



Special Event Permit Application

SECTION 1

Business Holding Event

Address of Event

Type/Name of Event

Day/Date of Special Event

Event is From: _____ AM PM Date/ Time

Until: _____ AM PM Date/ Time

Anticipated Attendance: _____ Sq. Footage of Space: _____ Occupant Load: _____

Please give a brief description of your event;

If needed Event set-up begins: _____ AM PM Day/Date/ Time

Event down by: _____ AM PM Day/Date/ Time

***Set-up may not begin before 8am unless explicitly noted under conditions by city staff**

On-Site Contact Person w/ Cell on Day of Event: _____

Email (Please Print Clearly): _____

If Outside Applicant/Producer: Applicant/Producer's Name w/ Cell: _____

Email (Please Print Clearly): _____

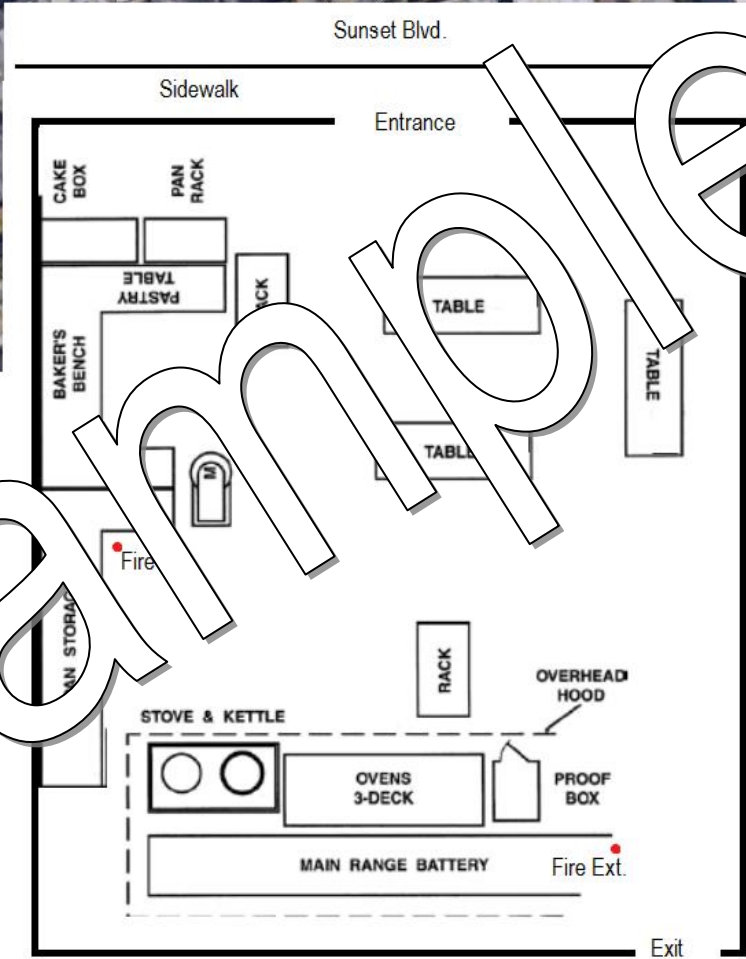
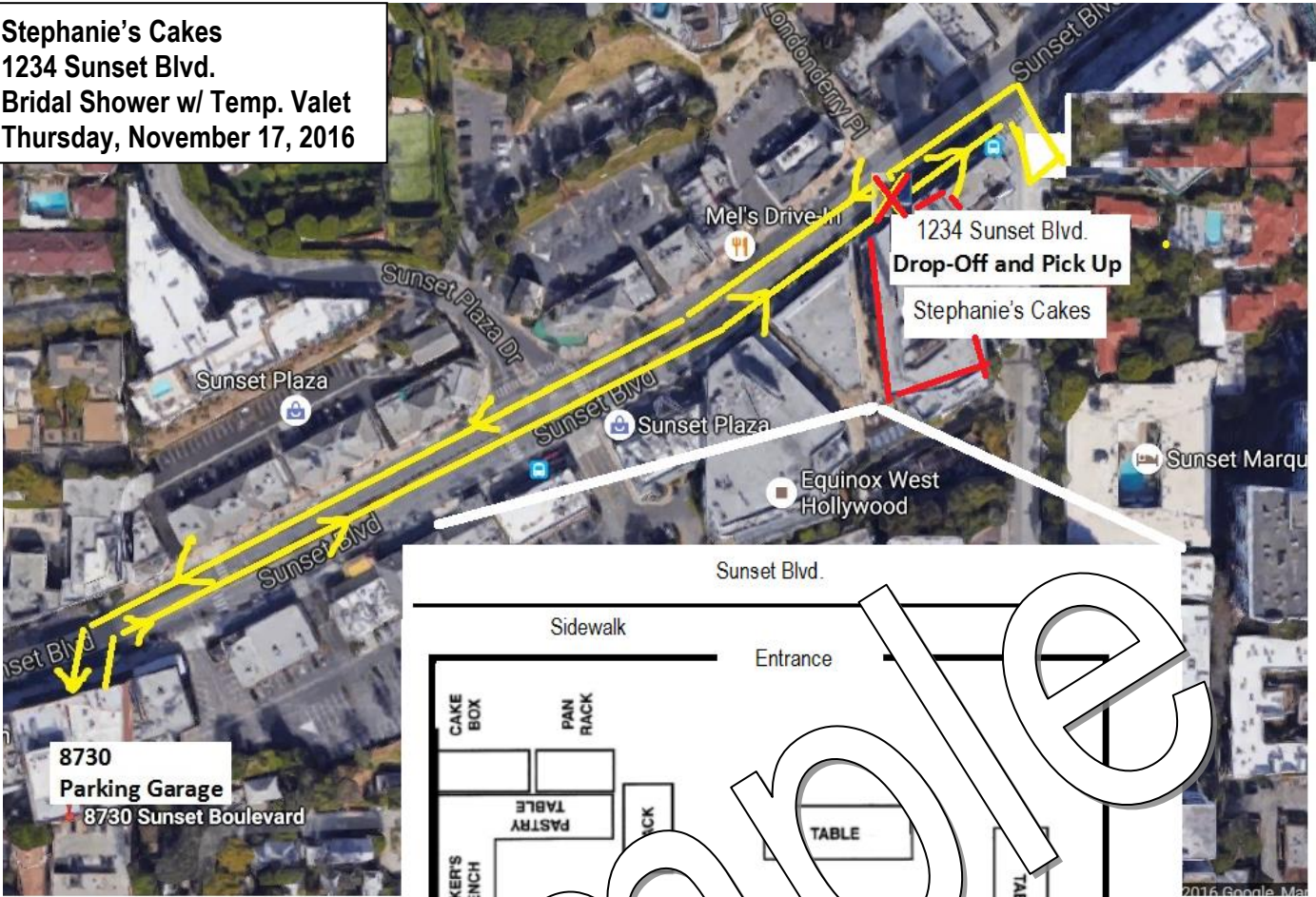
PLEASE CHECK YES OR NO FOR ALL CATEGORIES

