

# SPECIAL EVENT PERMIT APPLICATION GUIDE



**ECONOMIC  
DEVELOPMENT  
DEPARTMENT**

—  
**EVENT & FILM  
SERVICES DIVISION**

—  
8300 Santa Monica Blvd  
West Hollywood, CA 90069



City of West Hollywood  
California 1984

323.848.6447  
specialevents@weho.org  
www.weho.org/permits

## OVERVIEW

Thank you for requesting a Special Event Permit Application.

The vibrancy and culture of our city are enriched by events. Event & Film Services wants to help make your event a success while meeting health, safety, and community welfare standards.

A Special Event must be connected to a brick and mortar business or cosponsored by the West Hollywood City Council.

Most businesses in the City of West Hollywood are allowed to have up to 12 Special Event Permits per calendar year. Businesses must submit a Special Event Permit Application for each proposed event.

Some examples of events that would require a Special Event Permit are: a store opening requiring a sidewalk closure, a premiere party with live music, a walk-a-thon, an after-party, an event with food trucks. See specific qualifiers on Page 4 under Event Classification Criteria.

**In order to determine whether the event you're planning will require a permit, City staff will need to review your completed [Special Event Permit Application form](#).**

**Please email your completed Special Event Permit application form to [SpecialEventPermit@weho.org](mailto:SpecialEventPermit@weho.org).**

The City of West Hollywood issues two (2) classes of Special Event Permits: MINOR and MAJOR. Upon review of your completed Special Event Permit Application, City staff will determine the event's classification.

The classification will determine permit requirements, costs and submittal time windows. Those terms are detailed under Event Classification Criteria on page 4.

Your event is important to us and we look forward to guiding you through the permitting process.



**Contents**

OVERVIEW 2

SPECIAL EVENT PERMIT SUBMISSION POLICY 4

    Event Classification Criteria ..... 4

    Special Event Permit Application Submission Policy ..... 5

    Event Services Counter Hours: ..... 6

    Fees: ..... 6

GENERAL REQUIREMENTS 7

    Step 1: Complete Permit Application..... 7

    Step 2: Submit Permit Application (via email) ..... 7

    Step 3: Receive Application Review & Classification Designation ..... 7

    Step 4: Los Angeles County Fire Prevention Office Approval  
(Only if notified by Event Services staff member to do so) ..... 8

    Step 5: General Liability Insurance ..... 9

    Step 6: Solid Waste ..... 9

ADDITIONAL REQUIREMENTS 10

    Public Right of Way – Encroachments (meters, sidewalk, streets) ..... 10

    Temporary Valet ..... 11

    West Hollywood Sheriff’s Station ..... 12

    Los Angeles County Health Department ..... 12

    California Department of Alcoholic Beverage Control (ABC) ..... 12

    Notifications ..... 12

    Building & Safety (Tents, stages, trusses, equipment support structures, generator(s))  
..... 13

INSURANCE REQUIREMENTS 15

EXHIBITS 19

    Sample Site Map..... 19

    Sample Sidewalk Sale Site Map ..... 20

    Sample Temporary Valet Route Map ..... 21

# SPECIAL EVENT PERMIT SUBMISSION POLICY

## Event Classification Criteria

The classification of an event is important. The classification will affect whether or not a Special Event Permit is required, the permit's cost, and the number of requirements that must be met for the permit to be issued.

There are three event classifications

1. EXEMPT
2. MINOR
3. MAJOR

### **EXEMPT (from Special Event Permit process – No SEP Required)**

Promotional activities related to the primary product lines of a business that include low impact, incidental, event elements, like food and ambient music. For example, book readings and signings at book stores, opening receptions at art galleries, and product promotion in front of businesses.

**IMPORTANT: Events that are exempt from a Special Event Permit may still require other City permits. Please speak to City staff if you have any questions about your event's classification.**

### **MINOR**

- 1) Partial street closure(s)
- 2) Full sidewalk closure
- 3) Building & Safety permit required
- 4) Temporary structures built in parking lot requiring Building & Safety
- 5) Footprint of the event occupies multiple store fronts
- 6) Significant impacts created in a parking lot or open air space
- 7) Has significant impacts on traffic, noise, and/or safety

### **MAJOR**

Any minor event defining elements and/or any one or more of the following;

- 1) Full street closure
- 2) Has significant impacts on traffic, noise, and/or safety

## Special Event Permit Application Submission Policy

All [applications](#) must be sent via email to [SpecialEventPermit@weho.org](mailto:SpecialEventPermit@weho.org). Your application will be reviewed for missing content and you will receive comments within one business day of its submittal. You will be informed of which permit, if any, your event requires. You will also be informed about what's missing from your application.

Please note that submitting a Special Event Permit Application does not guarantee the approval of your event.

