



SPECIAL EVENT PERMIT INSTRUCTIONS AND GUIDELINES

PERMIT NO.

A Special Event Permit shall be required for the following activities:

- 1) An organized formation, parade, procession or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
- 2) Any organized formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or other public way owned, controlled, or maintained by the City or (2) does not comply with normal or usual traffic regulations or controls.
- 3) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stages, bleachers).
- 4) Seasonal sales events, such as Christmas tree and pumpkin sales, permitted in nonresidential zones only, for a period not to exceed 45 days per year on private property.
- 5) Outdoor promotion of a shopping center or automobile dealership, up to three events per year, no longer than three days for each event.
- 6) Recycling events, such as newspaper drives, not to exceed four days per event.
- 7) Art shows, displays, or other similar activities
- 8) Live entertainment, including public dances or live performances. May be in conjunction with any other special event listed above.
- 9) Any other type of event as deemed appropriate by the City Manager and/or the Police Chief.

Insurance Requirements:

The City of La Verne requires liability insurance for all special events. Event organizers must meet the following minimum requirements:

- If the event features alcohol, provide commercial general liability and liquor liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for bodily injury, property damage, and personal injury on a per occurrence basis naming the "City of La Verne, its officials, officers, agents, employees and volunteers" as additional insured as respects of operations of the insured. Endorsement page must be on a CG20101093 or earlier form and include name of insured, policy number and policy period.
- For non-alcohol related events, provide a certificate of insurance in an amount of not less than \$1,000,000 evidencing General Liability Insurance for bodily injury, property damage, and personal injury on a per occurrence basis naming the "City of La Verne, its officials, officers, agents, employees and volunteers" as additional insured as respects of operations of the insured. Endorsement page must be on a CG20101093 or earlier form and include name of insured, policy number and policy period.
- