



Special Event Request One Sheet

FOR CITY USE ONLY				
SEP	A	B	C	Initial _____
Conditions (if any):				

This form is available at www.weho.org/permits
PLEASE SUBMIT THE FOLLOWING INFORMATION

BUSINESS REQUESTING PERMIT:

WHAT IS THE EVENT? :

ADDRESS WHERE EVENT IS TO BE HELD:

ANTICIPATED ATTENDANCE: _____ PEOPLE _____ CARS (estimate)

WHEN IS THE EVENT: (DAY(S), DATE(S) AND TIME, FROM START TO FINISH)

Event runs from:

Date ____/____/____ Event Starts At _____ And Goes Until _____

1. CIRCLE ALL THAT APPLY TO YOUR EVENT:

- | | |
|--|---|
| Indoor or Outdoor or Both (circle one) | Generator |
| Existing Valet Parking | Tent (larger than 10X10 or 100 sq. ft.) |
| Temp. Valet Parking (hired just for event) | Stage higher than 30 inches |
| Catered Buffet (full meal sit down) | Alcohol (Full Bar) |
| Catered (tray pass only) | Alcohol (Wine & Beer Only) |
| Live Entertainment Non-Amplified | Private Property |
| Live Entertainment/ Amplified | Step & Repeat Wall (For Photographers) |
| DJ Outside | Celebrities |
| DJ Inside | Dancing |
| Lane Closure (driving lane) | Security (armed or unarmed; circle one) |
| Parking Meters | Extended Hours (past 2am) |
| Red Carpet on Sidewalk | Filming/Videotaping of Any Kind |
| Remote Live Broadcast | Parking Lot / Outdoor Sale |
| Food Truck | |

2. EVENT ADVERTISED/PROMOTED BY:

- | | |
|--------------------|--------------------------|
| Invitation Only | On-Site Banners & Flyers |
| Open to the Public | Internet |
| Radio | Print /Newspaper |

3. CONTACT PERSON FOR THE EVENT:

Print Persons Name _____

Phone: _____ Email (print clearly) _____

Based upon your information, we will inform you if your event will be an A, B, or C Permit.

Fax form to 323-848-6565

<p>PLEASE NOTE:</p> <p>Submitting a Special Event Permit does not guarantee the approval of your event. Only after you have submitted all the requirements stated in the application, and have obtained all the appropriate signature sign off's is the permit approved by the city.</p>
