

Letter of Authorization
INSTRUCTIONS FOR SPECIAL EVENT APPLICATION

Please type the following letter on YOUR COMPANY OR DEPARTMENT OR ORGANIZATION'S LETTERHEAD STATIONERY

Complete the information and print a hard copy 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.

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

Thank you.

(Type onto your 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

Riverside Metropolitan Museum
Arts and Cultural Affairs
3580 Mission Inn Ave.
Riverside, CA 92501

Attn: Jessica Hernández, Public Information Representative

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

to apply for a special event permit, film permit or banner permit, on behalf of
(select one of the above permit types)

aforementioned group/organization, college.

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

_____ to be held on _____
(Name of the event, film project) (Date of the event, film project)

at _____ in the City of Riverside, CA.
(Location of event, film project)

(closing)

(Signature) _____
Print/Type Name
Title

(Signature) _____
Print/Type Name
Title

OR, see below,

(Type onto 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.)

(Use this type wording if you want to write the letter for a longer period of time).

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

Date

Riverside Metropolitan Museum
Arts and Cultural Affairs
3580 Mission Inn Ave.
Riverside, CA 92501

Attn: Jessica Hernández, Public Information Representative

_____ hereby gives authority to _____
(Name of organization or college) (Name of individual, film
student)

to apply for a Special Event Permit, Film Permit or 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 2009 and 2010, etc.) (If you know ahead of time, you can also list the
locations of the events, the major street names).

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

aforementioned events to be held on the aforementioned dates during 2009 and
2010, 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