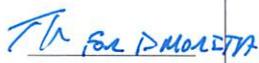


DATE SUBMITTED 11/12/2025
 SUBMITTED BY Parks and Recreation
 DATE ACTION REQUIRED 11/19/2025

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 THE SPECIAL EVENT APPLICATION SUBMITTED BY THE IMPERIAL IRRIGATION DISTRICT		
DEPARTMENT INVOLVED:	PARKS AND RECREATION		
BACKGROUND/SUMMARY:	<p>Imperial Irrigation District (IID) has submitted a special event application for their 2nd annual Festival of Lights. This community event, which is open to the public at no charge, is comprised of holiday lighting displays within the Imperial Valley Fairgrounds. The organizer is requesting the City Council approve city road and lane closures as part of their application. IID is not requesting to utilize any city traffic control measures or staff resources.</p> <p>Please see attached: Event application</p>		
FISCAL IMPACT: N/A	FINANCE INITIALS	_____	
STAFF RECOMMENDATION: It is the department's recommendation for City Council to approve the special event application submitted by the Imperial Irrigation District.	DEPT. INITIALS		
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS		
MOTION:			
SECONDED:	APPROVED ()	REJECTED ()	
AYES:	DISAPPROVED ()	DEFERRED ()	
NAYES:			
ABSENT:	REFERRED TO:		



SPECIAL EVENT APPLICATION

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Event Location: <u>Imperial Valley Fairgrounds</u>		
Event Name: <u>110 Festival of Lights</u>	Date(s) of Event (Days/Dates): <u>12/4-22/25</u>	
Set-Up Time: _____ to _____	Program Time: _____ to _____	Clean-Up Time: _____ to _____

Group/Organization: <u>Imperial Irrigation District</u>			
Contact Person: <u>Susie Carrillo</u>		Alternate Contact Person: <u>Stacey Amparano</u>	
Address: <u>333 E Barton Blvd</u>		Address: <u>(same)</u>	
City & Zip Code: <u>Imperial, CA 92251</u>		City & Zip Code: _____	
Phone: <u>760-482-3322</u>	Cell Phone: _____	Phone: <u>760-482-3323</u>	Cell Phone: _____
Email Address: <u>scarrillo@iid.com</u>		Email address: <u>scomparano@iid.com</u>	

Anticipated Total Event Attendance: _____

Event Description (Please describe purpose of event and activities): Residents will drive through an array of lighted displays on the IV Fairgrounds property

What Assistance is requested from the City? None. Vision Traffic Control is contracted to conduct traffic control (barriers to re-route traffic) & on parking lots.

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>Drive thru only.</u>
Will admission fees be charged?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, please provide fee amount:	_____
Will food/beverages be sold?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, will a temporary food facility permit be obtained?	Yes No
Will alcohol be served?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, will an ABC permit be obtained?	Yes No
Will other items be sold?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, how many vendors? _____	(Please attach vendor list)
Will security be provided?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Will there be sound amplifications?	Yes No
Describe the parking/traffic plan: <u>Vehicles will enter thru K St onto Fairgrounds parking lot & drive on road within fairgrounds and make full circle exit "L" St.</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: Susie Carrillo Date: 10/31/25

FOR OFFICE USE ONLY

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



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.

- Special Event Application
- A Legible Site Plan
- 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).
- A **Written Lease or Agreement** from the owner of the property granting permission to host a special event.
- 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.



Insurance | Risk Management | Consulting

2066 N. Imperial Ave
El Centro, CA 92243
CA License

760-482-2791
www.ajg.com
0069293

October 31, 2025

City of Imperial
420 S. Imperial Ave.
Imperial, CA 92251

RE: Imperial Irrigation District
Letter/Certificate of Insurance
Festival of Lights event, December 4th to 22nd, 2025
Period of December 31, 2024 to December 31, 2025

Our agency handles insurance for the Imperial Irrigation District (IID). IID, in the course of conducting business with other companies, is frequently asked to provide a Certificate of Insurance showing that they carry liability insurance in the amount of \$1,000,000 per occurrence.

As in the case with many other large companies, IID does not carry commercial general/automobile liability insurance at levels below \$1,000,000 per occurrence. IID also self insures their Workers' Compensation exposure, as well as physical damage to automobiles and equipment.

Therefore, this letter is being provided in lieu of a Certificate of Insurance indicating excess insurance of IID's self-insured retentions.

