

DEPARTMENT OF COMMUNITY SAFETY

NEIGHBORHOOD & BUSINESS SAFETY

SPECIAL EVENT PERMIT APPLICATION



City of West Hollywood
California 1984

8300 SANTA MONICA BLVD
WEST HOLLYWOOD, CA 90069

(323) 848-6437
CODE@WEHO.ORG

Special Event Permit (SEP) Application FAQ's

Who can get a Special Event Permit?

Special Event Permits are restricted to licensed/permitted/established Brick-and-Mortar WeHo businesses only.

When is an SEP application required?

An SEP is required when doing anything outside of normal operations (i.e., patio extension, use of a rooftop that is normally not used for daily operations, buyouts, change in layout, etc.)

How do I apply?

SEP applications must be emailed to code@weho.org along with a site plan. Once reviewed, the applicant will be informed if ancillary permit(s) are required.

What is a Site Plan?

A Site Plan is an aerial view of the venue/business in which the event elements and placements are clearly noted.

What type of ancillary permits may be required?

- [Encroachment Permit](#) – required for use of sidewalk, parking spaces, meter spaces, loading spaces, pedestrian street or path, bike path, parkway, public street, or highway located within the city).
- [Business License](#) - FOOD PEDDLERS & MERCHANDISE PEDDLERS operating in the City of West Hollywood must obtain a business license prior to the event's inception. *Requirements may include a vehicle inspection from the Fire Prevention Bureau.*
- [Building and Safety Approval](#) – including, but not limited to, stages over 30" high, all trusses, all weight bearing structures, temporary generators over 15KW (issued to a licensed electrician only).
- [Film Permit](#) – required for all filming.
- **Approval from Fire Prevention** – required when using open flames including candles, flame heated food and performances with flame, potential limitation to ingress/egress, element of activity that may have significant impact to traffic, noise, or safety.
- **Approval from LASD (West Hollywood Sheriff's Station)** – may be required when using the public right-of-way (sidewalk or driving lane closure), high profile celebrities, large crowds, events taking place between 10 p.m. to 6 a.m.

How many Special Event Permits are allowed?

Each business is allowed to have 12 Activations and 12 Special Event Permits per calendar year.

Special Event Permit (SEP)

DEADLINES

Application and supporting documents must be submitted by:

EVENT DATE						
MON	TUE	WED	THU	FRI	SAT	SUN
LAST WEEK, THURSDAY	LAST WEEK, FRIDAY	MONDAY	TUESDAY	WEDNESDAY		

NOTE:

- Insufficient or unclear information will delay the review process of your application. You must give full details of your proposal and attach the information required for the application to be vetted.
- Applications must be deemed complete by Staff at least 48 hours before the start of any production activity related to the event.
- If the space provided on this form is insufficient, please attach additional sheets as needed.
- Application submittals are *not guaranteed approval*.

QUESTIONS? Please email code@weho.org

APPLICANT INFORMATION

Application Facilitator
(Point person coordinating application details)

First Name _____ Last Name _____
Organization Name _____ Title _____
Phone Number _____ Email _____

check if section below is the same as Application Facilitator, then no need to complete this section

Event Day On-Site Contact
(Point person on the day of the event)

First Name _____ Last Name _____
Organization Name _____ Title _____
Phone Number _____ Email _____

check if section below is the same as Application Facilitator, then no need to complete this section

Producer
(Entity producing event)

First Name _____ Last Name _____
Organization Name _____ Title _____
Phone Number _____ Email _____

Business
(Where will the event take place?)

Business Name _____
Business Address _____
Contract First Name _____ Contract Last Name _____
Title _____ Phone Number _____
Email _____

EVENT INFORMATION & LOGISTICS

EVENT DETAILS

Event Name/Title

Event Type (Please describe in detail your proposed event)

DATES & TIMES

Setup
Date:

Event
Start Date:

Setup
Start Time:

Event
Start Time

No Setup

Event
End Date:

Event
Strike Date:

Event
End Time:

Event
Strike Time:

No Strike

For events taking place over one day (up to 3 consecutive days allowed), please detail the dates and times below.