### Required Application Components

1. Applications must contain
  - a. All application fields must be completed or marked N/A
  - b. Insurance
  - c. All ancillary permits including Building & Safety (if applicable)
  - d. A site plan stamped by the Los Angeles County Fire Prevention Office (if applicable)
  - e. Sheriff review (if applicable)

### Deemed Complete

2. A Special Event Permit Application will be deemed complete by an Event & Film Services staff member when the above criteria are met.

The deemed complete date affects the cost of the permit. That date/time is used to calculate the processing fee. All requirements must be deemed complete 48 hours (or at least 2 full business days) prior to any event activity in order for a Special Event Permit to be issued.

### 48 Hour Deadline\*

A Special Event Permit Application must be deemed complete at least 48 hours before the start of any production activity related to the event.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Must be deemed complete at least 48 hours* before a <b>Wednesday</b> event	Must be deemed complete at least 48 hours* before a <b>Thursday</b> event	Must be deemed complete at least 48 hours* before a <b>Friday</b> event; last day to submit for <b>Saturday</b> or <b>Sunday</b>	Must be deemed complete at least 48 hours* before a <b>Monday</b> event	Must be deemed complete at least 48 hours* before a <b>Tuesday</b> event	

\* The 48 hours must include at least two (2) business days; holidays not included.

**Event Services Counter Hours:**

<b>Monday – Thursday</b>	<b>8:00 AM – 6:00 PM</b>
<b>Friday</b>	<b>8:00 AM – 5:00 PM</b>

**Fees:**

<b><u>MINOR Special Event Permit:</u></b>	<b><u>Fee</u></b>
Processing Fee	\$1,000.00
Processing + Late Fee – <i>Less than 15 days prior to event</i>	\$1,250.00
Processing + Late Fee - <i>Less than 10 days prior to event</i>	\$1,500.00

<b><u>MINOR Special Event Permit: (Non-Profit)</u></b> <i>*IRS documentation required</i>	<b><u>Fee</u></b>
Processing Fee	\$500.00
Processing + Late Fee - <i>Less than 15 days prior to event</i>	\$625.00
Processing + Late Fee - <i>Less than 10 days prior to event</i>	\$750.00

<b><u>MAJOR Special Event Permit:</u></b>	<b><u>Fee</u></b>
Processing Fee	\$2,500.00
Processing + Late Fee – <i>Less than 30 days prior to event</i>	\$5,000.00
Processing + Late Fee – <i>Less than 15 days prior to event</i>	\$7,500.00

<b><u>MAJOR Special Event Permit: (Non-Profit)</u></b> <i>*IRS documentation required</i>	<b><u>Fee</u></b>
Processing Fee	\$1,250.00
Processing + Late Fee – <i>Less than 30 days prior to event</i>	\$2,500.00
Processing + Late Fee – <i>Less than 15 days prior to event</i>	\$3,750.00

\* Such as 501c3

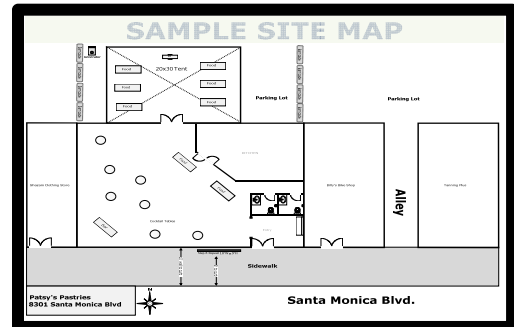
## GENERAL REQUIREMENTS

All Special Event Permit applicants must complete steps 1-6.

### Step 1: Complete Permit Application

Please complete all sections of the Special Event Permit Application. All Special Event Permit Applications require a site plan of your event layout. All event elements must be indicated on your site map.

See a larger example of the map on page 19.



### Step 2: Submit Permit Application (via email)

Please email your completed Special Event Permit Application form to [SpecialEventPermit@weho.org](mailto:SpecialEventPermit@weho.org).

If you prefer to hand deliver the application, please deliver it to the following address:

*West Hollywood City Hall  
8300 Santa Monica Blvd 3<sup>rd</sup> Floor  
West Hollywood, CA 90069*

Your application will be reviewed within one business day.

*\* If notified to obtain Fire's approval, please see Step 3. Once Fire's approval is received, please bring the completed Special Event Permit Application to City Hall.*

### Step 3: Receive Application Review & Classification Designation

The application will be reviewed and assigned a classification based on the Event Classification Criteria on page 4.

MAJOR & MINOR classifications require applicants to follow the remaining steps in this guide.

An EXEMPT classification requires substantially fewer requirements.

The applicant will receive a specialized email declaring the event/activity exempt from Special Event Permit requirements and detailed instructions regarding any ancillary permits that may be required by the City, such as encroachment or temporary valet permits.

