

DATE SUBMITTED 9/24/25
 SUBMITTED BY Parks and Recreation
 DATE ACTION REQUIRED 10/1/25

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT:	DISCUSSION/ACTION: 1. APPROVE SPECIAL EVENT APPLICATION SUBMITTED BY FAITH ASSEMBLY CHURCH FOR THEIR ANNUAL HARVEST FESTIVAL
DEPARTMENT INVOLVED:	PARKS AND RECREATION
BACKGROUND/SUMMARY:	<p>Faith Assembly Church has submitted a special event application for their annual Harvest Festival held here in the City of Imperial. In their application they are requesting the city allow them to close 6th Street between J Street and South K Street. If allowed, this closure would ensure safe crossing for all attendees and participants of the event. It is staff's recommendation that City Council approve this application.</p> <p>Please see attached Special event application packet</p>
FISCAL IMPACT: N/A	FINANCE INITIALS _____
STAFF RECOMMENDATION: It is the department's recommendation for City Council to Approve the application for special event submitted by Faith Assembly	DEPT. INITIALS 
MANAGER'S RECOMMENDATION: <i>approve</i>	CITY MANAGER'S INITIALS <u>AM</u>
MOTION:	APPROVED () REJECTED () SECONDED: DISAPPROVED () DEFERRED () AYES: NAYES: ABSENT: REFERRED TO:



City of Imperial SPECIAL EVENT PERMIT INFORMATION

CONTACT FOR SPECIAL EVENT PROCESS:

DEPARTMENT OF PARKS AND RECREATION

Monday – Friday: 7:30 AM – 5:30 PM

Physical Address: 101 E. 4th Street, Imperial, CA 92251

Mailing Address: 420 S. Imperial Avenue, Imperial, CA 92251

Phone: (760) 355-3316 Email: parks@imperial.ca.gov

The City of Imperial is happy to hear about your interest in hosting a Special Event in the City of Imperial. Successful events depend on good planning and we are very invested in helping make your event experience a success. With this goal in mind, we have prepared this information sheet to guide and assist you in the preparation and processing of your Special Event Permit per Resolution No. 2020-62.

WHAT IS A SPECIAL EVENT?

“Special Events” may include, but are not limited to, short-term events such as any show, circus, concert, festival, carnival, dance open to the public, exhibition, lecture, auction, rave, boxing match, wrestling match, walk-a-thon, marathon run, cycling event, sporting event, permitted film production event, grand openings, farmers' market, pumpkin patch, outdoor sales, including, but not limited to, vehicle sales, or any combination thereof which members of the public are invited for free or admitted for a fee.

WHAT IS THE APPLICATION PROCESS?

- The process starts with the Parks and Recreation Department. Parks and Recreation staff will act as your liaison to the Special Events Committee, assist you in obtaining the permits needed and provide you with guidance and direction regarding the special event permit process.
 - All applications should be submitted with all supporting documentation no less than thirty working days prior to the opening date of the event. Please allow time for the process of review, recommendation, applicant's response to recommendations, and approval or denial of application.
 - Applications can be obtained and submitted at the Department of Parks and Recreation located at 101 E. 4th Street in Imperial. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
 - The Special Event Committee reviews applications and provides recommendations. The Committee includes representatives from Parks and Recreation, Police, Fire, Public Services, Community Development, and Administrative Services.
 - Depending on the scale of the proposed event, applicants may be scheduled to meet with the Special Event Committee in person.
- Applicants should not assume all aspects of event will be approved, as they may be asked to make
- some changes based on the availability of services and the scheduling of other events. Therefore, applicants are encouraged not to make any arrangements or publicize until approval has been given by the City.



City of Imperial SPECIAL EVENT PERMIT INFORMATION

THE APPLICATION PROCESS CONTINUED

FEES

- The application fee of \$100 per event is due once a Special Event Application has begun the review process. Please do not submit payment with the initial application, applicants will be notified of payment date.
- The fee charged for one-day business license as established by Resolution No. 2020-62 is \$10.00 per business, per day.
- In addition to the payment of the permit application fee, an applicant may be asked to provide a deposit for the estimated cost to the City to support the event. The applicant is required to pay the City for all departmental service expenses incurred in connection with or due to the applicant's activities under the permit. Additionally, if city property is destroyed or damaged by reason of the applicant's use, event or activity, the applicant shall reimburse the city for the actual replacement or repair cost of the destroyed or damaged property.

