



Community Engagement Program Event Sponsorship Application

The City’s mission is to provide superior public service that enhances the quality of life for its residents. The community engagement program sponsorships to organizations that support and host community events that integrate culture and public art to enhance community vitality within the City of Perris limits. The completed form with the required documents should be submitted to the City of Perris Public Services – Public Art Division located at 101 North D St. Perris, CA 92570 or electronically to publicart@cityofperris.org. Application submission does not guarantee event approval. **Applications must be submitted at least ninety (90) days prior to the event.**

Please select type of event you are applying to:

GENERAL EVENT

PUBLIC ART EVENT

Please select type of organization:

Business

Non- Profit or the exempt

Other (please list): _____

Organization: _____ Executive/CEO: _____

Federal Tax-Exempt ID Number: _____ Business License Number: _____

Applicant Name (First, Last) : _____ Applicant Title: _____

Address (Street, City, State, Zip): _____

Phone Number: (_____) _____ Email: _____

Organization Mission Statement: _____

EVENT DETAILS	
Event Name:	Event Date:
Event Description:	Event Time:
(Please attach event proposal)	Estimated Total Attendance: _____
SPONSORSHIP REQUEST	
Event Location / Address: _____	
Is this event held annually? Yes No	
If your event has an additional sponsor/sponsorship, please list name(s) and amount(s) below:	

Total Event Budget: _____ Requested Amount: _____	
Will you be submitting a TUP Fee reimbursement request Yes No	
<i>(Only Tier 1 eligible)</i>	
Will you be requesting your event flyer(s) to be shared on City media outlets? Yes No	



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QUESTIONS

Have you used a one-time fee waiver this calendar year?	Yes	No
Is the event open to the general public?	Yes	No
Has the City of Perris sponsored this event before?	Yes	No
Is there a fee for residents to participate in this event?	Yes	No
If yes, please list the fee: _____		

REQUIRED DOCUMENTS

In addition to the completed interest form, the City of Perris requires interested event candidates to submit the following documents:

Itemized Budget	Certificate of Non-Profit Status	Site Plan
Board of Directors	Proof of Facility Reservation	TUP (if applicable)
Draft Flyer	Business License (if applicable)	W-9

EVENT CONTACT INFORMATION

Is the Applicant the best contact for event coordination?	Yes	No
If "no," please provide the best contact information for event coordination with City staff:		
Name (First, Last): _____	Phone Number: () _____	E-mail: _____

CERTIFICATION AND AUTHORIZATION

By signing below, I acknowledge that I am authorized to sign this application. I have read and agree to abide by the City Community Engagement Program Guidelines and Sponsorship Application which are attached hereto. I understand that this application is subject to City review, approval, and sponsorship denial.

Applicant Name (Print): _____ **Phone Number:** () _____
Applicant Signature: _____ **Date:** _____