**Step 4: Los Angeles County Fire Prevention Office Approval**  
**(Only if notified by Event Services staff member to do so)**

EVENT ELEMENTS REQUIRING A FIRE REVIEW

- Structures, including tents
- Open Flame, including candles, flame heated food and performances with flame
- Generators
- Expected crowds will be within 5% of venue capacity limits.
- Potential limitation to ingress/egress
- MINOR & MAJOR categorized events
- Any element of activity that may have significant impact to traffic, noise or safety.

All other event elements within the EXEMPT event category are often exempt from the Fire Review requirement and do not need to go to the Fire Department. Please check with an Event & Film Services staff member to confirm an exempt status.

If Fire Review is required, the Los Angeles County Fire Prevention Office at Station 7 must sign your Special Event Permit application and stamp your site map before you come in to City Hall with the hard copy of your Special Event Permit application. If you need more than one piece of paper to complete your site map, all pages must be stamped by Fire.

**PLEASE NOTE: There is a minimum \$314.00 fee for the Los Angeles County Fire Prevention Office's approval paid directly to the Los Angeles County Fire Prevention Office. Additionally, a Fire Safety Officer (FSO) may be assigned to your event at a separate fee paid directly to the Los Angeles County Fire Department.**

The Los Angeles County Fire Prevention officers may have questions about the event. The person most able to answer questions about the event's operations should take the Special Event Permit Application and site plan to Fire Prevention.

Los Angeles County Fire Prevention Office, Station 7

*864 N. San Vicente Blvd.*

*West Hollywood, CA 90069*

*Phone: (310)358-2380*

*Hours: Monday – Friday, 8:00 AM – 10:00 AM*

*Captain Shawn Georgia, Inspector Ed Watson, Inspector Wynton Foster*



### **Step 5: General Liability Insurance**

Insurance is required for all Special Event Permits. Please see detailed INSURANCE REQUIREMENTS beginning on page 15 or contact an Event & Film Services staff member for requirement clarification.

A fully compliant set of insurance documentation must be received for a Special Event Permit Application to be deemed complete.

### **Step 6: Solid Waste**

All applicants are required to contact Athens Services to determine their solid waste disposal needs.

If additional services (outside of normal trash hauling schedules) are required, applicants are required to contract directly with Athens Services for solid waste services related to the Special Event. No other waste haulers are authorized to remove solid waste from Special Events with the City of West Hollywood. The applicant will be responsible for separating solid waste into 4 categories.

1. Trash
2. Food Waste
3. Recyclables
4. Constructions and Demolition Debris

Athens Services will process all waste in these four categories through a materials recovery facility to maximize diversion of waste from landfill disposal.

You must contact Athens Services to schedule services for your Special Event no later than (7) days prior to the first day of your Special Event set-up. MAJOR permits must submit the schedule of services to be rendered as a part of your Special Event Permit Application.

Athens Services Contact: Ruben Valenzuela; (626) 705-6317 or [rvalenzuela@athensservices.com](mailto:rvalenzuela@athensservices.com)

*For questions regarding the City of West Hollywood's Solid Waste and Recycling Requirements, please contact Environmental Services; (323) 848-6895.*

## ADDITIONAL REQUIREMENTS

The following requirements only apply if an event has the corresponding element(s) listed below.

### Public Right of Way – Encroachments (meters, sidewalk, streets)

Reserving public property such as parking meters, sidewalks, and/or full or partial street closures will require an Encroachment Permit; the permit is required in addition to the Special Event Permit.

The following information is required to obtain Encroachment Permits:

1. “Public Right of Way” section of the Special Event Permit application must be completed.
2. A detailed diagram of the requested encroachment must be included in the site plan. Sidewalk encroachments must include event elements, with placement detailed in feet and inches. See sample site plan in the exhibits section at the end of this document.
3. Street, street lane or sidewalk closures require a traffic control plan. The traffic control plan must be done per M.U.T.C.D or W.A.T.C.H manual and shall be drawn by professional company.

There will be a fee, in addition to the Special Event Permit fee, for the Encroachment Permit. The fee amount is proportional to the extent of the public right of way (PROW) being reserved. The applicant will pay for the ancillary Encroachment Permit during the final step of the Special Event Permit application process.

EXEMPT, MINOR and MAJOR events will have the ancillary Encroachment Permit processed by Event & Film Services staff. Please see page 4 for an explanation of classification designations.

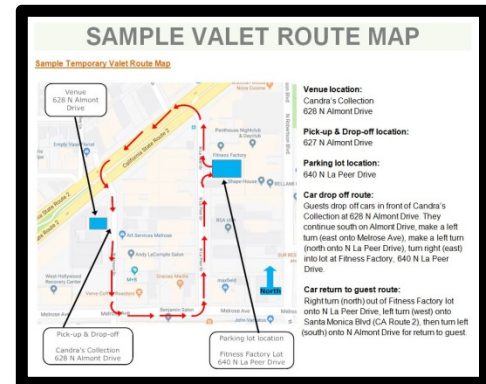
## Temporary Valet

A Temporary Valet License is required to operate a car parking service. The applicant must completely fill in the “Temporary Valet & Parking Meters” section of the Special Event Permit application form and submit a valet route map to apply for the license.

