

# **LARGE SPECIAL EVENTS PROPOSAL REQUIREMENTS**

A special event is any large event with an expected attendance in excess of 500 persons. However, the Department of Recreation and Parks may declare any event with over 100 persons a special event, at its own discretion. Any proposal for a large special event (expected attendance of more than 100) must be submitted at least 60 days prior to the first day of the proposed event and shall include the following information:

## **SPONSOR OF THE EVENT**

Name of responsible entity that will assume full liability for the event and its associated activities: You must also provide sponsors contact person and alternate, along with phone numbers, business address, and any provisions for public/vendor information dissemination.

## **ORGANIZATION AND ADMINISTRATION**

Who will coordinate, organize and/or promote the event? What will the responsibilities of each involved entity/sponsor include? What are the qualifications of the organizers/promoters? Provide references and list of events/activities previously coordinated, promoted, and/or sponsored.

## **DATE(S) REQUESTED**

What is the date of the event? Include an estimate of the time needed for set-up and tear-down. What is the anticipated length of time for the facility activities? Provide your construction schedule, including types of structures and timetables for construction (booths, stages, fencing, etc.).

## **OPERATING HOURS**

Normal Park hours are sunrise to sunset. An event that extends into the evening will have to have special permission from both Recreation and Parks and other involved agencies, such as the Department of Transportation and LAPD.

## **ANTICIPATED CROWD SIZES**

Method(s) for determining anticipated crowd sizes should be identified (Use of information provided by trade magazines, trade associations, past performance of similar events at similar location, etc. is encouraged).

## **LIST AND DESCRIPTION OF ALL ANTICIPATED ACTIVITIES**

Are carnival rides, game booths, commercial/community food and drink booths, commercial/community exhibits, featured/professional entertainment and any other activities being considered? Carnival rides and game booths shall be provided by pre-approved carnival operators, proposal shall indicate which operator is being considered (i.e. Operator availability).

## **COMMUNITY INVOLVEMENT AND OUTREACH**

What community groups are participating in your event? Participation requirements, i.e.:

Fees, activity restrictions, etc.

#### **TRAFFIC AND PARKING CONTROLS**

Provide your ingress and egress plans. Will you require a professional parking company? Will you need to charge for parking?

#### **FINANCIAL CONCERNS**

List all the fees including admission fees: adults, children, senior citizens, etc., parking fees and vendor/booth fees for participation in the event (food/drink booths, merchandise booths, etc.) Anticipated event funding to include operating budgets and sources of funds, any formal or informal commercial/non-commercial sponsorship commitments should be identified.

#### **SECURITY CONSIDERATIONS**

Identify security coordinator, and his/her training, experience and references. Plans for use of mounted, private, and peer security should be indicated. Security command post (supervision/coordination) and communications should be addressed.

#### **PROOF OF INSURANCE**

A one-million dollar general and products liability policy with the City of Los Angeles and the **\*\*“US ARMY CORPS OF ENGINEERS”** named as additional insured is required. All insurance submissions must be done through the City’s Insurance and Bond Compliance System Track4LA: <http://track4la.lacity.org>. All brokers/agents need to visit the website in order to obtain insurance acceptance which is required for all permits issued. Any questions please contact CAO Rick Management at (213) 978-RISK (7475).

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#### **NOTES**

**\*\*for events at Lake Balboa, Woodley Park (Sepulveda Basin), Hansen Dam must have as additional insured.**

## Special events Information and Applications

### GENERAL REQUIREMENTS

1. Provide and I.D. to the Fire Department the responsible production and security managers for each stage.
2. No open flame acts, pyro., or cooking without Fire Department approval.
3. All venue occupant loads shall be maintained.
4. All exits and aisles shall be maintained.
5. All cables shall be taped, matted, or flown.
6. Compressed gas cylinders shall be secured at all times, and capped if not being used.
7. Fire lanes shall be maintained and unobstructed at all times.
8. All fire protection systems shall be visible and unobstructed at all times.
9. All sees, backdrops, and decorations shall be flame retardant.
10. Motor vehicles shall not operate within event area.
11. Comply with Fire Prevention Bureau Regulation #8 for installation and use of all tents and canopies.
12. Start of event- security shall maintain the perimeter and not allow the public into the event area until fire lanes are cleared of all vehicles.
13. End of event-Security shall maintain the perimeter and not allow motor vehicles in the event area until the public is cleared.
14. Event organizers shall have the appropriate number of tow trucks ready to clear the perimeter lane and all fire lanes within the event area.
15. Event organizer shall secure transport, and store in an approved location, any flammable and/or compressed gas cylinders.
16. Exit signs, fire lane signs, and occupant load signs shall be displayed and visible before the event is opened to the public.
17. Waste coals shall be fully extinguished and cold and then placed into a clean metal container for disposal.
18. All propane containers shall be tested for leakage by performing the manufacturers recommended testing procedures.
19. Maintain on all streets affected by the event a 20-foot fire lane during the construction and dismantling phases of the event.
20. Provide a memo the vendors stating "NO MOTOR VEHICLES INSIDE THE EVENT PERIMETER UNTIL FIRE DEPARTMENT APPROVES ACCESS."
21. Provide a memo to security, the Police Department, and the Department of transportation stating "NO MOTOR VEHICLES INSIDE THE EVENT PERIMETER UNTIL FIRE

## Special events Information and Applications

DEPARTMENT APPROVES ACCESS.”