INDOOR	OUTDOOR	FOOD	ALCOHOL	FOR SALE	CELEBRITIES	RED CARPET	STEP & REPEAT	INVITATION ONLY
YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
OPEN TO THE PUBLIC		VALET	METERS	FOOD TRUCK	TENT	SIZE	STAGE	HIGHER THAN 30"
YES <input type="checkbox"/>		YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES	YES <input type="checkbox"/>	IF YES YES <input type="checkbox"/>
NO <input type="checkbox"/>		NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	By _____	NO <input type="checkbox"/>	NO <input type="checkbox"/>
SECURITY	ARMED	GENERATOR	KLIEG LIGHTS	CITY SIDEWALK	PARKING LOT	CITY PARK		
YES <input type="checkbox"/>	IF YES YES <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>		
NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>		

<p style="text-align: center;">MUSIC OF ANY KIND</p> <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>DJ YES <input type="checkbox"/> IF YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>DANCING INDOOR YES <input type="checkbox"/> OUTDOOR NO <input type="checkbox"/></p> <p>DJ: _____ AM PM To: _____ AM PM</p> <p>DJ Name: _____</p> <p>OTHER (IPOD) YES <input type="checkbox"/> IF YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>INDOOR YES <input type="checkbox"/> OUTDOOR YES <input type="checkbox"/></p>	<p style="text-align: center;">REQUESTING PAST 2 AM</p> <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>BAND YES <input type="checkbox"/> IF YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>DRUMS AMPLIFIED INDOOR YES <input type="checkbox"/> YES <input type="checkbox"/> OUTDOOR NO <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Band: _____ AM PM To: _____ AM PM</p> <p>Band Name: _____</p>
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**ON A SEPARATE PIECE OF PAPER; PLEASE FOLLOW THIS SAMPLE SITE PLAN AND CREATE A SITE PLAN FOR YOUR SPECIAL EVENT.
IF USING VALET SHOW A DETAILED ROUTE PLAN.**

Stephanie's Cakes
1234 Sunset Blvd.
Bridal Shower w/ Temp. Valet
Thursday, November 17, 2016