See a larger example of the map on page 21 in the exhibit section.

### REQUIREMENTS FOR VALET ROUTE MAP

1. Drop-off and pick-up locations
2. All parking lots to be used (on-site and off-site)
3. Vehicle circulation plan: for drop-off and pick-up of vehicles
4. Written detail explaining venue location, pick-up & drop-off locations, parking lot location(s), car drop off route, and car return to guest route



When all of the information is received by the City, MINOR and MAJOR events will have the correlating Temporary Valet Permit processed by Event & Film Services staff. The applicant will pay for the ancillary permit as the very last step of the application process.

If an application is deemed “No SEP Required” or EXEMPT, the applicant will receive an official email from the Event and Film Services Division documenting the activity’s exempt status. The applicant will then need to bring the “No SEP Required” email to City Hall and obtain the temporary valet permit directly from the Code Compliance window.

*West Hollywood City Hall  
Code Compliance Division, Department of Public Works  
8300 Santa Monica Blvd, 90069  
2<sup>nd</sup> Floor Window*

### West Hollywood Sheriff's Station

If your event is having large crowds, celebrities, or any activity causing public safety concerns, you may be directed to the West Hollywood Sheriff's Station to obtain a signature on your application.

The Applicants must visit the West Hollywood Sheriff's Station to determine if deputies are required for their event. If deputies are required, the applicant will contract directly with the Sheriff for those personnel.

If the applicant is requesting extended hours, aka the event will go past 2:00 a.m., the application will require a signature from the Sheriff's Department.

Please contact Sargent Jon Klaus, the COPS/Events Services Supervisor for the West Hollywood Sheriff's Department to arrange a time to review the event and obtain a signature.

*West Hollywood Sheriff's Station  
780 N. San Vicente Blvd.  
West Hollywood, CA  
Sgt. Klaus- (310)855-8850 or (310)368-8078*

### Los Angeles County Health Department

*If serving food, you must contact the Los Angeles County Health Dept. for the appropriate permits.*

*For West Hollywood, Beverly Hills  
Marina Bernstein – (213)351-7896 or  
Donald Ahaiwe – (213)351-7896*

### California Department of Alcoholic Beverage Control (ABC)

**NOTE:** An Approved City of West Hollywood Special Event Permit does not approve the sale of food or alcohol. If serving alcohol, you must contact the Department of Alcoholic Beverage Control (ABC).

*ABC  
(213)833-6043  
888 S. Figueroa St. Ste. 320  
Los Angeles, CA 90017  
Hours: Monday – Friday 8:00 AM – 5:00 PM*

### Notifications

Based on the impact of your event, you may be required to notify surrounding businesses and residents. Please contact the Event & Film Services staff for clarification on notification requirements.



## **Building & Safety**

### **(Tents, stages, trusses, equipment support structures, generator(s))**

A Building & Safety (B&S) permit may be required as an ancillary (or sub-permit) to the Special Event Permit.

If a Building and Safety permit is required, you must first secure a Special Event Permit number (SEP#) before going to the Building and Safety counter. The SEP# is generated within 24 hours of submitting an SEP application to Event and Film Services Division in person or via email.

The following information is required to obtain Building and Safety permits.

Two complete sets of plans and two sets of supporting documents are required to be submitted and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California-licensed architect or registered engineer.

#### **TENTS (1)**

Tents structure greater than 120 sf. And less than or equal to 1000 square feet shall comply with the following:

- Provide site plan showing location of tent
- Fire Department approval is required
- Provide anchorage information for tent

Tents over 1000 square feet or tents to be placed on top of structures (i.e. roof tops) shall require the following in addition to the items noted above:

- Structural drawings and calculations for tent structure
- Provide anchorage details and calculations to verify that structure can resist seismic/wind loads
- All plans, details and calculations to be stamped and signed by a licensed Engineer

#### **STAGES & PLATFORMS**

- A permit is required for temporary stages over 30" in height and structures used to cover pools. (Permits may also be required in other instances, please verify with Plan Check Engineer)
- Provide a site plan showing location of stage/platform
- Provide capacity loading information from manufacturer
- Fire Department approval is required

#### **EQUIPMENT SUPPORT STRUCTURES**

- Provide site plans showing location of structure
- Fire Department approval is required
- Structural plans and calculations are required to determine adequacy of structure to support equipment and resist wind/seismic loads
- Provide anchorage details and calculations to verify that structure can resist seismic wind loads.
- All plans, details and calculations to be stamped and signed by a licensed Engineer.