Please be assured that IID is financially able to respond to losses in the uninsured level. Such self-insurance does not change any obligations assumed by IID under the provisions of their agreements. IID will respond directly to any losses or claims arising from such obligations.

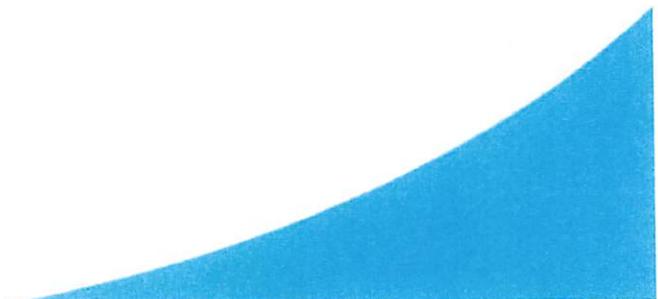
Please call me at (760) 352-2611 if you have any questions or concerns regarding this matter.

Yours truly,

A handwritten signature in blue ink that reads 'Daniel Lemus'.

Daniel Lemus
Area Vice President

CC: Susie Carrillo, IID





Facility Rental Invoice

200 East Street
Imperial, CA 92251
(760) 355-1181
ivf@ivfairgrounds.com

Name: Susie Carillo
Company: IID
Event Name: IID Light Festival-Drive Through Only
Email Address: SCarrillo@iid.com

Setup Date:
Rental Date(s): 12/1-12/23, 2025
Start Time:
End Time:
Expected Attendance:

Description	Quantity	Cost	Extended Cost
Oleander Road	23	\$250.00	\$5,750.00
Deposit (Refundable)	1	\$0.00	\$0.00

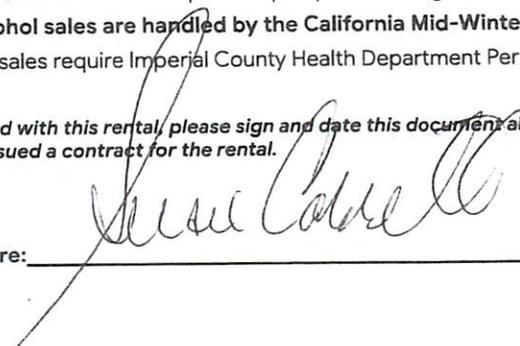
Liability Insurance Certificate to be Provided by Client

