City of Porterville

Finance Department

291 N. Main St.

Porterville, CA 93257

**CHECK LIST**

**FOR COMMUNITY CIVIC EVENT**

***What constitutes a Community Civic Event?***

A non-profit organization wishes to sponsor an event that is open to the community at large and will utilize public property. Most of the time Community Civic Events require street or sidewalk closures.

* Are you a non-profit organization **sponsor**? If not, do you have a non-profit sponsor, such as a church or national club organization, to sponsor your event?
* The non-profit organization **sponsor** should have a City of Porterville business license.
* Submit your application/agreement no less than 30 days **or** no more than 90 days prior to the event.
* Your approved application can be mailed **or** e-mailed. Please list either address.
* Have you reserved and paid for your park location, if required?
* Have you initialed and signed page 2 of the application?
* Have you completed the heading on pages 3 and 4?
* All vendors, except non-profit vendors, are required to have a City of Porterville business license. A $1 fee is charged to vendors without a business license and must be paid to the City after your event.
* Have you included a map of your event location or if at the park, a map of the layout for your event?
* Have you included a copy of your Certificate of Insurance?
* Have you included a copy of the Additional Insured Endorsement?