

SPECIAL EVENTS GRANT REQUEST POLICY

Please note that the DPOA strongly recommends planning events one (1) year in advance. All grants provided by the DPOA take into consideration the cost to the DPOA for items such as additional security and event insurance.

- All requests for financial assistance must be made 60 days in advance of the event.
- The event must benefit multiple businesses, not 1 single business, person or merchant.
- DPOA requires a copy of any and all City of Pomona applications and/or permits.
- A written description of the event will be required 60 days in advance and should include:
 1. Projected attendance numbers
 2. Specific Date and Times of event
 3. Names and contact information for event sponsors
 4. Detailed Map of event location
 5. Detailed description of any street closures
 6. Request for additional security (if necessary)
 7. Details and contact information for any entertainment
 8. Details and contact information for any food vendors
 9. Details and contact information for supplemental trash pick-up
 10. Details and contact information for port-a-potties
 11. Detailed accounting of what the grant monies will be used toward

Please note that for insurance purposes, these types of events and activities cannot be covered by the DPOA:

Liquor, animals, independent contractors, vendors themselves, non-owned (hired autos), fireworks and explosives, carnival rides, jumpers etc...

- Our policy does not cover workers so if you hire or have volunteers to set things up, you must provide Workers Comp. Insurance and proof of this to the DPOA.
- Vendors would need to sign a waiver of liability, unless they are food vendors preparing the food on site, in that case they will need to provide their own insurance policy.

APPLICATION FOR EVENT GRANTS

Date _____

1. Name of Organization _____

Address _____ Zip _____

City/State _____

2. Name of Authorized Representative _____

Telephone # _____ Fax # _____

Email Address _____

3. Type of Event _____

Event/Project Name _____

4. Event Location _____

5. Date (s) of Event _____

6. Times of Event _____

7. Price of Admission (if applicable) _____

8. Estimated Daily Attendance _____

9. Is this event to be: Indoors _____ Outdoors _____

10. What provisions has the organization made for sanitation facilities? _____

11. Are you requesting a Temporary Street Closure from the City? _____

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

The undersigned applicant agrees to and shall indemnify, defend and hold harmless the Downtown Pomona Owners' Association, its members, employees and volunteers against any legal proceeding in law or equity, and further, shall indemnify, defend and hold harmless the Downtown Pomona Owners' Association and its members, employees and volunteers from any and all claims, liabilities, demands, suits, judgments, expenses, costs and other legal expenses of every kind to which the Downtown Pomona Owners' Association may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, arising from the conduct of any participant, invitee, attendee, sponsor or any third person who is or is not an invitee, attendee, participant or sponsor of the event.

Event _____

Date (s) of Event _____

Name of Organization/Company _____

Name/Title (please print)

Signature

Date

Name/Title (please print)

Signature

Date

Name/Title (please print)

Signature

Date