

# SPECIAL EVENT PERMIT APPLICATION



**ECONOMIC  
DEVELOPMENT  
DEPARTMENT**

—  
**EVENT & FILM  
SERVICES DIVISION**

—  
8300 Santa Monica Blvd  
West Hollywood, CA 90069



City of West Hollywood  
California 1954

323.848.6447  
specialevents@weho.org  
www.weho.org/permits

# Application for Special Event Permit

If you need help completing this form, please read the [Special Event Permit Applicant Guide](#).

- Insufficient or unclear information will delay 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 Event & Film Services 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.

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's Check list:

- Completed Application
- Venue site map
- Insurance
- Valet route map (if applicable)

# Applicant Information

## Contacts

### Application Facilitator

(point person coordinating all application details)

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

check if 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 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)

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

**Event Information**

**The Event**

**Event Name/Title  
or Business Name**  
(What are you  
calling this event?)

**Event Type**  
(Please clarify the  
purpose of this  
event)

**Venue Address**  
(Actual location of  
the event)

  
*Include street, unit #, zip*

**Dates & Times**

Event  
**Start Date**

Event  
**End Date**

Event  
**Start Time**

Event  
**End Time**

No Setup

No Strike

Setup  
**Start Date**

Strike  
**End Date**

Setup  
**Start Time**

Strike  
**End Time**

## Event Logistics

Please complete all of the following fields. If your application does not include a specific element, the "No" box must be checked.

### Occupancy

Information on the size of the venue and how many people will attend.

Anticipated Attendance

Occupancy Load

Venue Square Footage


### Venue & Structures

Elements included in the physical layout of the event.

Site map [instructions](#).

Event Element	Yes	No	If Yes
Indoor			
Outdoor			
Invitation Only			
Open to the Public			
Tent			10'x10' or smaller? <input type="checkbox"/> Yes <input type="checkbox"/> No If larger than 100 square feet a Building & Safety permit is required.
<input type="checkbox"/> Stages <input type="checkbox"/> Trusses <input type="checkbox"/> Weight-bearing Structures			A Building & Safety permit is required for stages over 30" high, for trusses, and for weight bearing structures.
Generator			If the generator has a distribution panel, a Building & Safety permit may be required.
Private Parking Lot			
City Parking Lot			
Production Vehicles			Number of vehicles
			Size of each vehicle
			Parking/staging location of each

## Music

Event Element	Yes	No	
Will the event have music?			
If the answer is <b>"No"</b> you're done with this section. Please skip to the next section. If the answer is <b>"Yes"</b> , please answer the questions below.			
Amplified Music			
Live Entertainment			
DJ			Name of DJ: <input type="checkbox"/> Inside <input type="checkbox"/> Outside  Start time: End time:
IPOD			Additional speakers required? <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Inside <input type="checkbox"/> Outside
Band/Artist			Band Name: <input type="checkbox"/> Inside <input type="checkbox"/> Outside  Start time: End time:
Dancing			

## Temporary Valet & Parking Meters

Temporary valet will require a route map.

See the Exhibits section of the Special Event Permit Application [instructions](#) for required map specifications.

Event Element	Yes	No	If Yes
Will the event have valet?			<input type="checkbox"/> Existing Valet <input type="checkbox"/> Temporary Valet
Requesting parking meters for valet?			Enter meter numbers here:
Requesting parking meters for other purposes?			
If the answer for meters is <b>"No"</b> you're done with this section, please skip to the next section. If the answer for meters is <b>"Yes"</b> , please answer the questions below.			
Provide reason for requesting meters			
Start Date			
Start Time			
End Date			
End Time			

## Public Right of Way

Impacts on access to public streets, sidewalks, parking meters, etc.	Event Element	Yes	No	If Yes
<p>If your event has multiple Public Right of Way (PROW) requests, please attach a separate sheet of paper that includes each PROW type and the start and end dates/times for each request.</p>	Is an encroachment being requested?			
	<p>If the answer is <b>"No"</b> you're done with this section. Please skip to the next section. If the answer is <b>"Yes"</b>, please answer the questions below.</p>			
	* Sidewalk – Full Closure			<p>Please give a reason for each encroachment on to the Public Right of Way. (use a separate page if necessary)</p>
	* Sidewalk – Partial Closure			
	* Driving Lane Curb Space			
	Driving Lane Closure			
	* Full Street Closure			
	Patio Extension			
	City Owned Parking Lot			
	Outdoor Retail Sale			
	Date impact STARTS	START Date:		
	Time impact STARTS	START Time:		
	Date impact ENDS	END Date:		
	Time impact ENDS	END Time:		
<p>* Note: Street, lane or sidewalk closure require a traffic control plan done per the M.U.T.C.D or W.A.T.C.H manual and shall be drawn by professional company.</p>				

## Security

Type of security that will be on site during the event.	Event Element	Yes	No	If Yes
	Will security be on site?			<input type="checkbox"/> Armed <input type="checkbox"/> Unarmed <p>If "Armed" review and approval from West Hollywood Sheriff is required</p>
	Extended Hours (past 2:00 a.m.)			<p>Review and approval from West Hollywood Sheriff is required</p>

## Food, Alcohol, Cannabis

Event Element	Yes	No	If Yes
Will the event have food?			For sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol			For sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cannabis			
Food Truck			Name of food truck: Business license #
Non-Truck Food Vendor			Vendor Name

## Patio Extension

Event Element	Yes	No	If Yes
Are you planning to expand an existing footprint?			
If the answer is “ <b>No</b> ” you’re done with this section. Please skip to the next section. If the answer is “ <b>Yes</b> ”, please answer the questions below.			
How far is the extension?			You will be asked to provide dimensions in feet and inches on your site map.
Name of any business the extension will occupy.			
Note: Patio extensions entering another business’ property are required to provide a letter of approval from the impacted business.			

## Celebrities

Event Element	Yes	No	If Yes
Celebrities Attending?			You will be asked to submit the name(s) confidentially.
Step & Repeat			You will be asked to provide dimensions in feet and inches on your site map.
Red Carpet			
Remote Live Broadcast			
Filming/ Videotaping			
Klieg Lights			



# Application Requirements



Please initial that you will contact Athens Services no later than 7 days prior to your event for solid waste disposal: \_\_\_\_\_



**If instructed by Event & Film Services staff, please have this section signed by the Los Angeles County Fire Department.**

L.A. County Fire Prevention Office: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Safety Officer (FSO) Required?    Yes    No    Spot Check Only    If yes, how many? \_\_\_\_\_



**If instructed by Event & Film Services staff, please have this section signed by the West Hollywood Sheriff Department.**

West Hollywood Sheriff Department: \_\_\_\_\_

Date: \_\_\_\_\_

Sheriff Deputy(s) Required?    Yes    No    If yes, how many? \_\_\_\_\_

## Insurance

As part of this application, Applicant/Co-Applicant agrees to provide insurance and shall maintain and require its agents, vendors, and exhibitors to maintain the same.

Event Element	Yes	No	If Yes
Alcohol; for sale?			Applicant must contact the ABC and comply with any and all direction received by ABC.
Alcohol; event 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.

# 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 Business Owner 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 Outside Event Producer 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)*

*Authorized Signature*

*Title*

**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.

**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*

*Date*

*Authorized Signature*