

SPECIAL EVENT PERMIT APPLICATION



DEPARTMENT OF PUBLIC WORKS
CODE COMPLIANCE DIVISION

8300 SANTA MONICA BLVD.
WEST HOLLYWOOD, CA 90069

(323) 848-6375
CODE@WEHO.ORG

Application for a Special Event Permit

If you need help completing this form, please email us at Code@weho.org.

Please 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 Code Compliance 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.
- Submitting an application does **not** guarantee approval.

Application Submission Schedule

EVENT DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DEADLINE	Must be deemed complete the Previous Thursday	Must be deemed complete the Previous Friday	Must be deemed complete Monday	Must be deemed complete Tuesday	Must be deemed complete *Wednesday		

Helpful instructions

While filling out this application look for the blue boxes. They provide helpful instructions such as when it's appropriate to skip a section. Other instructions will let you know which types of additional information or which additional processes may be required as a consequence of choosing "yes" for a particular event element.

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
(Hosting venue information)

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

Event Information & Logistics

Event Details

Event Name/Title	<input type="text"/>
Event Type (Please describe in detail your proposed event)	<input type="text"/>

Dates & Times

Event Setup Start Date	<input type="text"/>	Event Start Date	<input type="text"/>
Event Setup Start Time	<input type="text"/>	Event Start Time	<input type="text"/>
<input type="checkbox"/> No Setup			
Event End Date	<input type="text"/>	Event Strike Date	<input type="text"/>
Event End Time	<input type="text"/>	Event Strike Time	<input type="text"/>
		<input type="checkbox"/> No Strike	

_____ *If checked and initialed by City Staff, a detailed Run of Show will be required*

Occupancy

Anticipated Attendance	<input type="text"/>
Venue Square Footage	<input type="text"/>
Occupancy Load (per the Fire Department)	<input type="text"/>

Venues & Structures		<i>(Check "Yes" or "No" below. Do not leave blank).</i>		
Elements included in the physical layout of the event. Please click the link below for Site Plan instructions .	Event Element	YES	NO	If Yes, Please Provide Additional Details
	Indoor Event			Will there be changes to the interior or exterior layout? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Outdoor Event			If "Yes," please include all changes in Site Plan.
	Invitation Only			
	Open to the Public			Will there be an entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Use of a private parking lot			Location or Address:
	Tent			How many, and what dimensions: <i>All tents must be labeled on site plan. If larger than 100 square feet, a Building & Safety permit is required.</i>
	<input type="checkbox"/> Stages <input type="checkbox"/> 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			Indicate brand(s)/model(s) and wattage: <i>If generator brand/model has a distribution panel, a Building & Safety Permit may be required. All generators must be labeled on site plan.</i>
	Changes to building façade			Please describe:
Production Vehicles			Number of Vehicles: Size of each Vehicle: Parking/staging location of each Vehicle:	

Food, Alcohol, Cannabis		<i>(Check "Yes" or "No" below. Do not leave blank).</i>	
Event Element	YES	NO	If Yes, Please Provide Additional Details
Food			For sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
			The Los Angeles County Department of Public Health may require you to obtain Public Health Permits for your event.
Alcohol			For sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cannabis *			* Only for existing Cannabis Business License holders.
Food Trucks			Name of food truck(s):
			Peddler Business License # _____

Valet & Parking Meters		<i>(Check "Yes" or "No" below. Do not leave blank).</i>	
Event Element	YES	NO	If Yes, Please Provide Additional Details
Temporary Valet will require a route map. Please see Special Event Permit Application instructions for required map specifications.	Will the event have valet?		<input type="checkbox"/> Existing Valet <input type="checkbox"/> Temporary Valet # of Valet Attendants _____ # of Cars Expected _____
	Requesting parking meters for valet?		
	Requesting parking meters for other purposes?		
	Please provide "Other" purposes for meters:		
If you are not requesting meters, you may skip to the next section, "Music." If you are requesting meters for any reason, please answer the questions below.			
Meter numbers:			
START Date:		START Time:	
END Date:		END Time:	

Music & Entertainment		<i>(Check "Yes" or "No" below. Do not leave blank).</i>	
Event Element	YES	NO	If Yes, Please Provide Additional Details
Live Entertainment			
Will the event have music?			
<p>If your answer above is "No," you may skip to the next section, "Security." If your answer above is "Yes," please continue to the questions below.</p>			
Amplified Music			Additional Speakers Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inside <input type="checkbox"/> Outside
Dancing			Will there be a dance floor? <input type="checkbox"/> Yes <input type="checkbox"/> No
DJ			Name of DJ: _____ <input type="checkbox"/> Inside <input type="checkbox"/> Outside Start Time: _____ End Time: _____
iPod/MP3 Player			
Band/Artist			Band/Artist Name: _____ Start Time: _____ End Time: _____ <input type="checkbox"/> Inside <input type="checkbox"/> Outside

Security		<i>(Check "Yes" or "No" below. Do not leave blank).</i>	
Event Element	YES	NO	If Yes, Please Provide Additional Details
Will security be on site?			<input type="checkbox"/> Armed <input type="checkbox"/> Unarmed <i>If "Armed," review and approval from West Hollywood Sheriff is required.</i>