Sample

PLEASE NOTE: If serving food YOU must contact the Health Department for the appropriate permits.
 "AN APPROVED SPECIAL EVENT PERMIT DOES NOT APPROVE THE SALE OF FOOD".
 If serving alcohol YOU must contact Alcohol and Beverage Control for the appropriate permits.
 "AN APPROVED SPECIAL EVENT PERMIT DOES NOT APPROVE THE SALE OF ALCOHOL".
 ABC has the exclusive power, in accordance with laws enacted, to license and regulate the manufacture, importation and sale of alcoholic beverages in this State. It also has the power for good cause to deny, suspend or revoke any specific alcoholic beverage license. (Section 22 of Article XX, California Constitution)

SECTION 2

City Of West Hollywood Agreement

(MUST BE SIGNED BY BUSINESS APPLICANT/OUTSIDE PRODUCER OR PROPERTY OWNER)

I, the undersigned, being owner of the property or business designee and/or the event producer, acknowledge and approve the SPECIAL EVENT PERMIT APPLICATION information that has been submitted. I also understand that this application must have the required documents attached to it as stated on the special event process. Each business is allowed a maximum of 12 C special event permits per year. I agree to inform any vendors, concessionaires or any other persons or organizations involved in this event of their responsibility with respect to this application and of their responsibility to exclusively use Athens Services with respect to all trash and recycling needs. I also acknowledge any responsibility for any civil or criminal actions that may occur as a result of this event.

I hereby certify that I am aware of and agree to comply with the rules and regulations as provided for in the West Hollywood Municipal Code, and restrictions listed by each department, pertaining to issuance of permit. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or a Code citation. I acknowledge that lack of timeliness and/or material changes to the event may result in permit denial or assessment of additional fees. I am the authorized event organizer and official contact for all aspects concerning this Special Event Permit Application.

Insurance Requirements

Insurance is required in order to qualify for a special event permit. As part of this permit application, Applicant/Co-Applicant agrees to provide the following insurance and shall maintain and require its agents, vendors, and exhibitors to maintain the same:

- **General Liability Insurance**
 - \$1,000,000 per Occurrence; \$2,000,000 General Aggregate
 - The insurance provided to Applicant as an additional insured & must apply on a "Primary and non-contributory" basis. Must have both of these stated on your COI (#9 on template).

- **Liquor Liability Insurance**

	INITIAL BELOW
▪ Is it a Private Event or is it Open to the Public:	Private: _____ Open: _____
▪ Serving Alcohol?	No _____ Yes _____
▪ If Open the Public "OR" Money is charged for alcohol, you must contact the ABC.	
▪ If Private and no money is exchanged, no ABC Liquor Liability Insurance is required.	

- **Workers' Compensation & Employers Liability**
 - Do you have employees? Yes _____ No _____
 - If Yes, you must show workers comp on your COI
- **Automobile Liability Insurance for Valet Service**
 - Will this event have Valet: Yes _____ No _____
 - If Temporary, the Valet must provide COI and Endorsement
- **Standards for Insurance Companies**
 - Insurance policies must be issued by an insurer with an A.M. Best's rating of at least A:VII.Documentation
 - Certificate of Insurance must include the following reference: Event name, location, and date(s).
 - The name and address for Additional Insured endorsements and Certificates of Insurance is:
 "City of West Hollywood, 8300 Santa Monica Blvd, West Hollywood, CA 90069"
 - Current Evidence of Coverage must be provided for the entire required period of insurance.
 - Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

- The insurance provided to the additional insureds shall be "primary to and non-contributory" with, any insurance or self-insurance program maintained by them.

PLEASE NOTE: A complete Special Event Permit Application must be submitted at least 48 hours before the start of any production activity related to the event

Indemnity for Applicant/Outside Producer

The Applicant agrees to indemnify, hold harmless, and defend the City and its City Council and each member thereof, and every officer and employee of the City, from and against any and all liability, damages, judgments or financial loss resulting from any suits, claims, losses, or actions brought by any person and from all costs and expenses of litigation, including attorney fees and expert fees, by reason of injury to any property or any person arising from the event described herein. Such indemnity shall include, but not be limited to, any and all liabilities, demands, claims, damages, losses, costs and expenses caused or alleged to have been caused by any negligent or other act of Applicant, any subcontractor and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Applicant shall promptly pay any final judgment rendered against the City (and its officers, officials and employees) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination or expiration of this permit. Applicant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City of West Hollywood, its officials, officers, employees, agents or volunteers. This indemnification obligation excludes liability resulting from the sole active negligence or wrongful conduct of the City of West Hollywood.

