

**City of Selma**  
**Application for Special Event Fee Waiver**  
**or Fee Reduction**  
SELMA CITY HALL  
1710 Tucker Avenue, Selma, CA 93662  
(559) 891-2200 Fax (559) 896-1068

Policy:

The City of Selma (City) recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable services to the community, specific guidelines have been established for determining when permit fees may be reduced or waived (see “Fee Reduction or Waiver Policy for Special Events”). In order to request a reduction or waiver of fees, please complete this application and submit it with necessary documentation to the address provided on the last page.

Policy approved by City Council on March 4, 2019 (Resolution No. 2019-11R)

**THIS APPLICATION IS DUE TO THE CITY 60 DAYS PRIOR TO THE EVENT**

REQUESTING (Please check all that apply)

( ) Fee waiver ( ) Fee reduction (Amount Requested: \$\_\_\_\_\_)

**SPONSORING ORGANIZATION INFORMATION**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Nonprofit 501(c) (3) tax-exempt organization: \_\_\_\_\_

Located in Selma: \_\_\_\_\_

Has organization received any other financial assistance from the City this year? \_\_\_\_\_

\_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Facility Requested or Event Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Hours: \_\_\_\_\_

On which dates and at what times are you requesting permission to setup/clean up?

Set up: \_\_\_\_\_ Clean up: \_\_\_\_\_

Please describe the event, its purpose, and the activities that will take place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the event open to the public: \_\_\_\_\_

Estimated number of participants/spectators: \_\_\_\_\_

Is this event a fundraiser: \_\_\_\_\_

Will there be an admission, entrance, user fee or cover charge for the event? If so, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will the event benefit Selma: \_\_\_\_\_

\_\_\_\_\_

Will promotional materials be used? How are you planning to market the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the event create revenue-generating opportunities for local Selma businesses? If so, how: \_\_\_\_\_

Can you commit to tracking event attendance and vendor sales to report the City's Economic Development Team following the event? Yes\_\_\_\_ No\_\_\_\_

If yes, please describe how you will track attendance and sales:

Has your organization put on this same event in the past: Yes\_\_\_\_ No\_\_\_\_

If not, has your organization put on other events in Selma? If so, please indicate which ones: \_\_\_\_\_

Other organizations participating in organization of the event: \_\_\_\_\_

Other organizations participating in event: \_\_\_\_\_

Will this event receive third party funding or sponsorship: \_\_\_\_\_

Name of Applicant (Print):\_\_\_\_\_ Date:\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please deliver completed application to (*City Hall, 1710 Tucker Street, Selma, CA 93662 Building-Planning Technician, 559-891-2208*) along with a copy of your organization IRS 501(3)(c) determination letter. Incomplete applications or requests will not be considered.

Planning Office Use Only	
Date Received:	_____
Received By:	_____
Application Rcvd ( )	IRS 501(3)(c) Rcvd ( )
Date Forwarded for Approval:	_____