



CITY-EVENT SPONSORSHIP APPLICATION

CITY-EVENT SPONSORSHIP APPLICATION PROCESS

To request City sponsorship for an event, please complete the application form ("Application") below, and return it to City Hall, Bldg A, 65950 Pierson Boulevard, Desert Hot Springs, CA 92240.

Application Deadlines:

For requests exceeding \$5,000, Applications must be received no less than 90 days prior to the earliest scheduled date of the event.

For requests not exceeding \$5,000, Applications must be received no less than 60 days prior to the earliest scheduled date of the event.

Failure to submit a complete application within the above-referenced deadlines will render the application ineligible for consideration. **If the Application is approved, the applicant or other responsible party will be required to enter into a Sponsorship Agreement with the City prior to receiving City sponsorship support.**

Required Documentation:

If applicant is requesting City sponsorship on behalf of a non-profit organization, proof of the organization's non-profit status is required. Proof of non-profit status shall include: IRS documentation, organization's bylaws, roster of officers/employees, and other documentation as deemed necessary by the City's Community Development Director or his designee.

Applicant shall comply with all terms of the Sponsorship Agreement.

Please refer to the City's Event Sponsorship Policy for full rules and guidelines.

APPLICANT INFORMATION:

<hr/>		<hr/>	
Organization Name		Tax Exempt No. (if applicable)	
		<input type="checkbox"/> Adult	<input type="checkbox"/> Youth
<hr/>		<hr/>	
Contact Individual / Representative			
<hr/>		<hr/>	
Address		City	Zip
<hr/>		<hr/>	
Home Phone	Cell Phone	Work Phone	
<hr/>		<hr/>	

Email

Website Address

Organization Description: _____

List of Full Legal Names of All Members of Organization (attach additional sheet if necessary):

EVENT INFORMATION:

Type of Event: _____ [] Adult [] Youth

Amount Requested¹: \$ _____

Number of Employees/Volunteers _____ Number of Guests _____ % of DHS Residents: _____

In-Kind Support Requested (if applicable): _____

Event Date(s): _____

Relevant Pre-Event and Post-Event Dates, including load-in and load out (where applicable):

Event Time(s): _____

Event Location(s): _____

Description of Event: _____

How will the requested City sponsorship support complement other funding and/or support already obtained, or to be obtained, for successful implementation?

How will the event benefit the Desert Hot Springs Community?

¹ If the amount requested can be itemized based on specific usage, please provide an itemization on a separate sheet.

Description of how event will be marketed, including overview of the channels through which the City will have an opportunity to be recognized on Marketing Materials:

The undersigned certifies that he/she has read and agrees to abide by the City's Event Sponsorship Policy. The undersigned further agrees to be responsible for any damage to City facilities caused during or by the event, and agrees to be responsible for the conduct of all persons attending the event.

Signature of Applicant Date

Print Name

The following documents must be received before a City Sponsorship Agreement will be executed. Please work with city staff to submit all required documents. Not turning in required documents in a timely manner may result in forfeiture of preferred dates and times for your event.

	Date Received	Staff Initials
Certificate of Liability Insurance		
Certified Proof of Background Checks (Livescan) Policy Performed for all Parties and all Parties Passed Background Checks		
Volunteer Training Program		
Volunteer Discipline Policy		
Membership Roster with Addresses		
City Business License and/or Event Permit		
List of Equipment Stored On Site and Owner contact information		
Organization signed Liability Waiver		
Signed Liability Waivers		
Tax Exempt Documents:		
IRS Documentation		
Bylaws		
Roster of Officers		
A list of individuals authorized to make reservations for the organization		
Fee: \$ _____ <input type="checkbox"/> Check (No. _____) <input type="checkbox"/> Money Order (No. _____) <input type="checkbox"/> Cash <input type="checkbox"/> Date Paid: _____ <input type="checkbox"/> City Event Sponsorship Agreement Executed: _____		
The above Application is: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED (Reasons: _____)		

Signature: _____

Date: _____