

**PROMOTER VENUE
BUSINESS LICENSE APPLICATION**

Department of Public Works
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6375

PROMOTER VENUE shall mean any place of business licensed for dance or entertainment that may, with a license issued pursuant to the WHMC, engage the services of unlicensed promoters.

PROMOTER shall mean an individual or entity in the business of organizing, overseeing, or otherwise promoting a dance, entertainment or similar event in premises under separate ownership and properly licensed for such events.

SUBMIT THE FOLLOWING ITEMS. Failure to submit the required information will constitute an incomplete application and will not be accepted by the Department of Public Works.

Application Checklist

N/A

- Completed Business License Application
- Sheriff's Personal Information Sheet
- Operating Requirements (WHMC 5.102.50)
- Standard Conditions
- Security Operations Plan
- Venue Floor Plan
- Manager Licenses
- Proof of Ownership (i.e. DBA, Partnership Agreement, Articles of Incorporation, etc)
- Valid California ID or Drivers License (**ONLY**)
- Agency Sign-Offs
- Application Fee - \$300

Office Use Only

Date Received _____	Received By _____	Payment Method	Cash <input type="radio"/>
Notes _____			Check <input type="radio"/>
_____			Credit Card <input type="radio"/>

BUSINESS LICENSE APPLICATION

Department of Public Works
8300 Santa Monica Blvd.
West Hollywood, CA 90069
(323) 848-6375

1. Applicant Information

Applicant Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone Number:	<input type="text"/>	Social Security Number:	<input type="text"/>
E-mail:	<input type="text"/>	Relation to Business:	<input type="text"/>

2. Business Information

Please list the business name and true address and mailing address (if different). The business address may not be a P.O. Box, mailbox, message service or similar device.

Business Name:	<input type="text"/>		
Business Address:	<input type="text"/>		
Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
		Business E-mail:	<input type="text"/>
Mailing Address (if different):	<input type="text"/>		
Please describe the business activity:	<input type="text"/>		
Operating Hours:	<input type="text"/>		

3. Ownership Information

What is the Ownership Type for your Business? Sole Ownership Partnership Corporation

Please complete the following information for all partners, directors of a corporation and stockholders holding ten (10%) or more of the shares of the corporation. Also list information regarding an officer who is duly authorized to accept service of legal process.

Name/ Title:	<input type="text"/>	Name/ Title:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone Number	<input type="text"/>	SS#	<input type="text"/>
Name/ Title:	<input type="text"/>	Name/ Title:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone Number	<input type="text"/>	SS#	<input type="text"/>

Federal Tax I.D.#:

State Tax I.D.#:

Previous License and Criminal Information:

Have you or any of the other officers of the partnership or corporation been licensed before? Yes No

Have you or any of the officers of the partnership or corporation ever had a business license revoked? Yes No

Have you or any of the officers of the partnership or corporation ever been convicted of a criminal offense, other than a traffic violation? Yes No

If you answer "yes" to any of the above questions please explain:

4. Emergency Contact Information

Please provide the following information of two individuals who may be contacted by the City in the case of an emergency.

Name: Title or Relationship to Business:

Address: Phone Number:
E-mail:

Name: Title or Relationship to Business:

Address: Phone Number:
E-mail:

**** ALL APPLICANTS MUST PROVIDE A COPY OF A CURRENT CALIFORNIA DRIVERS LICENSE OR COMPARABLE PHOTOGRAPH IDENTIFICATION.****

If the license is granted, I/We agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of west Hollywood. I declare under penalty of perjury that the above statements are true and correct.

In addition, I agree to advise the City of West Hollywood of any and all changes in the operations of the business in that such changes of the application form are necessitated.

The failure to truthfully complete this application may result in the denial of the application or a revocation of any licenses issued.

Applicant Signature

Date

Applicant Name

**Personal Information Form
Los Angeles County Sheriff's Dept.
(City of West Hollywood)**

BUSINESS INFORMATION

Business Name

Business Address

Business Phone

Business Fax

APPLICANT INFORMATION

Applicant's Full Name (First, Middle, Last)

Other Names Used (aka, Maiden etc)

Home Address

Home Phone

Cell Phone

E-mail Address

Applicant's Business Capacity or Position

CA Drivers License/ ID #

Social Security #

Date of Birth

Place of Birth

Personal Information Form - continued

BACKGROUND

HAVE YOU EVER HAD AN OWNERSHIP INTEREST IN A SIMILAR KIND OF BUSINESS? Yes No

If yes, please explain fully:

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME AS A RESULT OF ANY ARREST, CITATION, OR CRIMINAL COMPLAINT? **(Include and convictions expunged via Penal Code Section 1203.4; Do not include traffic infractions).** Yes No

If yes, please provide dates, arresting agencies, type of crime, and sentence. Attach additional sheets if necessary.

