



### Special Event Planning **Annual Dates**

An **Annual Date** is an event that consistently reserves the facility/venue at the same time each year. All Annual Dates must submit an Annual Date Reservation Form in order for their deposit to be rolled over to the upcoming year. Annual Dates are not guaranteed reservations until the Annual Date Reservation Form has been approved by the special events committee.

Due to reoccurring annual and City of Stockton events, space availability for City facilities may be limited. Per the Special Event Ordinance, a Special Event Application for all Annual Date Events must be submitted no later than six (6) months prior the event. Should an Annual Date Event not submit an application six (6) months prior, the event may be removed from the Events Calendar.

Annual Date Events may submit a written request to have their date moved. The change in date must be approved prior to marketing the event.