CHECKLIST

Please see the checklist below for the basic documents necessary to process an application. Additional items may be requested depending on the scope/size of event.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Special Event Application | <input checked="" type="checkbox"/> A Legible Site Plan |
| <input type="checkbox"/> A copy of your Certificate of Liability Insurance
Document MUST list the City of Imperial as additionally insured with the same coverage as the insured in the minimum amount of one million dollars (\$1,000,000). | |
| <input checked="" type="checkbox"/> A Written Lease or Agreement from the owner of the property granting permission to host a special event. <i>N/A</i> | |
| <input type="checkbox"/> A Food and Vendor List may be required, depending on type of event. All vendors are required to have a City of Imperial Business License. | |



City of Imperial

\$ _____ Application Fee

SPECIAL EVENT APPLICATION

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Event Location: <u>320 S J ST IMPERIAL</u>		
Event Name: <u>HARVEST FESTIVAL</u>	Date(s) of Event (Days/Dates): <u>10/16/25</u>	
Set-Up Time: <u>5pm to 10pm</u>	Program Time: <u>6pm to 8:30pm</u>	Clean-Up Time: <u>8:30pm to 10pm</u>
Group/Organization: <u>FAITH ASSEMBLY</u>		
Contact Person: <u>CINDY BRUCE</u>	Alternate Contact Person: <u>CARLOS ROACHO</u>	
Address: <u>320 S J ST IMPERIAL</u>	Address: <u>320 S J ST</u>	
City & Zip Code: <u>IMPERIAL CA 92251</u>	City & Zip Code: <u>IMPERIAL CA 92251</u>	



Anticipated Total Event Attendance: 300

Event Description (Please describe purpose of event and activities): TRUNK OR TREAT, FOOD,

What Assistance is requested from the City? CLOSE 6th ST BETWEEN 6th J ST AND SOUTH K ST

Is this event open to the public?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, please describe accessible toilets & hand wash stations: <u>15 TOILETS 10 SINKS</u>
Will admission fees be charged?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, please provide fee amount: <u>N/A</u>
Will food/beverages be sold?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, will a temporary food facility permit be obtained? <input checked="" type="radio"/> Yes <input type="radio"/> No
Will alcohol be served?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, will an ABC permit be obtained? <input checked="" type="radio"/> Yes <input type="radio"/> No
Will other items be sold?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, how many vendors? <u>SCHOOL BOOK FAIR WILL BE OPEN NO VENDORS</u> (Please attach vendor list)
Will security be provided?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Will there be sound amplifications? <input checked="" type="radio"/> Yes <input type="radio"/> No
Describe the parking/traffic plan: <u>PARKING ON STREETS</u>		

EVENT AGREEMENT

I/We hereby certify that we shall be personally responsible, on behalf of our group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by our group/organization. I/We agree to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. I/We agree to abide by and enforce the rules and regulations of the City of Imperial.

Signature of Applicant: C Bruce Date: 9/17/25

FOR OFFICE USE ONLY

Date Received/Initials:	Applicant Contacted:	SPECIAL EVENTS COMMITTEE
DOCUMENT CHECKLIST Site Map <input type="checkbox"/> Rec'd _____ N/A Insurance <input type="checkbox"/> Rec'd _____ N/A Property Approval <input type="checkbox"/> Rec'd _____ N/A Fees Due <input type="checkbox"/> Rec'd _____ Receipt # _____	ADDITIONAL REQUIREMENTS Business License <input type="checkbox"/> N/A Rec'd _____ Vendor List <input type="checkbox"/> N/A Rec'd _____ Health Permit <input type="checkbox"/> N/A Rec'd _____ ABC License <input type="checkbox"/> N/A Rec'd _____ Security <input type="checkbox"/> N/A Rec'd _____	Emailed to Committee: COMMITTEE REVIEW DATE: Police Fire Public Works Community Development Administrative Services Event Approved
Notes		

"Put on the full armor of
God..." Ephesians 6:11

Faith Academy

Pastor Dan Bruce, Administrator
320 South J Street, Imperial, CA 92251
Office (760) 355-1114
Fax (760) 355-2450
www.ivfaithassembly.org

September 17, 2025

City of Imperial
Community Development Department
420 South Imperial Avenue
Imperial CA 92251

To the Community Development Department:

For many years, Faith Assembly, Faith Academy and It's A Small World Preschool have hosted a community Harvest Festival in October on our campus.

This year, we are providing our free Harvest Festival carnival and Trunk or Treat on Thursday, October 16, 2025. All activities will be in the church parking lot between the church and the school and the large parking lot north of 6th Street. The event will run from 6pm to 8:30pm.

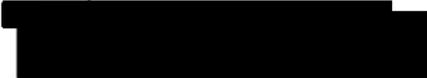
We anticipate a large number of participants as in years past and are asking the city if we can close 6th Street between South J Street and South K Street. This would ensure participants could safely cross 6th Street to move between the Trunk or Treat and the events at the church and school.

Thank you for considering our request. Please do not hesitate to contact me should you need further information.

Sincerely,



Cindy Bruce
Office Manager
Faith Assembly
Faith Academy
It's A Small World Preschool
320 South J Street
Imperial CA 92251



Trunk or Treat approx. 30 cars

Requested/proposed street closure

Dessert table, Book Fair,
seating for approx. 80/gym

Food & seating/courtyard

Parking lot: firetruck rides,
umpers

St. Michael
Catholic School

Faith Academy & it's A Small World Preschool

Harvest Festival & Trunk or Treat ~ October 16, 2025 6pm-8:30pm

Faith Assembly Church

N Imperial Ave

N Imperial Ave

N Imperial Ave

N Imperial Ave

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**BLANKET ADDITIONAL INSURED ENDORSEMENT FOR
CONTRACT, AGREEMENT OR PERMIT - INCLUDING LESSOR OF
LEASED EQUIPMENT, OWNER OF LEASED LAND,
MANAGERS OR LESSORS OF PREMISES, ENGINEERS,
ARCHITECTS AND SURVEYORS AND VENDORS**

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

The following is added to the General Liability Additional Provisions Form.

