Community Events – Website Updates
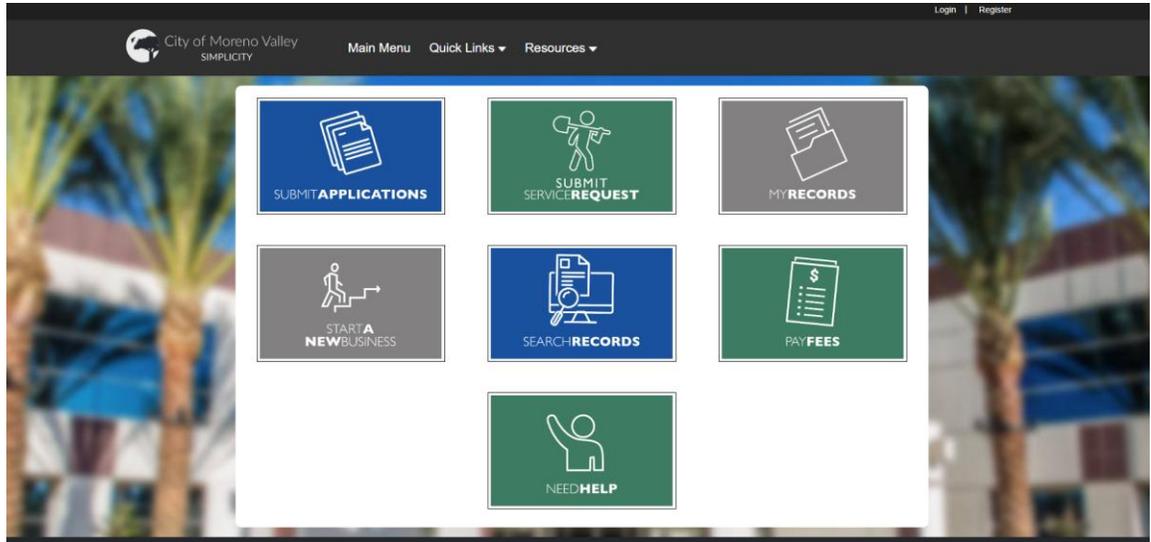
How to Access the Community Event Application – Simplicity

1. Navigate to the Simplicity Home Page.

2. Select **Log In | Register**
   o If you do not have an account, please select **Register** and complete the required account information.

