

ATTACHMENT

PROPOSED EVENT APPLICATION & SITE MAP



SPECIAL EVENT PERMIT APPLICATION

CITY OF RIALTO
Parks, Recreation & Community Services Department
Attention: Jessica Mendoza
 Office: 214 North Palm Ave. Rialto, CA 92376
 Phone (909) 820-8036 Email: Jmendoza@rialto.ca.gov
www.rialto.ca.gov

GENERAL INFORMATION

Name of Event: The Rare Market Night Market	Location of Activity (Address): Downtown Rialto street closure (200 s Riverside Ave) First st or Rialto Ave
Organization Name: The Rare Market	
Applicant Name: Jose tomez	Telephone: 9097179301
Mailing Address: Joseatornez97@gmail.com	Email: Joseatornez97@gmail.com
On-Site Contact Name: Jose tomez	Telephone:

DATE(S)/TIME(S) INFORMATION

Date(s) of Activity From: 8/14/26	To: 8/14/27	Hours of Operation From: 5pm-9pm	To:
Set-up Date(s) From: 8/14/26	To:	Set-up Time(s) From: 3pm-4:45pm	To:
Tear-down Date(s) From:	To:	Tear-down Time(s) From: 9pm	To:

DESCRIPTION OF EVENT

Describe Planned Activities:
A night market where we will have each week bringing families together

EVENT DETAILS

Estimated Attendance: 500 Estimated No. of Staff / Volunteers: 3

Will any fees be charged? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If so, what fees will be charge and who will the proceeds benefit? Fees depend on venue cost
Will fees be collected on site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Alcoholic beverage sales/on-site consumption: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Electrical (provided by applicant): <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach copy of ABC Permit	If yes, type: Generators will be on site

It is the responsibility of the Event Organizer to ensure that all Temporary Food Facility Vendors at the event comply with food safety and sanitary requirements enforced by the San Bernardino County division of Environmental Health Services. All vendors selling food must have a City of Rialto business license.

Will food be served on site: Yes No

If yes, attach copy of the San Bernardino County Temporary Event Health Permit(Permits will be submitted by each vendor who sales food)

All vendors selling products must have a City of Rialto business license. Additional fees will apply. Will there be any items for sale at this event? Yes No

For fireworks or pyrotechnics an additional application must be processed with the City of Rialto Fire Department a minimum of 90 days prior to your event. Additional fees may apply. Are you requesting approval to provide a fireworks show at the event? Yes No

Will additional portable restrooms be brought to the event site? Yes No If YES, please provide the following information.
 Portable Restroom Company Name: _____ Phone Number: _____ Number of Restrooms: _____ ADA: _____

Clean up of the event area immediately following the event, including trash removal from the site is the responsibility of the applicant. Burrtec Waste Industries disposal has an exclusive franchise with the city and must be used for all trash hulling. Will you require any trash containers or recycling bins? Yes No

Police personnel is required for all street closures as determined by the Rialto Police Department. Additional police personnel are required for events with alcohol or large crowds. Additional fees apply. Are you requesting any public streets be closed for this event/activity? Yes No

If YES, identify the streets/blocks and indicate the times the closure is requested:

A traffic control plan may be required for events which require barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closures. Plan should specify pedestrian management traffic signal modifications, etc. Additionally, a message sign may be required, please list your traffic control plan if applicable:

Are you requesting vehicles be permitted to load/unload on city streets? Yes No

If YES, please indicate the location and times loading and unloading will occur.

If City staff assistance is requested, the applicant will be charged additional fees to cover cost incurred by the City. Will city staff be requested? ____ Yes ____ No

If YES, please explain:

IN THE SPACE PROVIDED BELOW PLEASE DESCRIBE THE PROPOSED ROUTE FOR PARADES, RUNS, WALKS, ETC. A DETAILED MAP OF THE EVENT SITE OR ROUTE MUST BE INCLUDED WITH THIS APPLICATION IF TRAFFIC CONTROL OR PARKING ARE SIGNIFICANT ISSUES.

EVENT SITE OR ROUTE MAP

A map of the event site is required, please draw your map in the space provided below or attach your map to the application upon submittal. Site Plan- should include; north arrow and drawing to scale, dimensions and shape of the lot, location and name of abutting streets and alleys, location of nearest off-site structures on the site, placement/locations of tents/canopies, identification of the use(s) within tents/canopies, interior seating plan within tents and method of seating, location, composition and height of all existing and proposed walls and/or fences, location of driveways showing all points of ingress/egress to the site and event, parking layout showing accessible parking spaces and path of travel from the public right-of-way to the proposed event, location on site landscaping if existing, location of restroom facilities, any equipment, storage, generator, any other materials associated with the event, location of refuse enclosures, and placement/location of temporary signage.

We are requesting a street closure on Rialto Ave in downtown for a reoccurring night market. We are open to using one side of First St and the end portion of Rialto Ave, from one traffic light to the next.