#### **GENERATORS**

- Provide site plan showing the location of generator(s)
- Electrical permit is required for all generators that have a distribution panel
- Permit must be obtained by a Licensed Contractor or an authorized agent

## **ALL OTHER STRUCTURES**

- Please see Plan Check Engineer for requirements for all other structures not listed above. Additional information may be required.

### **(1) SEE BELOW FOR TENTS AND CANOPIES OVER 1000 SQUARE FEET.**

**\*PERMITS MAY ONLY BE OBTAINED BY A STATE LICENSED CONTRACTOR (OR AUTHORIZED AGENT). PROOF OF WORKER'S COMP. MUST BE PROVIDED.**

**\*AUTHORIZED AGENTS MUST PROVIDE A NOTARIZED LETTER AUTHORIZING THE INDIVIDUAL TO OBTAIN PERMITS ON BEHALF OF THE LICENSE HOLDER.**

**\*PLEASE ALLOW AMPLE TIME TO OBTAIN THE PERMIT. ALL SPECIAL EVENTS REQUIRE PLAN REVIEW BY A PLAN CHECK ENGINEER, AND INSPECTION BY A BUILDING INSPECTOR. PLAN CHECK ENGINEERS ARE AVAILABLE FROM 8:00 AM TO 12:00 PM DURING REGULAR CITY HALL BUSINESS HOURS.**

### **FOR TENT CANOPY STRUCTURES GREATER THAN 1000SF**

- Includes square footage of tent structure(s) on plans and calculations.
- Wind speed may be determined as indicated below:
  1. **ASCE 7-10:** Minimum 110 mph wind speed and load combinations provided within ASCE 7-10.

#### **OR**

2. **ANSI E1.21-2013:** PERMITTED FOR TENT STRUCTURES THAT ARE 3000 SF. OR LESS ONLY.

If utilizing this method include the following information in design per the standard:

- a. Reduction in wind speed is permitted to be .75 times the basic wind speed of ASCE 7-10. No further reduction in wind speed is permitted.
- b. Provisions of section 3.5.2.5 for a reduced wind speed is not permitted.
- c. When utilizing wind load combinations of ASCE 7-10, wind loads shall not be multiplied by a factor less than 1.0. (Section 3.2.6)
- d. For all load combinations and stability calculations a minimum design safety factor of 1.5 shall be applied against overturning and sliding (Section 3.5.3.4).

## INSURANCE REQUIREMENTS

A fully compliant set of insurance documentation must be received for a Special Event Permit Application to be deemed complete. A complete set is required from:

- **Business** hosting the event, or;
- **Producer** of the event, and;
- **Temporary valet company** (if applicable)

All other agents, vendors, and exhibitors of this event are required to maintain the same levels of insurance even though the submittal of those documents may not be requested by staff.

Additional insurance terms are required for events that have these elements:

- Liquor Liability Insurance
  - If open to the public or money is charged for alcohol, you must contact the California Department of Alcohol and Beverage Control (ABC).
  - If private and no money is exchanged, ABC nor Liquor Liability Insurance is required.
- Workers' Compensation & Employers Liability
  - Do you have employees?
  - If yes, you must show workers comp on your COI.
- Automobile Liability Insurance for Temporary Valet Service
  - The Temporary Valet vendor must provide insurance.

Insurance documents must demonstrate the following coverage:

1. **Commercial general liability** insurance in an amount of not less than \$1,000,000 per occurrence/\$2,000,000 general aggregate including Liquor Liability coverage, if appropriate.
2. The CITY OF WEST HOLLYWOOD must be added as **additional insured**  
\*REQUIRES A CITY SPECIFIC POLICY ENDORSEMENT\*
3. Coverage provided must be **primary and non-contributory** to any coverage maintained by the City.  
\*REQUIRES A CITY SPECIFIC POLICY ENDORSEMENT\*
4. **Workers' Compensation** Insurance as required by applicable law & Employers' Liability Insurance with minimum limits of \$1,000,000.
5. **Temporary Valet** required to provide evidence of Garage Keepers/Automobile liability coverage naming City of West Hollywood as an Additional Insured on a Primary Non-Contributory basis. Policy endorsements must be included.

Please see detailed insurance requirements below on the following pages. Please take special note of requirements highlighted in **red** on the following pages.

Contact an Event & Film Services staff member for requirement clarification.