OCCUPANCY

Anticipated
Attendance:

Venue Square
Footage:

Occupancy Load:
(Per Fire Department):

VENUES & STRUCTURES

ELEMENTS	YES	NO	DETAILS
Indoor Event			Will there be changes to the interior or exterior layout? Yes No
Outdoor Event			If "Yes," please include all changes in Site Plan.
Invitation Only			
Open to the Public			Will there be an entry fee? Yes No
Use of a private parking lot			Location or Address: <i>Please provide the reason for use (i.e., extension of event, table placements)</i>
Tent(s)			How many, and what dimensions?
			<i>All tents must be labeled on site plan. If larger than 120 square feet, a Building & Safety permit is required.</i>
Stages Trusses/ Weight-bearing Structure			Items & dimensions:
			<i>Any stages, trusses, or weight-bearing structures must be labeled on site plan. A Building & Safety permit is required for stages over 30" high, for all trusses, and for all weight bearing structures.</i>
Generator(s)			Indicate brand(s)/model(s) and wattage:
			<i>All generators must be labeled on site plan. Electrical permit will be required for temporary generators over 15KW and issued to a licensed electrician only.</i>
Changes to building façade			Please describe:
Other			Please specify: <i>(i.e., open flame, torches, candles, etc.)</i>
Use of Rooftop			Please specify:

MUSIC | ENTERTAINMENT

ELEMENTS	YES	NO	DETAILS
Live Entertainment			What type? <i>(i.e., go-go dancers, drag shows, jazz singer, etc.)</i>
Will the event have music?			iPod/MP3 Player / Any Kind
Amplified Music			Will additional speakers be used? <div style="display: flex; justify-content: space-around;"> Yes Inside Outside </div> <div style="display: flex; justify-content: center;"> No </div>
Dancing			If a dance floor will be used, please provide the dimensions: If no dance floor will be used, please initial: _____
DJ			Name of DJ: _____ DJ Placement: Inside Outside Start Time: _____ End Time: _____
Band/Artist			Band/Artist Name: _____ Placement: Inside Outside Start Time: _____ End Time: _____

SECURITY

ELEMENTS	YES	NO	DETAILS
Will security be on site?			<i>Armed</i> <i>Unarmed</i>
If "Armed," must provide LASD approval.			

MEDIA

ELEMENTS	YES	NO	ELEMENTS	YES	NO
Are celebrities/talent attending? <i>Please provide name(s)</i> (NOTE: All information is confidential)			Remote Live Broadcast / Filming/Videotaping Film Permit may be required.		
			Drones Drone Permit required in addition to Film Permit		
Step & Repeat/Red Carpet <i>Must be reflected on your Site Plan.</i>			Klieg Lights		

FOOD AND ALCOHOL			
ELEMENTS	YES	NO	DETAILS
Food			For sale? Yes No
			<i>If required</i> permits have not yet been obtained to allow food service, please contact the Los Angeles County Health Department at: LOS ANGELES COUNTY ENVIRONMENTAL HEALTH BEVERLY HILLS OFFICE ZEPUR CHAKMAKIAN - (213) 351-7896
Food Truck(s)			Name of food truck(s) & Business License #: <i>FOOD PEDDLERS & MERCHANDISE PEDDLERS operating in the City of West Hollywood must obtain a business license prior to the event's inception. Requirements may include a vehicle inspection from the Fire Prevention Bureau.</i>
Alcohol			For sale? Yes No
			<i>If required</i> permits have not yet been obtained for alcohol service, please contact the Department of Alcoholic Beverage Control (ABC) at: ABC SOUTHERN DISTRICT OFFICE, LAMETRO 888 S FIGUEROA STREET, SUITE 320, LOS ANGELES CA, 90017 (213) 833-6043 EMAIL: LAMETRO@ABC.CA.GOV
Cannabis *			* For existing Cannabis Business License holders ONLY.

OUTDOOR EXPANSIONS (REQUIRED FOR PRIVATE PROPERTY ONLY. PLEASE GO TO NEXT PAGE FOR USE OF RIGHT-OF-WAY)			
ELEMENTS	YES	NO	DETAILS
Patio Extension			<i>What is the purpose? If any, what other businesses will be impacted?</i>
Outdoor Sale			
Other (i.e., alley, valet drive, exterior entry)			<i>Please specify location:</i>

ENCROACHMENT PERMIT (REQUIRED FOR USE OF THE PUBLIC RIGHT-OF-WAY)

PUBLIC RIGHT-OF-WAY DEFINED

WHMC § 11.24.020.E

Public right-of-way” shall mean any sidewalk, pedestrian street or path, bike path, parkway, public street, or highway located within the city.

WHMC § 11.40.160.38

Public right-of-way (PROW)” means any public street, alley, sidewalk, or parkway that is owned or granted by easement, operated, or controlled by the city.

