

**CITY OF LAWNSDALE**

**SPECIAL EVENT PERMIT APPLICATION FORM**

**PURPOSE OF APPLICATION**

The City appreciates the opportunity to assist you with your special event. The purpose of this form is to give prospective applicants:

- 1) A thorough description of the City’s policy, as related to special events; and
- 2) An understanding of what the City needs to know in order to consider a special event request.

If you want to rent a City facility, park or athletic field, and your affair is not a special event as defined below, please obtain a “Facility Use Request Form” from the Community Services Department.

**SPECIAL EVENT DEFINED**

A special event is any organized activity which takes place in whole or in part within City boundaries, including but not limited to, parades, concerts, fairs, fund raising events, carnivals, demonstrations, and exhibits that impacts the public right-of-way or attracts a substantial number of people during any twenty-four hour period.

Special events fall within two categories: Regular Special Event of Protected Free Speech Special Event.

Regular Special Events involve the vast majority of special events, including those listed above regardless of whether the event is sponsored by a for-profit or non-profit organization.

A Protected Free Speech Special Event’s principle purpose is to express views or ideas. Protected Free Speech Special Events involve activities of free speech and assembly where the primary purpose is the dissemination of political, philosophical, or social views as provided for by the United States Constitution.

**INSTRUCTIONS**

Please read the form in its entirety before submitting your application. Applications must be received 60 days in advance of your event.

Applicants desiring a temporary street closure must include a street closure application and permit pursuant to Ordinance No. 845-98 (Attachment A1- A3).

Place a N/A in all spaces that are not applicable to your event. Upon receipt of your application, it will be forwarded to the most appropriate department to serve as the lead department. The staff person of the lead department will contact you to facilitate your application and will be your central point of contact. Please communicate directly with the lead department’s representative on all matters pertaining to your event, unless directed to do otherwise. Thank you for your cooperation.

Submit all applications to the Community Services Department at 14616 Grevillea Avenue, Lawndale, CA 90260. For further information you may contact the Community Services Department at (310) 973-3270.

**APPLICANT INFORMATION**

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

Applicant's name/title: \_\_\_\_\_

Company/organizations name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ (Day) \_\_\_\_\_ (    ) \_\_\_\_\_ (Evening)

Applicant's Signature: \_\_\_\_\_

**BUSINESS LICENSE INFORMATION**

All Commercial Special Event holders must have a business license to hold an event. If you have a current business license, please provide your business license number below. If you are a non-profit organization, provide your Federal Tax Exempt I.D. number below. All applicants please complete the following:

Business Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Type of Business: \_\_\_\_\_

Business License Number: \_\_\_\_\_

If non-profit, Federal Tax Exempt ID Number: \_\_\_\_\_

**GENERAL EVENT INFORMATION**

Type of event: \_\_\_\_\_ Annual Event: Y/N One-time Event: Y/N

Date(s)/time of event: Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Alternate Date(s)/time of event: Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Estimated percent of attendees ages:-	% 0- 10	% 13 - 17	% 18 -25
_____ % 26 - 40	_____ %	_____ 40+	

Event sponsors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT SITE PLAN AND EQUIPMENT LAYOUT**

Attach a separate sheet of paper detailing the site plan for your event (Attachment B - attach additional pages as needed). Indicate the event’s layout including: layout; route; equipment; vehicles; location of tables, tents, booths, canopy, stages, signage, banners, parking, first aid, etc.

Scaffolding, bleachers or other temporary structures will require review and approval by the Community Development Department. Flammable materials (e.g. tent or cooking equipment) will require the approval of the Fire Department.

All applicants serving food at events, shall obtain approval from the L. A. County Health Department. A Temporary Seller’s Permit from may be required from the State Board of Equalization for the sale or resale of all items (Attachment F). (It is the responsibility of the applicant to ensure compliance with all City, state and federal laws in regards to the event).

**EVENT DESCRIPTION**

Attach a detailed description and timeline of the event in chronological order from set-up to take down (Attachment C -- attach additional pages as needed). Include information on who will participate in the event; when each aspect of the event will start and stop; what will be given away or sold; and information on event security and measures that will be taken to provide a safe event. Include information as to the purpose of the event and how you plan to market the event. Applicants wishing to use amplified sound at the event must include (Attachment D) an amplified sound request

**CITY PERSONNEL AND EQUIPMENT**

The City will consider providing certain services (personnel, equipment and materials), if they are not available from commercial sources. Such services shall be billed to the applicant at cost. An estimate of the services requested will be given to the applicant upon approval of the permit. Describe the type(s), times and location of any requested City services.

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Please describe any required variances from normal traffic, parking, etc. Applicant’s requesting sound amplification must also fill out the attached form.

