



Special Event Co-Sponsorship

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The City of Stockton special event co-sponsorship is designed to assist local non-profits and organization in presenting events that serve the public and promote the City of Stockton. The City's co-sponsorship is to provide support and sponsorship to quality special events, which enhance the community in the following ways:

- **The event must be free and open to the public. This means no admission fee can be charged and no monetary donations can be requested from the public or participants.**
- **No alcohol can be served at the event.**
- **The event must have a cultural, social, or educational benefit to the community.**
- **The event cannot be religious or political in nature or seek to support or oppose any religious or political viewpoint.**
- **The event must be held at a City managed facility.**
- **The organization must follow all of the normal procedures and meet all requirements for special events, including insurance conditions.**

Application Process:

All organizations must complete the following application process:

- Special Event Application, *must be completed for all events*
- Event Co-Sponsorship Application
- Provide a copy of 501 (c) (3) status, if applicable
- A copy of the event's profit/loss statement (required at the conclusion of the event)
- Security/ Damage Deposit
- Detailed letter providing event details and summary of event
- Event Promotional Materials

Application can be mailed to:
Community Services Department, Special Events Unit
425 North El Dorado St. , First Floor
Stockton, CA 95202

Review Process:

- Applications for co-sponsorship are reviewed by the Community Services Department.
- Recommended applications are submitted to the City Manager's office by the Community Service Department.
- If approved, organizer will receive a co-sponsorship approval letter.



Ineligible Fees/Cost:

Fees that are not eligible for co-sponsorship are items not directly related to the rental of the facility. Ineligible fees include, but are not limited to the following:

- Event Insurance Costs
- Facility Rental Fees (*Co-sponsorship applies to the day of the event only and does not including load-in/out days prior/after the event*)
- Fire Permit Fees
- Event Police Services (*if applicable*)
- Facility Set-up Fees
- City Electrician Services (*if applicable*)
- Any/All costs associated with developing and marketing the event

Approved Co-Sponsored Events:

Benefits of City of Stockton co-sponsoring your special event

1. City rental facility fee will be sponsored.
2. Your event will be listed on the City of Stockton website.
3. Your event may be displayed on the City of Stockton marquee.
4. Your event can provide fliers to the Community Service Department for distribution to all City Community Centers and Libraries.

Requirements that will apply to Co-Sponsored events

1. **Place the City of Stockton logo on any of the event's promotional materials (i.e. fliers, posters, brochures, banners, etc.)**
2. **City of Stockton, Community Service Department approval of all promotional materials and advertising**
3. **The City of Stockton, Community Service Department may choose to have a booth at the event to distribute Community Service Department Recreation activities and programs flyers**
4. **Additional event requirements will be determined after review of application**
5. **Submission of the event's Profit/Loss Statement and an Event Report Summary. *Failure to submit the statement will disqualify event from future co-sponsorship***

Contact Information

For any questions regarding the City of Stockton Co-Sponsorship, please contact:

Community Service Department, Special Events
P: (209) 937-8119
F: (209) 937-8683

Please mail the following application to:
Community Services Department, Special Events Unit
425 North El Dorado St. , First Floor
Stockton, CA 95202



Event Co-Sponsorship Application

APPLICATION INFORMATION	
Name of Organization:	
Name of Applicant:	
Mailing Address:	City, State, Zip Code:
Phone Number:	Alternate Phone Number:
Email Address:	
Are you a local non-profit organization (circle):	YES NO If YES, please provide a copy of your non – profit status.
Please provide a brief description about your organization:	

EVENT OVERVIEW	
Name of event:	
Event Date:	
Event Location:	
Event Start Time:	Event End Time:
Admission (circle): YES NO	Cost (If YES):
Anticipated attendance:	



EVENT SPONSORSHIP/CONTRIBUTORS

Please complete the following (Do Not include the City of Stockton contributions):

Event Sponsors/Contributors/Partners

What are they providing?

BENEFITS TO THE CITY OF STOCKTON

How does this event enhance our community?

What cultural and/or educational impact will your event have on the City of Stockton community?



AFFIDAVIT/HOLD HARMLESS OF APPLICATION

I hereby release, discharge and agree not to sue the City of Stockton, its officers, employees, agents, and contractors for any injury or damage to or loss of personal property, or illness, including, but not limited to, communicable diseases such as MRSA, influenza, and COVID-19, arising out of, or in connection with, my participation in the activity/event from whatever cause, including the active or passive negligence of the promoter/organizer or City or any other participant in the activity/event. In consideration for being permitted to participate in the activity/event, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City from any and all claims, demands, actions or suits arising out of or in connection with my participation in the activity/event. This form will act as a medical release in the case of an emergency.

I understand that by participating in this event, that I am giving consent for images of myself and event to be used for promotional purposes or instruction by the City of Stockton.

In case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

I, the undersigned, understand all terms listed above and that all information that has been complete is factual. I understand that if any of the information is found to be fraudulent, or if I have withheld any information it will be grounds for cancellation and possible consideration for future events.

Signature: _____ **Date:** _____
Print Name: _____ **Date:** _____