3. After logging in, select **Submit Applications**
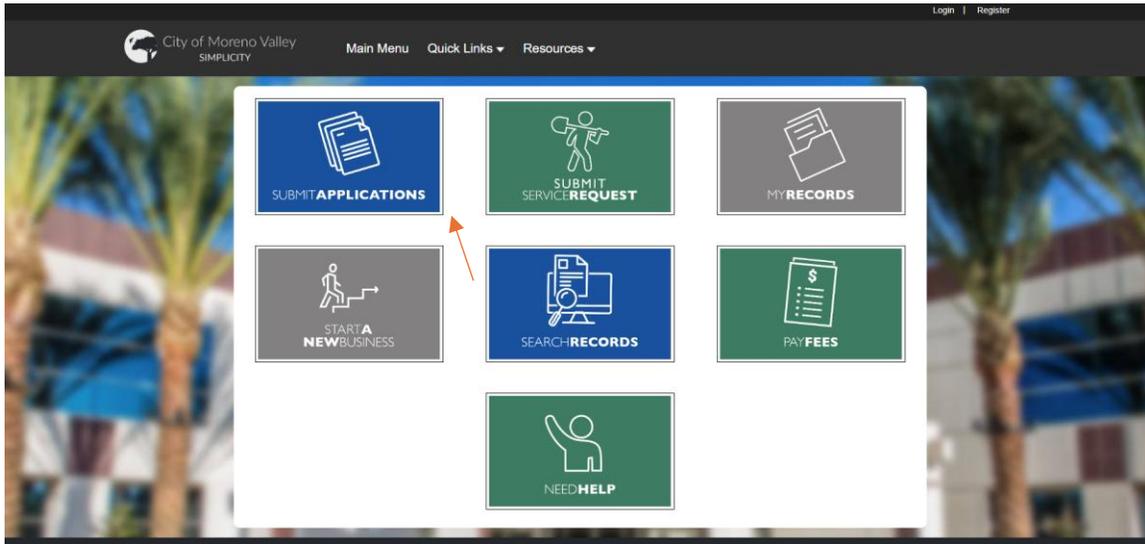
4. Choose **Community Events** to begin the intake portion of the application process.
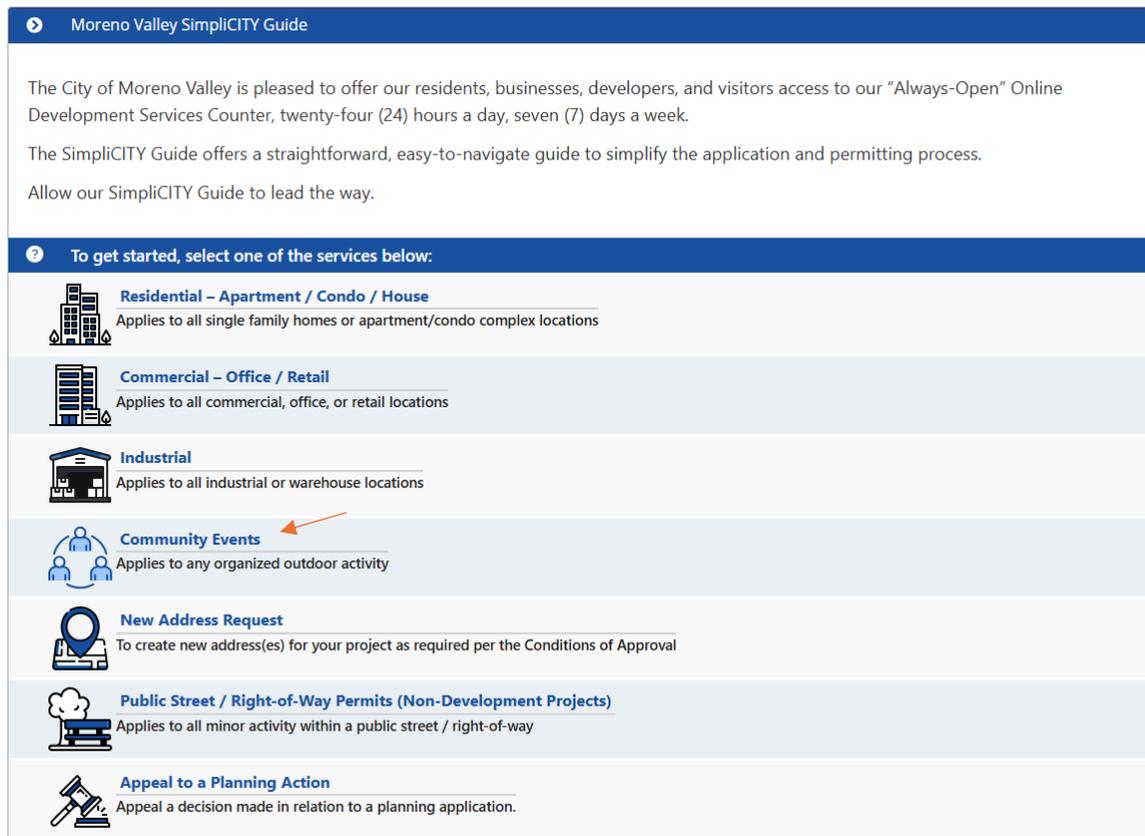

5. Select **City-Owned Facility or Park**

6. For indoor facilities, please follow the screen prompts. For outdoor events, please continue with the steps below.

7. Select the anticipated attendance, then choose either **City Facility** or **City Park**

8. Scroll to the bottom of the page and select **Continue to Application** to begin

Application Info

Temporary ID: 26TMP-003519

Record Type: Parks Event

Application Info:

Attendance: 100 - 300

Request Type: City Park

Preparing for your application:

Your application is started and linked to your SimpliCITY online user account. To complete the remaining steps, you will be asked to upload various documentation before your application can be approved.

Document Submission Requirements

🚫 **A certificate of liability insurance w/ applicable endorsements** 🔗

Required Endorsements: Additional Insured, Primary Non-Contributory, etc.

🚫 **A complete list of all vendors for the event** 🔗

Click the link for the Event Vendor List form

🚫 **A complete site layout for the event** 🔗

Click the link for the Event Layout Requirements

🚫 **A complete traffic control plan for the event** 🔗

Any proposed street closures must be from intersection to intersection (click link for guidelines)

🚫 **A valid Alcoholic Beverage Control Permit** 🔗

Click the link to access the California Dept. of Alcoholic Beverage Control

🚫 **A valid City business license** 🔗

Click the link for various Business License Information

🚫 **A valid Community Event Permit from Riverside County Environmental Health** 🔗

Click the link to access the County Environmental Health website

❗ **A complete traffic control may be required for the event**

This document is recommended.

❗ **A finalized version of the event flyer**