

SPECIAL EVENT INQUIRY TIMELINE



1

60–365 Days Before Event Date

Customer submits application or request (“Inquiry”) for use of City park or greenbelt for other than typical picnic rental or field reservation to Registration.

2

10–20 Business Days After Inquiry Submission

Customer receives a conditional approval or denial notification from the Special Events Committee.

CONDITIONAL APPROVAL

Customer is scheduled to attend a site meeting with the Special Events Committee to discuss onsite logistics and review application details.

DENIAL

If inquiry is determined ineligible for the City Parks Special Use Permit, applicant will receive alternative options to explore under other City department level permits -if applicable.

3

5–10 Business Days After Site Meeting

After onsite meeting with Committee, Customer should expect:

A. POST-SITE MEETING NOTES

Summary of all items addressed, recommendations, staging area, vehicle travel path map and any other requirement based on the scope of their event

B. INVOICE & PENDING ITEMS

pending items and deadlines including (a) invoice, (b) insurance documents, (c) addendums.

4

5 Business Days/Week of Event Before Event

Customer receives the CPSU Permit Packet from City Hall PCS office provided that all pending items have been submitted and accepted by the City.

Pending items may include:

- A. Insurance documents
- B. Payment
- C. Addendums
- D. Any other specification

5

5–10 Business Days After Event

Before booking deposit is processed, if any violations or issues are reported, the customer will receive a summary of damage, photos and itemized invoice for all the damages and clean-up charges.