# CERTIFICATE OF LIABILITY INSURANCE

Must have date within 30 days of event date

OP-1 OP ID: TW

DATE (MM/DD/YYYY)  
07/05/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Janeway and Company, Inc</b> Main Street Anytown, CA 90210 Bobby Brady	<b>Broker or Insurance Agent &amp; Address</b>		CONTACT NAME: <b>Janeway Insurance Company</b> PHONE (AG, No. Ext): <b>323-555-6077</b> FAX (AG, No.): <b>323-555-9126</b> E-MAIL ADDRESS: <b>k.janeway@voyager.com</b>
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED  <b>Jan's Wigshop</b> <b>8383 Santa Monica Blvd</b> <b>West Hollywood, CA 90069</b>			<b>Business or Producer of Event w/Address</b>
INSURER A: <b>West Hampshire Ins</b>		<b>Contact information for insurer</b>	
INSURER B: <b>Respected Specialty Inc.</b>			
INSURER C:			
INSURER D:			
INSURER E:			
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NR LTR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		01-LX-067044555-2	12/15/2016	12/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000 Liquor \$ \$1M / \$1M COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			01-CA-084607555-2	12/15/2016	12/15/2017	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X		16555GC300	12/15/2016	12/15/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	PAWC771555	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached)

Certificate Holder is hereby named as additionally insured on a primary, non-contributory basis as per written contract as respects special events held at:  
**Jan's Wigshop - 8383 Santa Monica Blvd, West Hollywood, CA 90069.**  
**Event Date: July 8, 2017**  
**30 day notice of cancellation provided herein.**

Must contain:  
 1. "Certificate Holder... (as shown)"  
 2. Business Address  
 3. Event date(s)  
 4. 30 day cancellation

CERTIFICATE HOLDER CANCELLATION

<b>City of West Hollywood</b> <b>8300 Santa Monica Blvd</b> <b>West Hollywood, CA 90069</b>	<b>Must be written as shown here</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <b>Must be signed by agent</b>
---	--------------------------------------	---



POLICY NUMBER:

Policy number listed here much match policy number on COI

COMMERCIAL GENERAL LIABILITY  
CG 20 12 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

Must say "Commercial General Liability Part" here

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

Must say:  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:


- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
  - 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Policy Number: 

Policy number here  
must match policy  
number on COI

COMMERCIAL GENERAL LIABILITY  
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance Condition** and supersedes any provision to the contrary:

### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

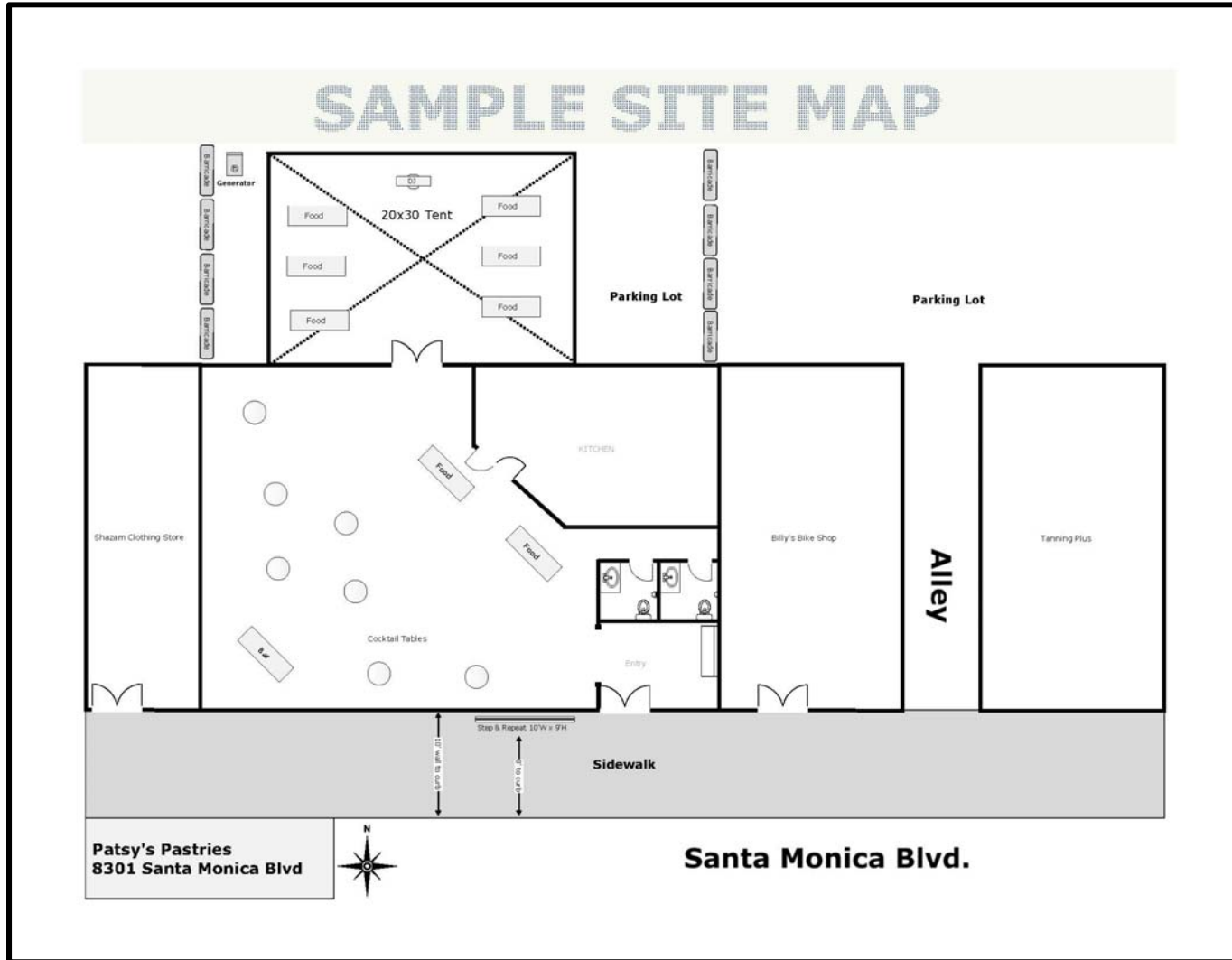
- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

