



Riverside County Sheriff's Department
Jurupa Valley Station
 7477 Mission Blvd
 Riverside, CA 92509
 (951) 955-2600 FAX (951) 955-2630

SPECIAL EVENT REQUEST

Paperwork is to be completed and submitted no later than four weeks prior to the event.

TYPE OF REQUEST

<input type="checkbox"/> ABC Letter
<input type="checkbox"/> Special Event Review
<input type="checkbox"/> Request for Extra Duty Personnel
<input type="checkbox"/> Other _____

SPECIAL EVENT INFORMATION

Business Name (if any): _____	
Event Description: _____	
Date(s) of Event: __/__/__ - __/__/__	
Attendance: Less than 200 <input type="checkbox"/> 200 – 1000 <input type="checkbox"/> 1000-2500 <input type="checkbox"/> 2500+ <input type="checkbox"/>	
Tents/Canopies: Y <input type="checkbox"/> N <input type="checkbox"/>	Food Service Y <input type="checkbox"/> N <input type="checkbox"/>
Alcoholic Beverages: Y <input type="checkbox"/> N <input type="checkbox"/>	Music/Band: Y <input type="checkbox"/> N <input type="checkbox"/>

POINT OF CONTACT

<i>APPLICANT</i> Name: _____		Telephone: () _____	
Street Address: _____		Fax: () _____	
City: _____	State: _____	Zip Code: _____	Email: _____
Contact Person: _____			

<i>PROPERTY OWNER</i> Name: _____		Telephone: () _____	
Street Address: _____		Fax: () _____	
City: _____		Email: _____	
Contact Person: _____			

DISPOSITION

Initial Review by: _____	Deputy/Signature/ID# _____	Date: __/__/__
Reviewed by: _____	Sergeant/Signature/ID# _____	Date: __/__/__
Approved <input type="checkbox"/> / Denied <input type="checkbox"/> by: _____	Lieutenant/Signature/ID# _____	Date: __/__/__

OFFICE USE ONLY

Received by: _____	Date: __/__/__
Name/ID # _____	

DOCUMENT SUBMITTAL REQUIREMENTS

Jurupa Valley Station Required Documents:

ABC Letter & Special Event Approval

Alcoholic Beverage Control: (951) 782 – 4400 – It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

- Letter from property owner or leasing agent authorizing the proposed temporary event.

- Letter of “intent” describing the proposed event, including the following details:
 - Type of Event
 - Date(s) event will be held and hours of operation
 - Anticipated attendance
 - Alcoholic Beverages (Types that will be served)
 - Music and/or Bands
 - Security Plan (# of personnel)

- Full dimensioned site plan, identifying the following:
 - Location and size of event site, including:
 - › Lot dimensions
 - › Closest intersection(s)

- Vehicular and/or pedestrian access points
 - › Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - › Loading/Unloading area(s)

- Location of alcoholic beverage sales (i.e. beer garden, booth)
- Location of on-street/off-street parking area(s)
- Location of lighting, fencing (6’ high max), and gates
- Location(s) of tents/canopies, food services, drinking areas, restrooms/portable toilet facilities, etc.
- Completed Riverside County Planning Department Event documents w/approved signatures.
(Needed for Special Event Approval – events involving 200+ in attendance)

APPLICANT’S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct. Any false or misleading information shall be grounds for denial. I agree to comply with any and all Conditions of Approval.

Applicant: _____

Date: __/__/__