

<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

TEMPORARY OUTDOOR EVENT PROCESSING INFORMATION

- There are (2) applications required: the City of Menifee Temporary Outdoor Event Application and the accompanying Fire Department Special Event Permit Application. The application, fees, and exhibits must be submitted to the Community Development Department at City Hall Monday through Friday 8 AM – 4 PM.
- Once the application is submitted, applicants will be given a case number. Then, applicants take the exhibit and the attached sign off sheets to the following Departments. Please contact each of the agencies listed.
 - Riverside County Sheriff’s Department
 - Riverside County Environmental Health

After submittal, the City of Menifee Community Development Department will automatically transmit your application to the following departments for their sign-off:

- City of Menifee Building and Safety Department
- City of Menifee Engineering Department
- City of Menifee Fire Department

Depending on the address of the subject property, you will be directed to the appropriate office of the Department in question for sign-off. Contact information for each of the departments is listed in the chart below:

Department	Contact Person	Contact Information
Riverside County Sheriff	Sgt. Frank Rice	(951) 210-1000 (951) 776-1099#5
Riverside County Environmental Health	-	(951) 461-0284 (951) 955-8980
City of Menifee Building and Safety Department	-	(951) 672-6777
City of Menifee Engineering Department	-	(951) 672-6777
City of Menifee Fire Department	Sonya Bu Rivera	(951) 723-3767 srivera@cityofmenifee.us

- The ordinance on temporary uses/outdoor events requires a security deposit to cover staff time in the event that there is trash or damage that the City’s public works department may need to take care of. The security deposit required is typically \$1,500 and would need to be deposited prior to the approval of the project. A full refund of the security deposit would be provided after the event if there was no damage to City property or clean up required.