22. Event organizers shall obtain signed cooking requirements form all vendors.

### REQUIREMENTS FOR COOKING AT SPECIAL EVENTS

No cooking under canopies or in unapproved indoor structures.

- **Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. Use of propane indoors is PROHIBITED.**
  - **All fittings and hose used with propane shall be approved or such use by an approved testing laboratory.**
  - **Propane shall be limited to the supply on site. There shall be no remote storage area.**
  - **Propane cylinder size limited to 5.76 gallon capacity. (Larger capacity allowed only by prior Fire Dept. approval)**
  - **Limit one propane cylinder per appliance.**
  - **Refueling of propane cylinders on site or at other than approved locations is prohibited.**
  - **A fire extinguisher with a minimum of 20BC classification to be provided at each booth.**
  - **A minimum of 3 feet clearance must be provided between the public and the cooking device by a barricade.**
  - **All cooking devices shall be secure, stable, and level.**
  - **L.A. County Health Department approval shall be obtained for cooking on site.**
  - **No smoking within 25 feet of propane cylinder and no smoking inside tent or canopy.**
  - **All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.**
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Notes

**Special events Information and Applications**

**MAINTENANCE GUIDE**

**PORTABLE TOILETS:** one unit per every 200 persons, expected attendance. Ten percent of these should be devoted for those that are physically-challenged.

**HAND SINKS:** one unit per every five portable toilets.

**TRASH RECEPTACLES:** PERMITTEE is required to provide a minimum of 80 (30 gal. or equivalent) disposable trash receptacles throughout the site, including parking lot(s), and pedestrian thoroughfares.\* These are to be disposed of and replaced with a fresh receptacle, when full. PERMITTEE is responsible for the purchase & replacement of all plastic trash can liners (55 gallon/1.18 mil) on department receptacles, when full.

**TRASH BINS:** two (20') bins for every 10,000 in expected attendance to be emptied as needed during the event, if necessary.\*

**MAINTENANCE DEPOSIT REFUNDS** are available based on returning the facility its original condition. Deductions will be made for lack of cleanliness, turf repair, equipment maintenance department. Refundable deposit in the amount of \$1,500 for every 10,000 in expected attendance, per day.\* 80% of clean-up deposit is refundable.

**SECURITY DEPOSIT:** refundable deposit in the amount of \$1,000 per day minus (-) 20 percent.

**REQUIREMENTS:** no other permits should be issued for the site until 72 hours after the conclusion of the event. PERMITTEE has 24 hours to return the site to its original condition, and remove all items which were imported into the site. Please know that a permit will not be issued until approvals from the county health department, L.A.F.D., and L.A.P.D., have been secured.

**PARK ACTIVITY MONITOR (PAM):** may be assigned to monitor an event at \$44.01/hour (4 hour minimum).\*

\*minimum requirements may vary based on food sales, promotional give-aways, vendor breakdowns, history of events etc...

RECEIVED BY: \_\_\_\_\_

Special events Information and Applications

**SPECIAL EVENT APPLICATION**

(Please return pages 6 – 10 only)

**NAME OF EVENT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DAYS/HOURS**

**OFOPERATION:** \_\_\_\_\_

**NO. OF MERCHANDISE/FOOD BOOTHS:** \_\_\_\_\_

**NO. OF DISPLAY/INFORMATION BOOTHS:** \_\_\_\_\_

**ESTIMATED ATTENDANCE PER DAY:** \_\_\_\_\_

**FUNDRAISER:** Y\_\_\_\_ N\_\_\_\_

**INSURANCE:** Y\_\_\_\_ N\_\_\_\_

**PROFIT OR NON-PROFIT GROUP:** \_\_\_\_\_

**ADMISSION FEE:** Y\_\_\_\_ N\_\_\_\_ **HOW MUCH:**  
\_\_\_\_\_

**VENDORS FEE:** Y\_\_\_\_ N\_\_\_\_ **HOW MUCH:**  
\_\_\_\_\_

**FENCING:** Y\_\_\_\_ N\_\_\_\_ **PERIMETERS:**  
\_\_\_\_\_

**PAID PARKING:** Y\_\_\_\_ N\_\_\_\_ **HOW MUCH:**  
\_\_\_\_\_

**Special events Information and Applications**

**HOW MANY CARS:** \_\_\_\_\_

**USE/ADM. LOT:** Y\_\_\_\_\_ N\_\_\_\_\_

**PARKING COORDINATION:** \_\_\_\_\_

**SECURITY:** Y\_\_\_\_\_ N\_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**HOURS:** \_\_\_\_\_

**PLEASE NOTE:** If you choose to use a private security company instead of our Park Rangers, the security company must additionally insure the City of Los Angeles on their insurance policy. Our endorsement form must be used and approved by the City Attorneys Office prior to event.