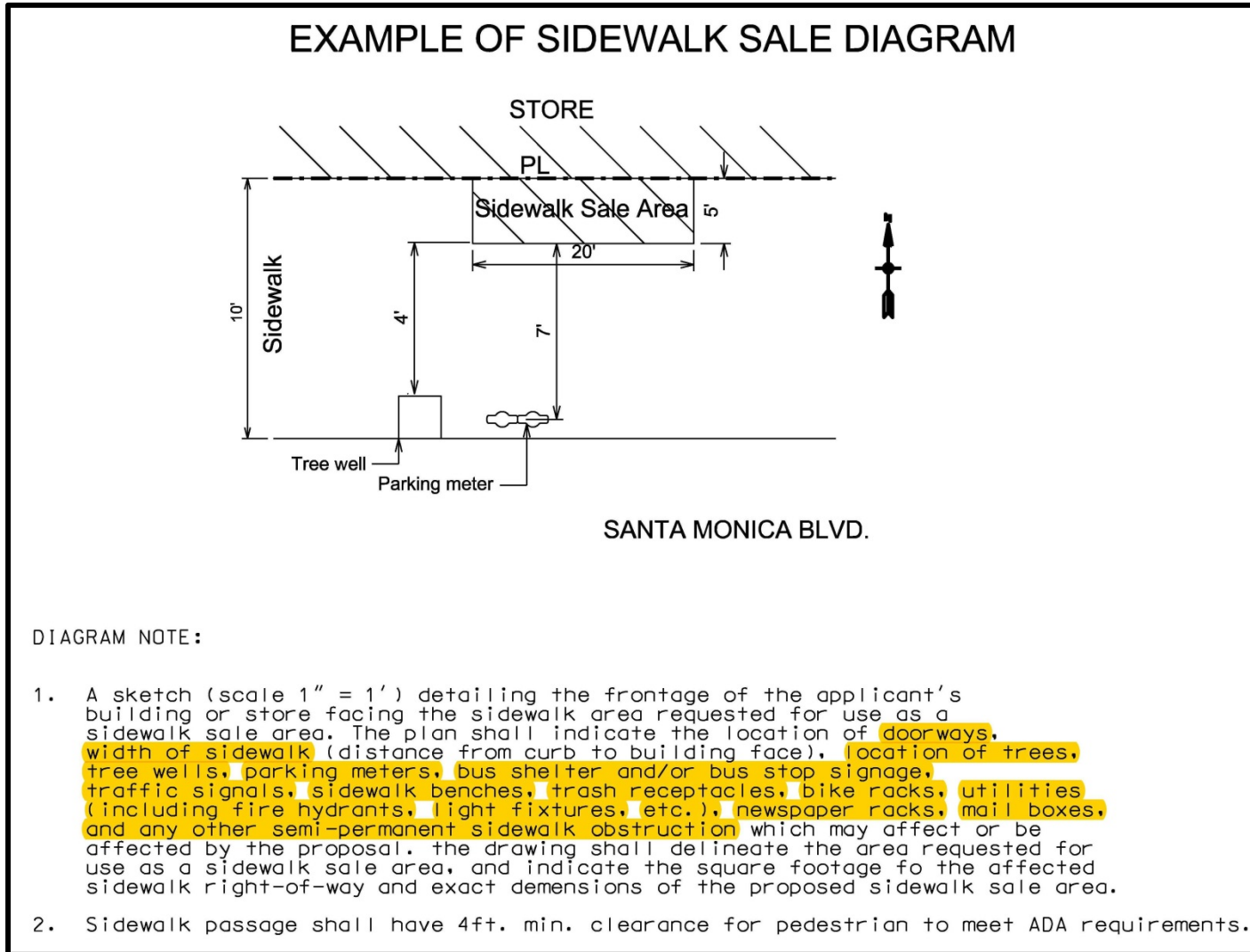
SPECIMEN

# EXHIBITS

## Sample Site Map

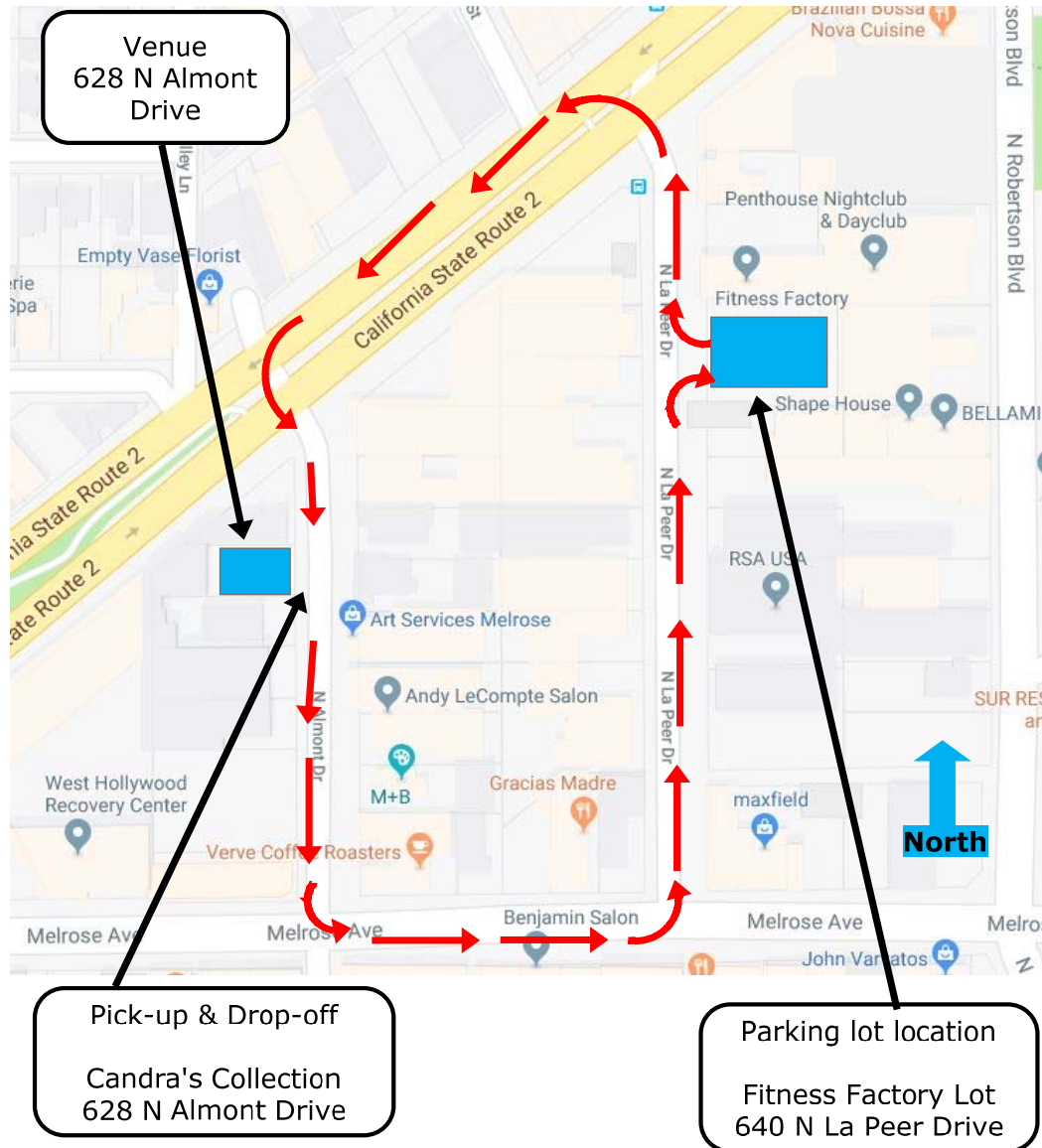


**Sample Sidewalk Sale Site Map**





### Sample Temporary Valet Route Map



**Venue location:**  
Candra's Collection  
628 N Almont Drive

**Pick-up & Drop-off location:**  
627 N Almont Drive

**Parking lot location:**  
640 N La Peer Drive

**Car drop off route:**  
Guests drop off cars in front of Candra's Collection at 628 N Almont Drive. They continue south on Almont Drive, make a left turn (east onto Melrose Ave), make a left turn (north onto N La Peer Drive), turn right (east) into lot at Fitness Factory, 640 N La Peer Drive.

**Car return to guest route:**  
Right turn (north) out of Fitness Factory lot onto N La Peer Drive, left turn (west) onto Santa Monica Blvd (CA Route 2), then turn left (south) onto N Almont Drive for return to guest.