Total \$5,750.00

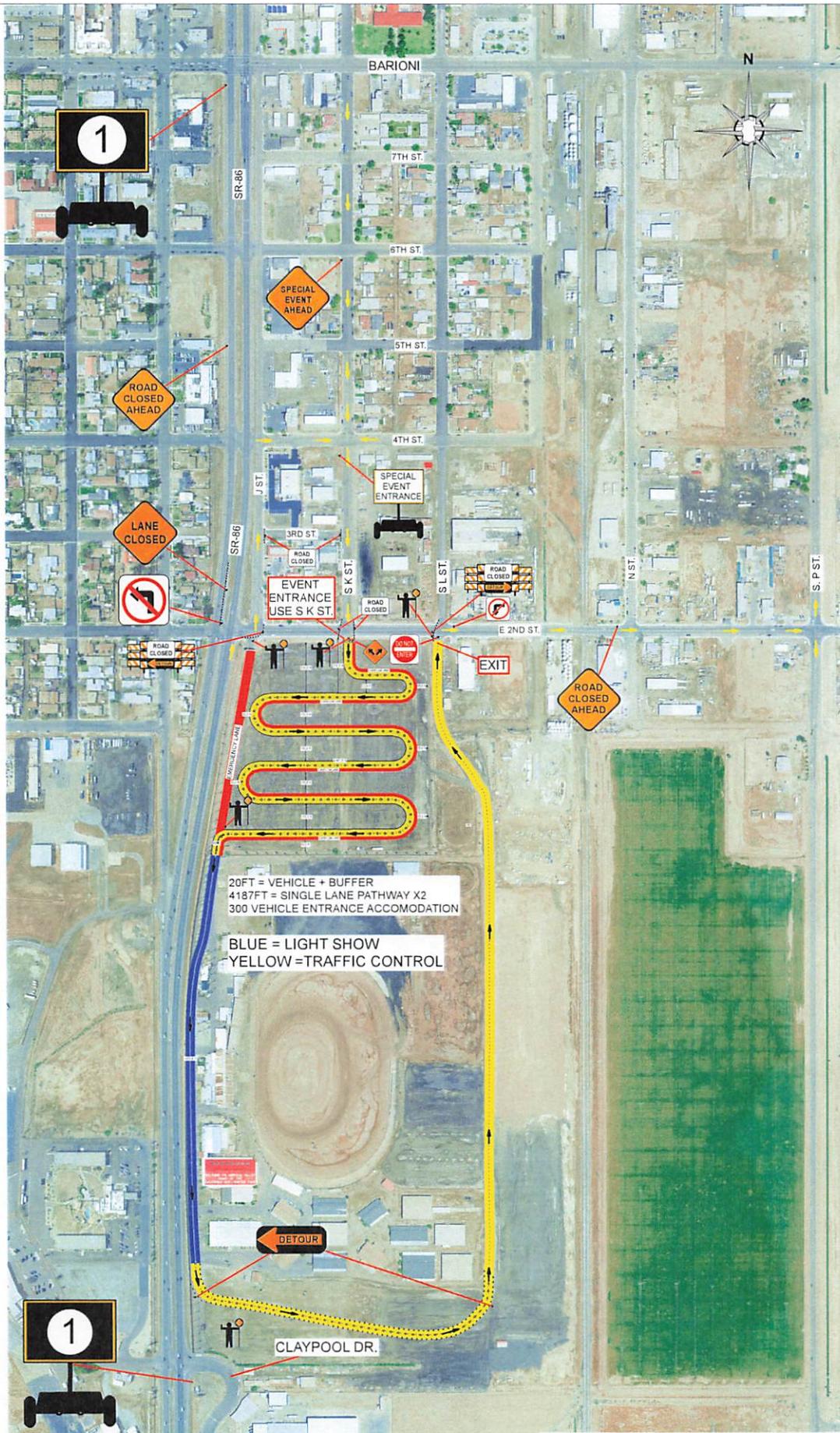
Notes:

- Insurance is required and may or may not be included in this quote
- Event Liability Insurance is based on estimated attendance
- CFSA requires insurance per day to include setup/cleanup days
- Deposit to hold is 1/2 of total of building rental plus damage deposit
- Damage deposit will be refunded after verification of facility clean-up and damage inspection
- Balance is due no later than 2 weeks prior to event
- Normal rental rates for setup/cleanup days are 1/3 regular rental price.
- ALL alcohol sales are handled by the California Mid-Winter Fair Heritage Foundation-No Exceptions**
- All food sales require Imperial County Health Department Permits

If you would like to proceed with this rental, please sign and date this document and return to the IV Fairgrounds office. After receipt you will be issued a contract for the rental.

Signature: 

Date: 11/3/25



20FT = VEHICLE + BUFFER
 4187FT = SINGLE LANE PATHWAY X2
 300 VEHICLE ENTRANCE ACCOMMODATION

BLUE = LIGHT SHOW
 YELLOW = TRAFFIC CONTROL

- TRAFFIC CONTROL GENERAL NOTES**
1. "CMS" BOARD MESSAGE TO DISPLAY "FESTIVAL OF LIGHTS / USE S K ST. ENTRANCE"
 2. TRAFFIC CONTROL TO ACCOMMODATE 300 VEHICLES PER HOUR
 3. YELLOW MARKING FOR TRAFFIC CONTROL INSIDE FACILITY
 4. BLUE MARKING FOR IRL LIGHT SHOW, RED MARKING FOR EMERGENCY EXIT/ENTRANCE
 5. ENTRANCES AND EXITS ARE TO BE MANNED BY STAFF. IF NEEDS ARISES OR EMERGENCY EXISTS TRAFFIC PERSONNEL TO ATTEND TO MATTER AND COMMUNICATE VIA HANDHELD RADIO/CELLPHONE.

VISION

Date: 7/23/2025 Author: CHRIS GARCIA Project: IID (FESTIVAL OF LIGHTS)
 Comments:
 FESTIVAL OF LIGHTS TRAFFIC CONTROL TO ACCOMMODATE 300 VEHICLES PER HOUR
 FESTIVAL ENTRANCE TO USE 4TH & S K ST.
 VEHICLES EXITING TO USE E 2ND ST.