NOTE: ENCROACHMENT PERMITS ARE CONTINGENT TO REVIEW/APPROVAL FROM THE [ENGINEERING DIVISION](#)

PUBLIC RIGHT-OF-WAY

ELEMENTS	YES	NO	
Is an encroachment being requested?			If “Yes,” you must submit Proof of Insurance and separate Encroachment Diagram.
Sidewalk Patio Extension			Please provide the reason for this request.
Sidewalk Sale			
Sidewalk Partial Closure			
*Sidewalk Full Closure			Please initial to confirm that a 4' clearance will be always maintained: _____
*Driving Lane			<i>All street, lane, or full sidewalk closures require a traffic control plan drawn by a professional company that adheres to the M.U.T.C.D. or W.A.T.C.H. manual.</i>
*Full Street Closure			<i>This request must be submitted at least six (6) months before the event and is contingent to the approval from Event Services.</i>
START Date:			START Time:
END Date:			END Time:

USE OF METERS AND/OR CURB SPACE

REASON FOR REQUEST:			
METER #'S:			
START DATE:		START TIME:	
END DATE:		END TIME:	

TEMPORARY VALET

Requirements for Temporary Valet Include:

1. Indemnity for Valet (must be signed by valet operator)
2. Route Plan/Map
3. Insurance

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Number of valet attendants on-site during valet operation	
Number of vehicles to be parked	
If applicable, indicate the location of any additional on or off-site parking facility or facilities that you will be using	

INDEMNITY FOR VALET

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.

TEMPORARY VALET | CONTACT INFORMATION

Valet Company Name:	Email:
Valet Company Representative First and Last Name:	
Title:	Phone #:
Signature:	Date:

INDEMNIFICATION

City of West Hollywood Agreement

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 in the Special Event Permit Application Guide. 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.

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.

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 questions

INDEMNIFICATION...CONTINUED

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.

BUSINESS OWNER APPROVAL **OR AUTHORIZED BUSINESS REPRESENTATIVE ONLY:**

Business Name:	Email:
Representative First and Last Name:	
Title:	Phone #:
Signature:	Date:

FOR OUTSIDE EVENT PRODUCERS:

Production Co. Name:	Production Co Address:
Producer's First & Last Name:	
Email:	Phone #:
Signature:	Date:

NOTE: Special Event Permits are restricted to licensed/permitted WeHo established (brick-and-mortar) businesses ONLY. If you are a production company, please ensure the "BUSINESS APPROVAL" section above is filled, signed, and dated before emailing application to code@weho.org

EVENT DATE:

ADDRESS:

EXTERNAL APPROVALS

Once required approvals have been obtained below, this page titled "EXTERNAL APPROVALS" and stamped site plan must be scanned and sent to code@weho.org

*IF DIRECTED BY STAFF, please **take a physical copy** of this application and site plan to Fire Prevention Station 7 for review and approval. (They will have questions regarding the event, as such, please be prepared to answer all questions pertaining to the event set-up and elements).*

LOS ANGELES COUNTY FIRE PREVENTION BUREAU	
FOR USE OF FIRE PREVENTION ONLY	
<p>STATION 7 864 N. San Vicente Blvd. West Hollywood, CA 90069</p> <p>Phone: (310) 358-2380</p> <p>Monday - Friday 8:00 a.m.- 10:00 a.m.</p>	<p>Signature_____ Date_____</p> <p>(FSO) Required? Yes No Spot Check</p> <p>If Yes, # Assigned? _____</p>

THE LOS ANGELES COUNTY FIRE PREVENTION BUREAU WILL CHARGE A MINIMUM FEE OF \$314 FOR REVIEW/APPROVAL OF SPECIAL EVENT PERMIT APPLICATIONS. THIS FEE IS PAID DIRECTLY TO THE LOS ANGELES COUNTY FIRE PREVENTION OFFICE.

IN ADDITION, THEY MAY REQUIRE FIRE SAFETY OFFICER(S) BE ASSIGNED TO YOUR EVENT. A SEPARATE FEE WILL BE CHARGED AND PAID DIRECTLY TO THE LOS ANGELES COUNTY FIRE PREVENTION BUREAU.

IF DIRECTED BY STAFF, please contact West Hollywood Sheriff's Station for approval.

LOS ANGELES COUNTY SHERIFF'S (LASD)	
FOR USE LASD ONLY	
<p>WEST HOLLYWOOD SHERIFF'S STATION 780 N San Vicente Blvd. West Hollywood CA 90069</p> <p>Phone: (310) 855-8850 By Appointment Only</p>	<p>Signature_____ Date_____</p> <p>Are deputies required? Yes No</p> <p>If Yes, # Assigned? _____</p>