Special Event Co-Sponsorship

The City of Stockton special event co-sponsorship is designed to assist local non-profits and organizations in presenting events that serve the public and promote the City of Stockton. The City’s co-sponsorship is to provide support and sponsorship to quality special events, which enhance the community in the following ways:

- The event must be free and open to the public. This means no admission fee can be charged and no monetary donations can be requested from the public or participants.
- No alcohol can be served at the event.
- The event must have a cultural, social, or educational benefit to the community.
- The event cannot be religious or political in nature or seek to support or oppose any religious or political viewpoint.
- The event must be held at a City managed facility.
- The organization must follow all of the normal procedures and meet all requirements for special events, including insurance conditions.

Application Process:

All organizations must complete the following application process:

- Special Event Application, must be completed for all events
- Event Co-Sponsorship Application
- Provide a copy of 501 (c) (3) status, if applicable
- A copy of the event’s profit/loss statement (required at the conclusion of the event)
- Security/ Damage Deposit
- Detailed letter providing event details and summary of event
- Event Promotional Materials

Application can be mailed to:
Community Services Department, Special Events Unit
425 North El Dorado St., First Floor
Stockton, CA 95202

Review Process:

- Applications for co-sponsorship are reviewed by the Community Services Department.
- Recommended applications are submitted to the City Manager’s office by the Community Service Department.
- If approved, organizer will receive a co-sponsorship approval letter.
Ineligible Fees/Cost:

Fees that are not eligible for co-sponsorship are items not directly related to the rental of the facility. Ineligible fees include, but are not limited to the following:

- Event Insurance Costs
- Facility Rental Fees *(Co-sponsorship applies to the day of the event only and does not including load-in/out days prior/after the event)*
- Fire Permit Fees
- Event Police Services *(if applicable)*
- Facility Set-up Fees
- City Electrician Services *(if applicable)*
- Any/All costs associated with developing and marketing the event

Approved Co-Sponsored Events:

Benefits of City of Stockton co-sponsoring your special event

1. City rental facility fee will be sponsored.
2. Your event will be listed on the City of Stockton website.
3. Your event may be displayed on the City of Stockton marquee.
4. Your event can provide fliers to the Community Service Department for distribution to all City Community Centers and Libraries.

Requirements that will apply to Co-Sponsored events

1. Place the City of Stockton logo on any of the event’s promotional materials (i.e. fliers, posters, brochures, banners, etc.)
2. City of Stockton, Community Service Department approval of all promotional materials and advertising
3. The City of Stockton, Community Service Department may choose to have a booth at the event to distribute Community Service Department Recreation activities and programs flyers
4. Additional event requirements will be determined after review of application
5. Submission of the event’s Profit/Loss Statement and an Event Report Summary. *Failure to submit the statement will disqualify event from future co-sponsorship*

Contact Information

For any questions regarding the City of Stockton Co-Sponsorship, please contact:

Community Service Department, Special Events
P: (209) 937-8119
F: (209) 937-8683

Please mail the following application to:
Community Services Department, Special Events Unit
425 North El Dorado St., First Floor
Stockton, CA 95202
Event Co-Sponsorship Application

**APPLICATION INFORMATION**

<table>
<thead>
<tr>
<th>Name of Organization:</th>
<th>Name of Applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>City, State, Zip Code:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Alternate Phone Number:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

Are you a local non-profit organization (circle): [ ] YES [ ] NO
If YES, please provide a copy of your non-profit status.

Please provide a brief description about your organization:

**EVENT OVERVIEW**

<table>
<thead>
<tr>
<th>Name of event:</th>
<th>Event Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Location:</td>
<td></td>
</tr>
</tbody>
</table>

Event Start Time: [ ] YES [ ] NO
Event End Time: [ ] YES [ ] NO
Cost (If YES): |

Anticipated attendance:
### EVENT HISTORY

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this considered an annual event (circle)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has this event been held before (circle)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# of years in existence:

<table>
<thead>
<tr>
<th>Average Attendance (If applicable):</th>
<th>2010 - 2011</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission (circle):</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Cost (If YES):</td>
<td></td>
<td></td>
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</tbody>
</table>

Previous Event Highlights, please provide a brief description (please attach addition documentation if needed):

### GENERAL EVENT INFORMATION

Please provide a comprehensive description of all event activities and entertainment (please attach addition documentation if needed):

What makes your event unique?

What is the theme of your event?
EVENT SPONSORSHIP/CONTRIBUTORS
Please complete the following (Do Not include the City of Stockton contributions):
Event Sponsors/Contributors/Partners | What are they providing?
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BENEFITS TO THE CITY OF STOCKTON
How does this event enhance our community?

What cultural and/or educational impact will your event have on the City of Stockton community?
AFFIDAVIT/HOLD HARMLESS OF APPLICATION
Contractor agrees to indemnify, save, hold harmless, and at City’s request, defend the City, its officers, agents, and employees from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to the City in connection with the performance, or failure to perform, by Contractor, its officers, agents, sub-contractors, employees, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable under this Agreement, and from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents, or employees under this Agreement. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.
For insured events - the promoter will comply with insurance requirements contained on Exhibit A.
This event check list is only a request for a reservation. All confirmations will be decided upon by the City of Stockton’s Event Committee. A request for reservation cannot be made without submitting the required security deposit. If the request is approved a tentative event confirmation will be mailed to the below listed party. By signing this form it is understood that you are obligated to provide all required fees and documents as set forth by the City of Stockton Event Manager (i.e. insurance requirements, liquor liability, security, payment, etc.) to the City of Stockton 45 days prior to the event or your reservation is subject to cancellation due to non-compliance. Cancellation fees will apply. The contact name listed below will be the sole contact for all matters regarding the event. The party will work directly with the City of Stockton employee assigned to each facility. The liable party will be responsible for all signed documents and fees that are required. If you do not list a contact name the liable party will be listed for all matters.

I, the undersigned, understand all terms listed above and that all information that has been complete is factual. I understand that if any of the information is found to be fraudulent, or if I have withheld any information it will be grounds for cancellation and possible consideration for future events.

Signature: ___________________________________________ Date: ______________________