ NO
4. Will your event require loud speakers or amplified sound?	☐ YES ☐ NO
5. Will your event require any film production at any time in the pre-, during, or post-event phases?	☐ YES ☐ NO
6. Will your event take place on a city beach or in a city park?	☐ YES ☐ NO
7. Will your event involve any onsite cooking or use of heating equipment?	☐ YES ☐ NO
8. Will your event include use of tents or canopies?	☐ YES ☐ NO
9. Will you need any special fencing or barricades?	☐ YES ☐ NO
10. Will banners or other directional or informational signage be used before, during and/or after your event?	☐ YES ☐ NO
11. Will you temporarily be using a property as a parking lot for an event?	☐ YES ☐ NO
12. Will your event require a street or sidewalk closure?	☐ YES ☐ NO
13. Will your event take place in a street with parking meters or require other parking restrictions (like towing cars from a parade route)?	☐ YES ☐ NO
14. Will your event require the use of a public parking lot?	☐ YES ☐ NO
15. Will your event require the use of a shuttle(s)?	☐ YES ☐ NO
16. Do you anticipate this being an annual event?	☐ YES ☐ NO
17. Is the applicant a non-profit registered with the State and/or with an IRS 501(c) status?	☐ YES ☐ NO
18. Will you be using monitors who will be identified by a name tag and/or event t-shirt to direct participants?	☐ YES ☐ NO
19. Do you plan on having on-site security at your event?	☐ YES ☐ NO
20. Do you anticipate needing police present at your event?	☐ YES ☐ NO

ADDITIONAL COMMENTS/INFORMATION:

ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that this Events Proposal is for preliminary review only, and does not guarantee that my event will be approved to move forward through the Events permit process. If approved, I understand that any change in the scope of the event must be reported to the City Manager's Office and additional permits may be required.

Applicant Signature _____ Date _____