**A. ADDITIONAL INSUREDS - BY
CONTRACT, AGREEMENT, OR PERMIT.**

1. Paragraph C. - WHO IS AN INSURED,
is amended to include as an insured:

(a) Any person or organization with whom you have entered into a written contract, agreement or permit requiring you to provide insurance as is afforded by this General Liability Coverage Form will be an additional insured, but only:

(1) To the extent that such additional insured is held liable for acts or omissions committed by you or your subcontractors during the performance of your ongoing operations.

(2) With respect to property owned or used by, or rented or leased to, you.

The insurance afforded any additional insured under this paragraph will be subject to all applicable exclusions or limitations described in paragraphs **2.(a), (b), (c), (d)** and **(e)** and in **3.(a), (b), (c), (d), (e)** and **(f)** below.

(b) Such insurance as is provided by this paragraph for any additional insured will be primary, if so required by the written contract, agreement, or permit. Any other insurance available to such person or organization shall be excess over this insurance.

(c) A person's or organization's status as an additional insured in connection with a written contract, agreement or permit under this paragraph ends when your operations for that additional insured are completed or the written contract, agreement or permit is terminated or expires.

2. Additional Exclusions or Limitations

(a) Lessor of Leased Equipment

If an equipment lessor is an additional insured as a result of the provisions of paragraphs **1.(a), (b)** and **(c)** above, the following additional exclusions apply:

This insurance does not apply:

(1) To any "occurrence" which takes place after the equipment lease expires;

(2) To "bodily injury" or "property damage" arising out of the sole negligence of such additional insured.

(b) Owner of Leased Land

If an owner or other interest from whom land has been leased is an additional insured as a result of the provisions of paragraphs **1.(a), (b)** and **(c)** above, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to lease that land; or
- (2) Structural alterations, new construction, or demolition operations performed by or on behalf of the owner or other interest from whom the land was leased.

(c) Managers or Lessors of Premises

If a manager or lessor of premises you rent or lease is an additional insured as a result of the provisions of paragraphs 1.(a), (b) and (c) above, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction, or demolition operations performed by or on behalf of the manager or lessor of that premises.

(d) Engineers, Architects, or Surveyors

If an engineer, architect or surveyor is an additional insured as a result of the provisions of paragraphs 1.(a), (b) and (c) above, the following additional exclusions apply:

This insurance does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of the rendering or the failure to render any professional services by or for you, including:

- (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

(e) Vendors of "Your Products"

If a vendor of "your products" is an additional insured under this Coverage Part, such insurance as is provided to the additional insured applies only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and subject to the following additional exclusions:

- (1) This insurance afforded the vendor does not apply to:
 - (i) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (ii) Any express warranty unauthorized by you;
 - (iii) Any physical or chemical change in the product made intentionally by the vendor;

- (iv) Repackaging, except unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (v) Any failure to make such inspections, adjustments, tests, or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business; in connection with the distribution or sale of the products;
 - (vi) Demonstration, installation, servicing, or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product; or
 - (vii) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor.
 - (viii) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - a) The exceptions contained in Sub paragraphs (iv) or (vi); or
 - b) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part, or container entering into, accompanying or containing such products.
3. Such insurance as is afforded for any additional insured under 1. and as modified by **Paragraph 2.** above is subject to all applicable exclusions under **Coverage A, BODILY INJURY AND PROPERTY DAMAGE LIABILITY COVERAGE, Paragraph 2. Exclusions** other than **2.b.** which is applicable to contractual liability; and to the following additional exclusions:
- (a) The independent acts or omissions of such additional insured.
 - (b) Any liability arising from injury or damage in connection with a contract or agreement executed or permit issued subsequent to:
 - (i) The occurrence of any "bodily injury" or "property damage"; or
 - (ii) The commission of any offense which caused "personal and advertising injury."
 - (c) Construction or demolition activities within 50 feet of any railroad property and affecting any railroad bridge or trestle, track, road-bed, tunnel, underpass or crossing.

- (d) Any liability arising from injury or damage in connection with a permit issued by a state political subdivision if the liability is from operations performed for the state or political subdivision.
- (e) Any liability from "bodily injury" or "property damage" arising out of "your work" which is included in the "products-completed operations hazard."

This additional exclusion **A.3.(e)** does not apply with respect to such Vendors coverage as is provided under **A.2.(e)** above.

- (f) Any person or organization included as an insured under any other provision of Paragraph C., Who Is An Insured, or included as an additional insured by any endorsement to this policy.