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**INSURANCE REQUIREMENT**

Prior to the issuance of a Permit, the applicant shall provide insurance and indemnity agreements as required by the City. A minimum of \$1 million dollars in general liability will be required. The City reserves the right to request additional insurance if deemed necessary by the City. Special Event insurance may be purchased through the City’s insurance carrier (Attachment E). Applicants providing own insurance must provide adequate certification and an executed endorsement form in compliance with City requirements.

**PARTICIPANT’S RELEASE FROM LIABILITY AND INDEMNIFICATION**

The City may require participants in the event, and their parents/legal guardian, if the are 18 years of age to sign the attached release of liability indemnification form. The applicant is required to submit its own release of liability form.

Below is the required indemnification to be signed by the applicant:

**APPLICANT’S INDEMNIFICATION/WAIVER**

I agree, on behalf of myself as an individual and \_\_\_\_\_ (Organization), to indemnify, defend, and hold free and harmless the City of Lawndale and all of their respective agents, officers, and employees (collectively hereinafter referred to as the “City” from and against any and all loss or liability for claims or judgements against the City, including attorney fees and costs, that may occur or arise as a result of the planning, preparation or operation of the Special Event. However, neither I nor the Organization shall be obligated to defend, indemnify and hold free and harmless the City from any claim that may arise as a result of the City’s sole negligence or willful misconduct. Furthermore, on behalf of myself and the Organization, I agree to waive any and all claims, costs, liabilities, expenses, or judgements against the City, including attorney fees and court costs, which may accrue to myself or the Organization as a result of the planning, preparation, or operation of the Special Event. Furthermore, I agree on behalf of myself as an individual and on behalf of the Organizations as a condition of holding the Special Event within the City of Lawndale, to pay to the City the costs of any damage, injury, or loss of any public property which directly or proximately results from the occurrence of the Special Event. The payment for all such damage, injury or loss shall be submitted to the City within ten (10) days of receiving an invoice from the City listing the costs of such damage, injury and loss to public property. I understand that this obligation is both an obligation of the Organization sponsoring the event as well as a personal obligation, which I freely accept. I certify under the penalty of perjury that I have the authority to bind the Organization sponsoring this Special Event to pay any and all such costs associated with the damage, injury, or loss of pubic property which directly or proximately results from the occurrence of the Special Event. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE INDEMNIFICATION/WAIVER.

\_\_\_\_\_  
As an individual and on behalf (must be at least 18 years of age)  
  
of \_\_\_\_\_  
(Name of Organization)

**REFERENCES**

List the names and daytime phone numbers of people who have experience of your event and/or your organization:

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**SUBMITTING AND CHANGING YOUR APPLICATION**

Please make and retain a copy of this application for yourself prior to submitting this application. Should there be any substantive change to the event after submittal of the original application, please submit a written request of change.

**APPLICATION CHECKLIST**

Please complete the following checklist prior to submitting your application. Please note N/A if items below do not pertain to your event, such as, a health permit is not required if you are not serving food at the event.

- \_\_\_\_\_ If event is to take place in whole or in part on City facilities please attach a Facility Use Application;
- \_\_\_\_\_ All applicants planning to serve food at event must obtain approval from the Health Dept. and provide evidence of approval onsite throughout the event;
- \_\_\_\_\_ A Temporary Seller’s Permit is required for sale or resale of items;
- \_\_\_\_\_ Attach a certificate of liability naming the City of Lawndale as also insured. Insurance may be purchased through the City’s Community Services Department if necessary. Evidence of insurance must be provided upon submission of this Special Event Application;
- \_\_\_\_\_ Any commercial business desiring to hold a Special Event must provide evidence of a business license upon submission of this Special Event application;
- \_\_\_\_\_ Include the enclosed indemnification waiver;
- \_\_\_\_\_ Include complete Event Layout; and
- \_\_\_\_\_ Include complete Event Description.

## *Special Event Permit*

Approval is \_\_\_\_\_

is NOT \_\_\_\_\_

granted to: \_\_\_\_\_ (Organization)

for the holding of said Special Event as expressly described in said application. Below is a summary of costs that must be paid prior to final approval. Should the event be changed substantially, or should the City deem the Special Event to be unsafe, or should this application be found to be false or misleading, the City reserves the right to revoke this application at any time.

***For office use only***

<i>Department</i>	<i>Authorized Signature</i>	<i>Approved Yes/No</i>	<i>Estimate of fees</i>
Sheriff			
Public Works			
Community Dev.			
Risk Management			
Fire			
Municipal Services			
Community Services			

**Comments:** \_\_\_\_\_

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

**Special Conditions:** \_\_\_\_\_

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

**Approval Recommended by:** \_\_\_\_\_

Director of Community Services

**Concur:** \_\_\_\_\_

City Manager

**Date:** \_\_\_\_\_