DO YOU HAVE ANY ARRESTS OR CITATIONS PRESENTLY PENDING DISPOSITION **(Including felonies, misdemeanors, infractions, and violations of any County or Municipal Code)** Yes No

If yes, please provide dates, arresting agencies, and type of crime. Attach additional sheets if necessary.

I UNDER PENALTY OF PERJURY HAVE ANSWERED ALL OF THESE QUESTIONS COMPLETELY AND TRUTHFULLY. I UNDERSTAND THAT ANY INCOMPLETENESS, FALSIFICATION OR MISREPRESENTATIONS OF ANY FACTS MAY RESULT IN THE DENIAL OF THIS APPLICATION OR REVOCATION OF ANY ISSUED LICENSE.

Signature

Date

Print Name

STANDARD CONDITIONS FOR PROMOTER VENUE BUSINESS LICENSE

Business Name _____

1. The business owner shall display, in a prominent and visible location, the Promoter Venue Business License. The license shall be displayed in the same location as the business owner's other licenses.
2. The business owner and/or promoter at that location shall clean-up or make arrangements to have excessive litter and trash cleaned up on the residential streets, if any, within a one block radius of the business location at least once a week for the period during which one or more events take place.
3. An employee of each business owner licensee shall be designated to address, during hours of operation, all complaints. The name and phone number of the designated employee shall be posted adjacent to the business license and shall be mailed or hand delivered to residences, if any, within a one-block radius. The business owner licensee shall make reasonable efforts to address each complaint. The licensee shall keep a log of all complaints and follow-up and shall make the information available to City staff upon request.
4. The business owner shall post signs of at least 10" x 10" at exits to the venue requesting patrons to respect residents of nearby residential neighborhoods by being quiet when leaving the premises.
5. The business licensee shall retain full control of all events on the property and ensure that all conditions of approval are adhered to. All events, including events organized by promoters, shall be supervised and managed by employees of the licensee. This shall include all club operations, ticket sales, parking arrangements, advertising and promotion of any event.
6. All new employees serving alcohol to patrons shall enroll in and complete a certified training program approved by the State Department of Alcoholic Beverage Control (ABC) for the responsible sales of alcohol. The training shall be offered to new employees at least on a quarterly basis.
7. A Designated Driver sign of at least 10" x 10" must be displayed at all public entrances to the restaurant at eye level. The sign shall be worded in a way that reminds patrons who are consuming alcohol to designate a non-drinking driver.
8. Where applicable, all sales of merchandise shall only be allowed inside the establishment.
9. All doors at secondary and emergency entrances and exits not oriented toward commercial streets shall be closed by 10:00 p.m. except during bona fide emergencies.
10. The business owner and/or promoter shall provide and employ uniformed off-duty Sheriff Deputies and other security guards as necessary at on-site and off-site parking locations to address noise, traffic, and safety concerns.
11. Violations of numbers 3, 5 and 9 of the Standard Conditions and violations of the Noise Ordinance set forth in Article IV, Chapter III of the West Hollywood Municipal Code by either the business owner or the promoter, or both, shall be grounds for revocation of the business owner's license and the promoter's license.

Signature _____

Date _____

5.102.50 Operating Requirements

1. All businesses holding a Promoters Venue Business License shall submit to the City a monthly schedule of events operated in their venue by unlicensed outside promoters. This schedule shall be submitted to the Business License Officer on or before the 1st day of each month. Any changes to the submitted schedule shall be reported immediately by submittal of a revised schedule. The schedule submitted to the City shall include the name, address, and contact information of the promoters employed for each event. Additionally, the business shall also submit a copy of the driver's license or state issued identification card for all partners, officers, and principals associated with the promoter business. The promoter that is listed on the schedule for that event shall be on-site during the regular operating hours for the event.
2. All sales of merchandise by promoters shall only be allowed inside the establishment.
3. The promoter and venue shall both be responsible for ensuring that the public rights-of-way immediately surrounding the business remain clear and passable to pedestrians and traffic during all regular business hours and for 60 minutes after the business closes.
4. Promoters shall be on-site for the entire duration of any event they are promoting.
5. All of the requirements set forth in Section 5.40.030 and 5.44.040, as applicable, shall govern when the premises are under the control of a promoter

Signature _____

Date _____

Agency Approvals

Each of the following agencies must be contacted by the applicant in order to obtain their approvals and signatures as noted below. **The license will not be approved until all signatures are received.**

Planning

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Planner-on-Duty
Hours: 8:00 - 11:00 PM Daily
(323) 848-6475

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

Finance (Tax Certificate)

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Cashier
Hours: 8:00 AM - 4:00 PM Daily
(323) 848-6451

Approved by (Print)

Date

Signature

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____

*****LAST SIGN-OFF*****

Business License Officer

City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Contact: Business Licensing
(323) 848-6437
Dept. of Public Works (323) 848-6375
Fax (323) 848-6564

Approved by (Print)

Date

Signature

*****LAST SIGN-OFF*****

COMMENTS or CONDITIONS TO BE PLACED ON BUSINESS LICENSE: _____
