



Special Events Permit Application

Any APPLICANT (tenant, non-tenant, or otherwise) seeking to host a Special Event on any San Bernardino International Airport Authority (SBIAA) property or leasehold area MUST obtain written approval from the agency's Executive Director as a prerequisite to hosting any such event. **To initiate the approval process, APPLICANT must submit a completed Special Event Permit Application at least fifteen (15) calendar days prior to the proposed event to the following address:**

Events@SBDairport.com
or by using the submit button at the end of the application

Upon receipt of the Special Event Permit Application, Airport Staff will contact the APPLICANT to obtain additional information as necessary to determine the specific requirements of to the event. **Note: The APPLICANT is responsible for providing all event details to the SBIAA Events Coordinator.**

The following requirements must be satisfied prior to the approval of a SBIAA Special Event Permit Application:

- Proof of insurance as required by SBIAA. **Note:** Do not submit any insurance with the Application. The SBIAA Events Coordinator will initiate contact to obtain documentation satisfying SBIAA's insurance requirements for the particular event. **APPLICANT must submit valid proof of insurance to SBIAA (meeting the requirements for a particular event) at least 5 business days prior to the event.**
- If SBIAA determines that Airport Operations, Security, or Maintenance Personnel are necessary to support the event, APPLICANT will be advised of the anticipated number of personnel, and the hourly rates for such personnel as may change from time to time, without prior notification or consent of APPLICANT. **Note: The actual cost of SBIAA personnel in support of the Special Event will be determined and shall, at the sole discretion of SBIAA, be paid in advance, or billed to the APPLICANT after the event.**
- Fees/charges are a prerequisite for approval of a Special Event Permit, and shall include, but are not limited to:
 1. Special Event Permit Fee: \$250/day. Applicable to any revenue producing Special Event (revenue includes: sponsorships, advertising, fees, charges, or any other source of income producing revenue relating to the Special Event).
 2. Property use: Fees will be based on current SBIAA property rates.
 3. Non-leasehold parking lots, based upon availability:
 - 0 – 100 spaces = \$600/day
 - 100 – 200 spaces = \$1,000/day
 - 200 – 300 spaces = \$1,500/day
 4. Equipment use, and any other applicable fees: Varies based upon type and quantity.
- Written approval from the Executive Director.

NOTE:

- **If you are filming your event for commercial purposes, you will require a permit from the City of San Bernardino. If you are displaying fireworks or conducting a burn, you will require a permit for the County of San Bernardino Fire Department.**

Should you have questions prior to submitting your application, please contact
Monette Mendoza, Assitant FBO Manager and Events Coordinator, at (909) 382-6068

Date submitted: _____

Contact Information

Host Organization: _____

Primary contact person: _____

Email: _____ Phone: _____ Cell: _____

Name of contact person on day(s) of event, if different from above:

Email: _____ Phone: _____ Cell: _____

Event Details

Name of Special Event: _____

Description of Special Event (including name of event and purpose):

Date(s) of Special Event: _____

Duration of Special Event: From: _____ To: _____

(Attach schedule of activities or timeline as necessary)

Estimate Attendance/Personnel Requirements:

Guest Attendance	Host Attendance	Event Staff	Vendor Staff
Guest Vehicles	Host Vehicles	Event Staff Vehicles	Vendor Staff Vehicles

Event Details, continued



What is your proposed parking location for vehicles?

Will parking services be contracted?

Yes No

Parking Service company: _____

Primary Parking Contact: _____

E-mail: _____ Phone number: _____

Provide plan describing/depicting staging areas and locations of food tables, bar, dancing, stage aircraft or vehicle displays, etc. attach additional sheets or drawing as necessary:

Provide plan for litter control. (Applicant is responsible for removing all trash from event area.):

Describe any other planned activities during the event:

Provide any additional information regarding the event:

Will alcohol be served?

Yes No

Will alcohol be for sale?

Yes No

Do you or your caterer have a permit to serve alcohol at the event?

Yes No

Attach a copy of permit.

Event Details, continued



Will an open flame be needed for any food preparation?

Yes No

If your response is yes, please specify the exact location, type, and quantity of open flame equipment:

Is Applicant seeking to use or display: fireworks, balloons, flags, flood lights, or other items that may impact aircraft?

Yes No

Do you or the event sponsor anticipate or plan to invite any media personnel to the event?

Yes No

Do you or the event sponsor anticipate or plan to do any filming at the event for commercial purposes?

Yes No

Are internet or audio/visual resources needed from the Airport? Check all that apply:

Yes No

Displays

Wi-Fi

PA System

Other:

Rules and Regulations:

Applicant hereby agrees to observe and comply with all laws, ordinances, rules and regulations of the United States Government, the State of California, the County of San Bernardino, the City of San Bernardino, SBIAA, and all agencies thereof which may be applicable to its operation, management, maintenance or administration.

Indemnification:

Applicant hereby agrees to release, indemnify and hold SBIAA, its officers, agents and employees harmless, from and against (i) any and all loss of or damage to property, or injuries to, or death of any person or persons, including property and officers, employees and agents of SBIAA; and (ii) all claims, damages, suits, costs, expense, liability, actions or proceedings of any kind or nature whatsoever, of or by anyone whomever, in any way resulting from or arising out of the acts and omissions and conduct of officers, employees, or agents, of Applicant related to the Special Event activities on SBIAA property which are the subject of this permit, other than damage to or loss of property, or injury to or death of persons, caused by the negligence or willful acts of SBIAA, its officers, employees, contractors or agents. SBIAA will give prompt notice to Applicant of any claim or suit related to the Special Event on SBIAA property which are the subject of this permit of which SBIAA receives notice. I have read and am familiar with the guidelines pertaining to SBIAA activity use.

Applicant Name

If submitted electronically, your typed name constitutes an electronic signature.

Date

FOR SBIAA INTERNAL USE ONLY

Identify applicable fees/charges

Special Event Permit, property, parking lot, equipment, Airport Operations, IT services, Airport security,, etc.

Billable Services	Description	Total Fee	Advance Payment Required	
Permit Fee	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Property Fees	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parking Lot	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IT Services	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IT Staff	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operations Staff	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Security Staff	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments/Conditions of Approval:

Permit Status

- Special Events Permit Approved? Yes No
- Permit Fee Exempt? Yes No
- City of San Bernardino Permit Required? Yes No
- County of San Bernardino Fire Permit Required? Yes No

Permit Number _____

Effective Dates _____

Michael Burrows, Executive Director

Date