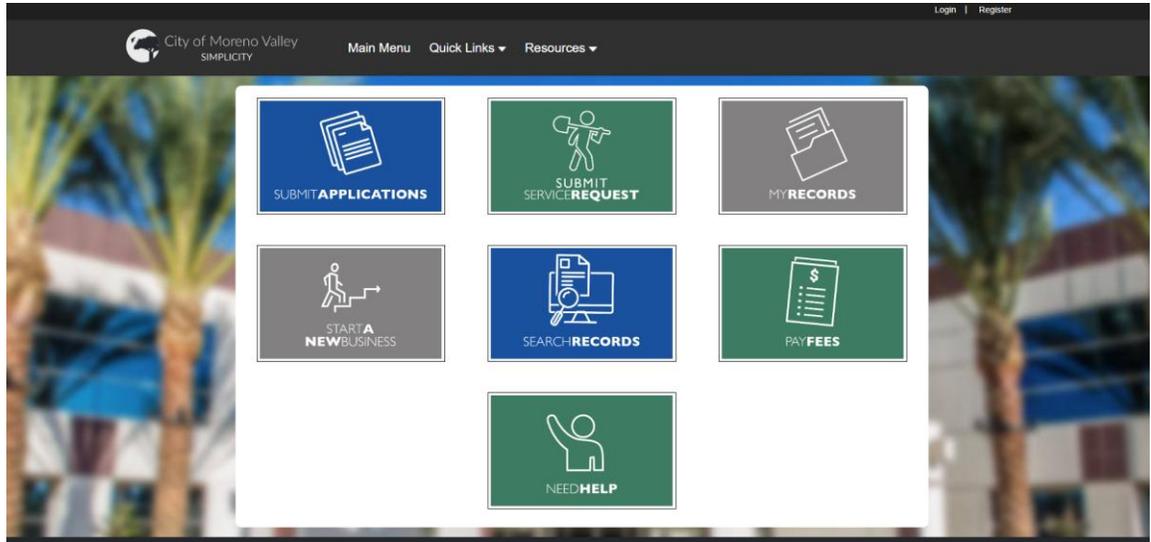


## Community Events – Website Updates

### How to Access the Community Event Application – Simplicity

1. Navigate to the Simplicity Home Page.



2. Select **Log In | Register**

- If you do not have an account, please select **Register** and complete the required account information.

### Login Information

#### Step 1 of 2: Account Details

\* Required Fields

USERNAME:\*

E-MAIL ADDRESS:\*

PASSWORD:\*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION:\*

Select

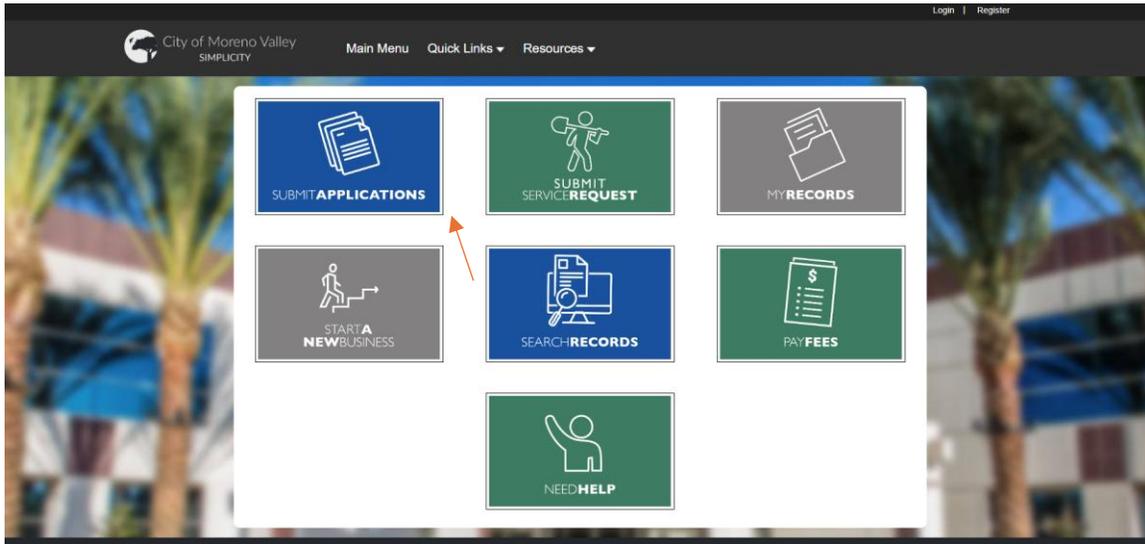
ANSWER:\*

I have read, understand, and agree to the [Terms of Service](#)

