



CITY OF TEMECULA
COMMUNITY SERVICES
TOWN SQUARE PARK

DATE: **October 24, 2023**

SUBJECT: **Town Square Park Use Guidelines**

DEPARTMENT APPROVAL: _____
Department Director Signature Date

CITY MANAGER APPROVAL: _____
(If applicable) City Manager Signature Date

POLICY:
To provide an area for City and City Co-sponsored events and programs to be conducted without conflict with other public uses or athletic facilities. This policy does not limit Expressive Activities and/or Spontaneous Events.

BACKGROUND:
Event Area includes:

- Civic Quad- directly in front of City Hall
- Town Square Park- grass area
- Mercedes Street- from access road on north end to alley way on south end
- Main Street 'Y'- horseshoe road from Mercedes to bottom of the horseshoe

GUIDELINES:

- Special Event Permit application must be received 60 days prior to event and event permit fee paid.
- Food vendors may only set-up on the Main Street 'Y'.
- Road closures required for all events. Road closures will be handled by City of Temecula Public Works staff. Event organizers will be billed according to the terms of the sponsorship agreement. Fees must be paid 14 working days prior to event.
- During set-up and tear-down, event organizer must staff all road closures for safety reasons.
- Riverside Sheriff Office will have a presence at all events. Event organizers will be billed according to the terms of the sponsorship agreement. Fees must be paid 14 business days prior to event.
- Event organizers must submit all required permits 30 days prior to event (Building & Safety, ABC, etc.)

- Event organizer will work with City staff and Riverside Sheriff Office to develop an approved Safety Plan required for all events.
- Event organizer must submit a certificate of General Liability insurance that names the City of Temecula/Temecula Community Service District/ Successor Agency to the Temecula Redevelopment Agency as additional insured. Insurance must be approved 14 business days prior to event date.
- A pre and post walk-thru of event area will be conducted with Event Organizer and City Staff from Community Services and Public Works.