Certification

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City's Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of West Hollywood. Such Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City or its agents.

Business Owner:

Signed By In-House Applicant (Business Rep.):

Authorized Signature & Title: _____

Name (Please print): _____

Name of Business: _____

Phone: _____ **Fax:** _____

Or Signed By Outside Event Producer (if applicable):

Authorized Signature & Title: _____

Name (Please print): _____

Name of Business: _____

Phone: _____ **Fax:** _____

PLEASE NOTE: A complete *Special Event Permit Application* must be submitted at least 48 hours before the start of any production activity related to the event. See schedule below.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Must be submitted at least 48 hours* before a Wednesday event	Must be submitted at least 48 hours* before a Thursday event	Must be submitted at least 48 hours* before a Friday event; last day to submit for Saturday or Sunday	Must be submitted at least 48 hours* before a Monday event	Must be submitted at least 48 hours* before a Tuesday event

SECTION 3

USING VALET?

PLEASE CHECK ONE BELOW
 EXISTING ___ TEMPORARY ___ NO VALET ___
 (IF Temp Valet, Indemnity must be signed by Valet Company)

This Page is For Temporary Valet,
 Encroachments, Meters, Red Carpet & Step & Repeat Only
PARKING ENFORCEMENT: M-F 8AM – 6PM: 323-650-6757; AFTERHOURS 323-650-9912
POST “NO PARKING” SIGNS 24 HOURS BEFORE ENCROACHMENT FOR COMMERCIAL
VALET NOT ALLOWED IN RESIDENTIAL AREAS AT ANY TIME



Meters: YES NO AM PM AM PM
 Date/Time Meter Encroachment Begins: _____ Date/Time Meter Encroachment Ends: _____

If yes, list meters numbers located on street side of meter head

Meter #'s: _____

Red Carpet and/or Set Up on Sidewalk: YES NO AM PM AM PM
 Date/Time Sidewalk Encroachment Begins: _____ Date/Time Sidewalk Encroachment Ends: _____

Valet Parking Service shall mean and include a business establishment engaged in, conducting or managing the parking of other persons' motor vehicles, whether such persons are employed by, or under contract to, the business, residence or other organization for which the vehicles are being parked or whether such persons are operating independently thereof. Applicant is required to obtain an encroachment permit if there is loading or unloading of vehicles in the Public right-of-Way.

1. **How Many Valet Personnel Working This Event:** _____ **Number of Vehicles Expected:** _____

2. **Parking Location(s)** (address) for vehicles: _____

Indemnity for Valet (If using Temporary Valet, this must be signed by Valet Company)

The Valet Company agrees to indemnify, hold harmless, and defend the City and its City Council and each member thereof, and every officer and employee of the City, from and against any and all liability, damages, judgments or financial loss resulting from any suits, claims, losses, or actions brought by any person and from all costs and expenses of litigation, including attorney fees and expert fees, by reason of injury to any property or any person arising from the Valet Company's operations under this permit. Such indemnity shall include, but not be limited to, any and all liabilities, demands, claims, damages, losses, costs and expenses caused or alleged to have been caused by any negligent or other act of the Valet Company, any subcontractor and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Valet Company shall promptly pay any final judgment rendered against the City (and its officers, officials and employees) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination or expiration of this permit. The Valet Company's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City of West Hollywood, its officials, officers, employees, agents or volunteers. This indemnification obligation excludes liability resulting from the sole active negligence or wrongful conduct of the City of West Hollywood.

Valet Company: _____ **Valet Company Phone:** _____

Signature: _____ **Date:** _____

(Signature)	(Print name)	Date:
(FOR CITY USE ONLY)		
Based on Rate Listed For Permit Fee:		_____
\$100 One Time Fee For Encroachment:	ENCR:	_____
No Parking Signs @ \$20 Per Meter/Sign/Day:	METER:	_____
Code Enforcement Officer(s) @ \$60 Per Hour:	COENF:	_____
\$105 Temporary Valet Permit Fee:	VALE:	_____
TOTAL SPECIAL EVENT PERMIT FEE:		\$.

PLEASE NOTE:

Submitting this Special Event Permit does not guarantee the approval of your event. Only after you have submitted all the requirements stated in this application and have obtained all the designated sign-offs & a hologram is this Special Event Permit approved by the City. Each business is allowed 12 Class C Special Event Permit's a year.

SECTION 4

SOLID WASTE AND RECYCLING REQUIREMENTS

Special Event Permit 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 within the City of West Hollywood. The Special Event Applicant will be responsible for separating solid waste into 4 categories: (1) Trash, (2) Food Waste, (3) Recyclables and (4) Construction and Demolition Debris.

