



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council  
**From:** Jason Simpson, City Manager  
**Prepared by:** Shannon Buckley, Assistant City Manager  
**Date:** May 13, 2025  
**Subject:** City Special Event Procedures

### **Recommendation**

Receive and file the City of Lake Elsinore Special Event Procedures.

### **Background**

The City of Lake Elsinore is proud to host various annual special events. These events are a cornerstone of our community, enhancing the quality of life for residents and visitors alike. Whether they bring people together, showcase local businesses, offer cultural experiences, or simply provide fun for all, city events play a vital role in shaping the vibrancy of our City.

The City has traditionally approved special event applications at the staff level. To ensure consistency, fairness, and transparency, the City is now implementing a formal process for organizations and community groups requesting special events. Under this new process, all event applications will be reviewed and approved by the City Council Special Event Subcommittee. Final approval will be by the City Manager but may be appealed to the full City Council. The process will clearly outline the requirements and criteria that all event applications must meet, ensuring that each request is evaluated fairly and aligns with the City's goals, budget, and community priorities.

Special event permits are required for any organized activity on or impacting public property, public facilities, parks, beaches, sidewalks, and street areas. Additionally, permits are necessary for the temporary use of private property in a way that differs from its established land use.

## Special Event Procedures

### **Discussion**

The City Council is recommended to receive and file the attached Special Event Procedures.

### **Fiscal Impact**

There is no fiscal impact.

### **Attachments**

Attachment 1 - Special Event Procedures

Office