Public Right of Way	<i>(Check "Yes" or "No" below. Do not leave blank).</i>		
Event Element	YES	NO	If Yes, Please Provide Additional Details
Is an encroachment being requested?			If "Yes," you must submit Proof of Insurance and separate Encroachment Diagram.
If "No," you may skip to the next section, "Private Outdoor Extension." If your answer above is "Yes," please continue to the questions below.			
Sidewalk Patio Extension			Please provide the dimensions for each encroachment request:
Sidewalk Sale			
Sidewalk Partial Closure			Please initial to confirm that a 4' clearance will be maintained at all times: _____
*Sidewalk Full Closure			<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>
*Driving Lane			
Curbspace (No Meters)			
*Full Street Closure			<i>Full Street Closures must be reviewed and approved by Event Services in the Public Safety Department.</i>
START Date:			START Time:
END Date:			END Time:

Outdoor Expansions	<i>(Check "Yes" or "No" below. Do not leave blank).</i>		
Event Element	YES	NO	If Yes, Please Provide Additional Details
Patio Extension			What other businesses will be impacted?
Outdoor Sale			
Other (alley, valet drive, exterior entry)			Please specify location:
If you are proposing to expand into another business frontage, you must submit a letter of approval			

Media	<i>(Check either "Yes" or "No" below. Do not leave blank).</i>		
Event Element	YES	NO	If Yes, Please Provide Additional Details
Are celebrities attending?			Please submit the name(s) confidentially below or on a separate attachment:
Step & Repeat			Please indicate dimensions and location on your Site Plan.
Red Carpet			
Remote Live Broadcast			Please see how to obtain a Film Permit. Note: Drones will require a West Hollywood Drone Permit and may require a Film Permit.
Filming/Videotaping			
Drones			
Klieg Lights			

Insurance Requirements

Insurance	<i>(Check "Yes" or "No" below. Do not leave blank).</i>		
Event Element	YES	NO	If Yes, Please Provide Additional Details
Use of Public Right of Way?			Applicant must provide insurance.
Alcohol; For Sale?			Applicant must contact the ABC and comply with any and all direction received by ABC.
Alcohol; Open to the Public?			Applicant must contact the ABC and comply with any and all direction received by ABC.
Employees (W2) Employees			Applicant must show workers comp on your COI in addition to all other insurance requirements.
Temporary Valet			Applicant must provide insurance.

Additional Requirements

Athens Services - Solid Waste Disposal

(626) 705-6317 rvalenzula@athensservices.com Mon - Fri, 8:00 a.m.- 5:00 a.m.	All applicants must contact Athens Services no later than 7 (seven) days prior to your event
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Los Angeles County Public Health - Brentwood and Beverly Hills District

3530 Wilshire Blvd., 9th floor Los Angeles, CA 90010 (213) 351-7896 mbernstein@ph.lacounty.gov Mon - Fri , 8:00 a.m.- 5:00 p.m.	_____ If checked and initialed by City Staff, you are required to contact the L.A. County Health Department.
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External Review Requirements

Los Angeles Fire Department - Fire Prevention Bureau

<input type="checkbox"/> _____ If initialed by City Staff, you are required to visit the Fire Department for review.									
864 N. San Vicente Blvd. West Hollywood CA 90069 Phone: (310) 358-2380 Monday - Friday 8:00 a.m.- 10:00 a.m.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #cccccc; text-align: center;">Internal Use Only</th> </tr> <tr> <td style="width: 70%; padding: 5px;"> Signature _____ </td> <td style="width: 30%; padding: 5px;"> Date _____ </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> (FSO) Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Spot Check </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> If Yes, # Assigned? _____ </td> </tr> </table>	Internal Use Only		Signature _____	Date _____	(FSO) Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Spot Check		If Yes, # Assigned? _____	
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Signature _____	Date _____								
(FSO) Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Spot Check									
If Yes, # Assigned? _____									

Los Angeles County West Hollywood Sheriff's Station

<input type="checkbox"/> _____ If initialed by City Staff, you are required to visit the Sheriff's Station for review.							
780 N San Vicente Blvd. West Hollywood CA 90069 Phone: (310) 855-8850 Hours: By Appointment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #cccccc; text-align: center;">Internal Use Only</th> </tr> <tr> <td style="width: 70%; padding: 5px;"> Signature _____ </td> <td style="width: 30%; padding: 5px;"> Date _____ </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> If Yes, # Assigned? _____ </td> </tr> </table>	Internal Use Only		Signature _____	Date _____	If Yes, # Assigned? _____	
Internal Use Only							
Signature _____	Date _____						
If Yes, # Assigned? _____							

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 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.

If you are the <u>Business Owner</u> or Authorized Business Representative, complete this section.	
Name of Business	Business' Contact Phone Number
First Name (please print)	Last Name (please print)
Title	Authorized Signature

If you are an <u>Outside Event Producer</u> working with the Business Owner, complete this section.	
Name of Business	Producer's Contact Phone Number
Producer's First Name (please print)	Producer's Last Name (please print)
Title	Authorized Signature

Indemnity for Valet

If using Temporary Valet, this must be signed by the 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.

If you are using Temporary Valet during your event, complete this section.

Valet Company Name

Valet Company Contact Phone Number

First Name (please print)

Last Name (please print)

Title

Authorized Signature

Date