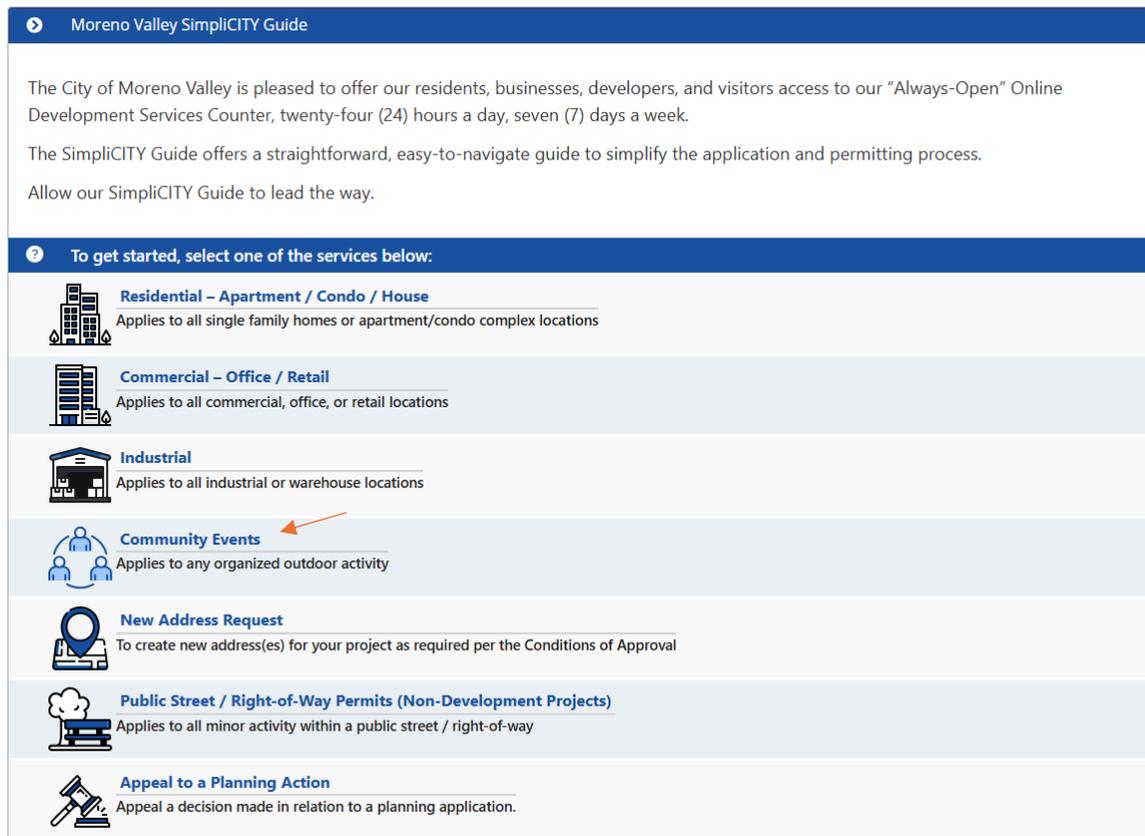
CONTINUE

BACK

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**

Community Events

Where will the event take place?

City owned facility or park

Private Property  
Any short-term activity on private property compatible with the surrounding area

Public street(s) / sidewalk  
Any activity which interferes with pedestrian and/or traffic flow

Back Restart

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

City owned facility or park

Indoor Event

Outdoor Event  
Consisting of 100+ people

Go back one step

Back Restart

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

Outdoor Events

What's the anticipated attendance?\*

Less than 100  100 - 300  301 - 2500  Over 2500

\*Required field

Where do you want to host the event?

At a City Facility

At a City Park

Back Restart

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**