← **PLEASE INITIAL THAT YOU WILL 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. *Class A and Class B 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, rvalenzuela@athensservices.com *For questions regarding the City of West Hollywood's Solid Waste and Recycling Requirements, please contact Environmental Services at (323) 848-6404.*

YOU MUST GET FIRE DEPT. SIGNATURE PRIOR TO SUBMITTING APPLICATION TO CITY HALL

L. A. County Fire Prevention Office: _____ Date: _____

* Fire Safety Officer (FSO) Required? Yes No Spot Check Only If Yes, how many: _____

Effective July 1, 2016, the FSO rate will be \$163.13/hour

IMPORTANT: IF AN FSO HAS BEEN ASSIGNED TO YOUR EVENT AND YOUR EVENT IS CANCELLED, IT IS YOUR RESPONSIBILITY TO CALL THE FIRE DEPARTMENT TO NOTIFY THEM OF THE CANCELLATION OR YOU WILL/CAN BE RESPONSIBLE FOR ANY FSO CHARGES ASSOCIATED WITH YOUR EVENT.

.....
IF REQUESTING PAST 2AM OR HAVING LARGE CROWDS, CELEBS, ETC. THIS MAY TRIGGER SHERIFF'S DEPUTIES AND YOU MAY BE DIRECTED TO GET SHERIFF DEPT. SIGNATURE PRIOR TO SUBMITTING APPLICATION TO CITY HALL

LA County Sheriff's Department: _____ Date: _____

* Sheriff's Required? Yes No If Yes, how many: _____

IMPORTANT: IF LA COUNTY SHERIFFS HAS BEEN ASSIGNED TO YOUR EVENT AND YOUR EVENT IS CANCELLED, IT IS YOUR RESPONSIBILITY TO CALL THE SHERIFF DEPARTMENT TO NOTIFY THEM OF THE CANCELLATION OR YOU WILL/CAN BE RESPONSIBLE FOR ANY LA COUNTY SHERIFF CHARGES ASSOCIATED WITH YOUR EVENT.

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CITY STAFF APPROVAL

Event Services Mgr.: _____ Date: _____

Event Services Supervisor: _____ Date: _____

Code Compliance Mgr.: _____ Date: _____

Public Safety Dir.: _____ Date: _____

Building & Safety (A&B Only): _____ Date: _____

Transportation: _____ Date: _____

Risk Management Officer: _____ Date: _____

Engineering: _____ Date: _____

Event Services Technician: _____ Date: _____

EVENT ORGANIZER: FOR A & B PERMITS OR UNLESS TOLD OTHERWISE,
YOU MUST CONTACT EVENT SERVICES STAFF REGARDING NEIGHBORHOOD NOTIFICATION REQUIREMENTS FOR YOUR
EVENT.

“UPCOMING SPECIAL EVENT”

Dear Neighbors,

On: _____, _____
Day/Date Business or Location of Event

Will be having a Special Event in West Hollywood.

If set-up is necessary, it begins at: _____ AM PM and breaks down by: _____ AM PM

The Actual Event is From: _____ AM PM Until: _____ AM PM
Day/Date/ Time Day/Date/ Time

Event is:		Elements Include:		
Indoor	<input type="checkbox"/>	DJ	<input type="checkbox"/>	Red Carpet <input type="checkbox"/>
Outdoor	<input type="checkbox"/>	Live Music	<input type="checkbox"/>	Step & Repeat <input type="checkbox"/>
Both	<input type="checkbox"/>	Valet Parking	<input type="checkbox"/>	Celebrities <input type="checkbox"/>

If amplified sound (DJ and/or Live Band),
From: _____ AM PM Until: _____ AM PM

Prior to the event you can reach _____ at _____
(Please print) Phone

The night of the event you can reach _____ at _____
On site coordinator (Please Print) Phone

Thank you,

Event Coordinator

Streets affected (If any) listed below:

DO NOT TURN IN THIS PAGE; KEEP FOR YOUR REFERENCE YOUR SPECIAL EVENT APPLICATION CHECKLIST

PLEASE NOTE: A complete Special Event Permit Application must be submitted at least 48 hours before the start of any production activity related to the event

DID YOU...

Check every box

Check Section 2

Sign the Permit

Initial Section 4

To the business submitting the special event application, do you have the 3 insurance pages listed below?

1. The COI.
2. Additionally insured endorsement.
3. Primary non-contributory endorsement.
4. For Valet do you also have pages 1, 2 & 3, "and" Garage Keepers?

Do you have the 3 Insurance requirements?

COI

Additionally Insured

Primary Non-Contributory