Our goal is to host the market every Friday from 5 PM – 9 PM, though we are flexible with the days if needed. We would love to create a community night market that brings families into downtown to support local and established businesses.

To ensure a safe and professional event, all vendors operating at this location would be required to provide the proper permits and documentation, including:

- TFF permits (if applicable)
- Cottage permits (if applicable)
- Business licenses
- Liability insurance

We plan to feature a variety of vendors including food vendors, food trucks, arts & crafts, clothing, jewelry, and many other local businesses. To maintain a family-friendly atmosphere, cannabis and alcohol sales or promotion will not be permitted at the event.

Parking: Parking will be around valid city street parking.

Marketing: We would love to partner up with the city and use online platforms such as ours (The Rare Market) and the city's platform to market online the newest biggest thing in Rialto, following up with potential banners around downtown Rialto.

Vendor vision: We believe vendors can only have a certain look to be apart of this event we can discuss on having an all white canopy look this elevates the look of downtown. The Rare Market will have vendors on a more elevated look rather than a swap meet look. We want to make sure everything is presentable and aesthetically eye pleasing.

Our vision is to create a safe, welcoming, and positive environment that gives Rialto the recognition it deserves. Many surrounding cities have thriving downtown markets that bring the community together, support small businesses, and increase local foot traffic. We would love the opportunity to help Rialto continue to evolve and grow through these events for many years to come.

We believe this event would create a positive community atmosphere while supporting both local entrepreneurs and established downtown businesses.

PROPERTY OWNER AUTHORIZATION (for non-City facilities only)

Property Owner Agent (A letter of authorization is required to be submitted along with signature below)

Name (Please Print):	Title:
Mailing Address:	Phone:
Signature Authorizing this Application:	Date:

SUMMARY OF REGULATIONS FOR SPECIAL EVENT PERMITS

GENERAL INFORMATION:

No person or entity shall operate, maintain, conduct, advertise, or provide admission for any temporary special event within the City of Rialto without possessing a permit for each such temporary special event. Applications must be submitted at least 90 days prior to the event date and at least 120 days prior for those seeking a street closure or requesting alcohol, to insure proper processing and scheduling. All special event costs will be the responsibility of the applicant/requesting organization.

SUBMITTAL REQUIREMENTS CHECKLIST:

- Site Plan
- Obtain City of Rialto Business License at least 30 days prior to the event, if applicable
- Copy of Facility Reservation application/Authorization Letter, if applicable
- Copy of County Health Permit at least 2 weeks prior to the event, if applicable
- Copy of Rialto Fire Department operational permit, if applicable
- Copy of ABC License, if applicable
- Copy of security contract and potable restroom purchase order, if applicable
- Copy of certificate of liability insurance at least 30 days prior to the event

INSURANCE REQUIREMENTS: Before a Special Event Permit is issued, a certificate of insurance must be submitted 30 days prior to the date of the event. Subject to approval by the City Manager and City Attorney, the following may be requirements of your event/organization:

- Minimum \$1,000,000 General Liability Limit with the City named as additional insured. The endorsement page is required with the following: **The City of Rialto, its directors, officials, employees, agents, and volunteers shall be named as additional insureds.**
- Minimum \$1,000,000 General Automobile Liability
- Minimum \$1,000,000 Worker's Compensation (if the organization has paid staff)
- **Minimum limits of coverage may change depending on event**

Insurance Certificate Attached Insurance Certificate On File Insurance Certificate Not Available

Insurance Company: _____ Expiration Date: _____

ADDITIONAL FEES AND REQUIRMENTS MAY APPLY (i.e. street closures, City personnel fees, facility and park shelter rental, etc.)

SECURITY AND PORTABLE RESTROOMS: In the event that a carnival/street fair and/or alcohol service will be included in the event, an alcohol garden and security plan will need to be submitted along with a security contract and/or public safety staffing plan for review by the Police Department. Portable restrooms are required when estimated attendance exceeds what the host facility's restrooms can accommodate. If applying for a carnival, a separate Application for Carnival, Circuses, Etc. must be filled with the Building & Planning Department.

REVIEW PROCESS: Once the application is submitted to the Parks, Recreation & Community Services Department, the application will be reviewed. If the application is complete the applicant will be scheduled to present his/her applications to the Special Events Planning Team for review. City staff will route the application and all other associated documents to all applicable departments who will review the application and site plan. Once the Department review is complete, Staff will determine if the permit can be approved and will coordinate the processing and responses from other City departments and will contact the applicant regarding status. If the event is approved, a letter will be written for the approval which will contain conditions under which the event will be permitted to operate. A copy of this approval letter and event conditions must be kept on site for the duration of the event.

By signing below, I agree to indemnify, hold harmless, and defend the City and its officials, employees, and agents, against all claims, liabilities, and losses arising from activities connected with or undertaken pursuant to the Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit.

Name: _____ Signature: _____ Date: _____

SITE MAP