**OVERNIGHT SECURITY:** Y\_\_\_\_\_ N\_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**HOURS:** \_\_\_\_\_

**TRASH RECEPTACLES:** Y\_\_\_\_\_ N\_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**PLEASE NOTE:** PERMITTEE is required to provide a minimum of 80 (30-gallon or equivalent) disposable trash receptacles throughout the site, including parking lot(s) and pedestrian thoroughfares\*. These are to be disposed of and replaced with a fresh liner when full. Additionally, PERMITTEE is responsible for the purchase and replacement of all plastic trash can liners (55-gallon/1.18 mil) on Department receptacles when full. Two twenty-foot (20') bins for every 10,000 in expected attendance\* to be emptied as needed during the event, as needed.

**Special events Information and Applications**

**PARK ACTIVITY MONITOR:** Y\_\_\_\_\_ N\_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**PORTABLE RESTROOMS:** Y\_\_\_\_\_ N\_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**HOW MANY HANDICAPPED:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**PLEASE NOTE:** One unit per every 200 persons expected in attendance. Ten percent of these should be devoted for those that are physically-challenged.

**HAND SINKS:** Y\_\_\_\_\_ N\_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**PLEASE NOTE:** There should be one unit per every five portable toilets.

**FIRST AID STATION:** Y\_\_\_\_\_ N\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**AMPLIFIED SOUND:** Y\_\_\_\_\_ N\_\_\_\_\_

**BANDS:** Y\_\_\_\_\_ N\_\_\_\_\_

**NAME OF BAND:** \_\_\_\_\_

**TYPE OF MUSIC:** \_\_\_\_\_

**OTHER ENTERTAINMENT:** Y\_\_\_\_\_ N\_\_\_\_\_

**HOW MANY:** \_\_\_\_\_

**WHAT TYPES:** \_\_\_\_\_

**CARNIVAL:** Y\_\_\_\_\_ N\_\_\_\_\_

**OPERATOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Special events Information and Applications**

**PHONE NO.:** \_\_\_\_\_

**FIREWORKS:**            Y\_\_\_\_\_        N\_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**MOONBOUNCE:**        Y\_\_\_\_\_        N\_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

**ANIMALS:**            Y\_\_\_\_\_        N\_\_\_\_\_

**TYPES:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

➤ **AERIAL ATTRACTIONS:** Y\_\_\_\_\_        N\_\_\_\_\_

**TYPES:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**USE OF UTILITIES:**        Y\_\_\_\_\_        N\_\_\_\_\_

**PHONE BANKS:**        Y\_\_\_\_\_        N\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**ALCOHOL:**            Y\_\_\_\_\_        N\_\_\_\_\_

**LOCATION:** \_\_\_\_\_



## Special events Information and Applications

**No other permits will be issued for the site until 72 hours after the conclusion of the event. PERMITTEE has 24 hours to return the site to its original condition and remove all items which were imported onto the site.**

**It should be specified that a permit will not be issued until approvals from the L. A. County Health Department, Los Angeles Fire Department, and Los Angeles Police Department have been secured.**

- A. Late fee of \$50 plus 1.5% of the amount due if postmarked after due date.
- B. PERMITTEE entirely responsible for coordination and payment of security.
- C. Security shall be unarmed.
- D. Department may require/arrange for additional security if PERMITTEEs arrangements inadequate (at PERMITTEE's expense).
- E. Clean-up shall be continuous for the duration of the event.
- F. Department may provide trash cans; the PERMITTEE shall always provide liners.
- G. PERMITTEE to provide personnel and signs to control parking.
- H. Department may require/arrange for additional portable restrooms if PERMITTEE's arrangements inadequate (at PERMITTEE's expense).
- I. Pre- and post-event walk-through is required.
- J. PERMITTEE shall make the City (and Army Corps, if applicable) an additional insured.
- K. Department personnel shall be provided free and unobstructed access at all times.
- L. Exchange of tickets for merchandise, distribution of prizes, raffles are illegal. Department shall determine criteria.
- M. Department may cancel event without recourse should false or misleading information be furnished to the Department.
- N. Department has right of approval of all featured/professional entertainment.
- O. Department has right to consult with community leaders before approving entertainment.
- P. No person(s) under 18 shall be on site without adult supervision between 10pm-6am.
- Q. Activities not expressly permitted are prohibited without Superintendent approval.
- R. Verbal promises are not binding on the Department.
- S. PERMITTEE is responsible for distribution of notices to surrounding neighborhood.
- T. Permit may be revoked if Department has determined a violation of any regulations by any other government entity.
- U. PERMITTEE is responsible for obtaining all necessary permits (fire, police, etc.).
- V. Your event may necessitate the support or participation of other City Department's staff or resources. This support may be foreseen or unforeseen at the time of your original permit application. By accepting this permit, you agree and understand that any costs estimated to be incurred by other City Departments for your event will be your sole financial responsibility, and that the Department of Recreation and Parks cannot offset any of those other Department costs or fees or offer any credit from the fees and charges we assess for events.

\*Minimum requirements: May vary based on variables, including food sales, promotional give-aways, vendor breakdowns, history of events, etc.