

City of Riverside  
Letter of Authorization

**INSTRUCTIONS FOR SPECIAL EVENT APPLICATION**

**Please type the following letter on COMPANY, DEPARTMENT OR ORGANIZATION'S LETTERHEAD**

Complete the information and get original signatures from combination of two of the following:

- A President and a Secretary
- A Vice-President and a Secretary
- A President and a Chief Financial Officer/Treasurer
- A Vice-President and a Chief Financial Officer/Treasurer

The applicant(s) may not sign a letter to give authorization for themselves, unless they are an officer of the organization, or have been given authorization, and provided documentation (i.e. corporate minutes or resolution) of such authorization.

This letter should be scanned in and attached to the online special event application.

If you have questions, please call Development Department at or 951-826-5649.

Thank you.

On Company Letterhead

(This is usual and customary wording for one specific event application, however, applicant may add wording as needed).

**SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE**

Date

City of Riverside  
Economic Development  
Development Department  
3900 Main Street, 5<sup>th</sup> Fl.  
Riverside, CA 92522

Attn: Alanna Johnson, Sr. Office Specialist

\_\_\_\_\_ hereby gives authority to \_\_\_\_\_  
(Name of organization or college) (Name of individual/student)

to apply for a Special Event Permit, Banner Permit or Main St. Permit on behalf  
(select one of the above permit types)

of aforementioned group/organization, college.

\_\_\_\_\_ accepts all financial responsibility for the  
(Name of organization or college)

\_\_\_\_\_ to be held on \_\_\_\_\_  
(Name of the event/project) (Date of the event/project)

at \_\_\_\_\_ in the City of Riverside, CA.  
(Location of event/project)

(closing)

(Signature) \_\_\_\_\_  
Print/Type Name  
Title

(Signature) \_\_\_\_\_  
Print/Type Name  
Title

OR, see below,

On Company letterhead

(This format can be used if you wish to give authorization for more than one event application during one, two or three year period.)

**SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE**

Date

City of Riverside  
Economic Development  
Development Department  
3900 Main Street, 5<sup>th</sup> Fl.  
Riverside, CA 92522

Attn: Alanna Johnson, Sr. Office Specialist

\_\_\_\_\_ hereby gives authority to \_\_\_\_\_  
(Name of organization or college) (Name of individual/student)

to apply for a Special Event Permit , Banner Permit, or Main St. Permit on behalf of the aforementioned group/organization from \_\_\_\_\_ through \_\_\_\_\_.  
Date Date

(List titles & dates of events to be covered and if this information is not yet available, use other appropriate wording, i.e. Winter, Spring, Summer Fall events during 2010 and 2011, etc. You can also list the locations of the events, the major street names if known.)

\_\_\_\_\_ accepts all financial responsibility for the  
(Name of organization or college)

aforementioned events to be held on the aforementioned dates during 2010 and 2011, to be held in various locations in the City of Riverside, CA. (location of event)

Respectfully, (or whatever closing you prefer),

(Signature) \_\_\_\_\_  
Print/Type Name  
Title

(Signature) \_\_\_\_\_  
Print/Type Name  
Title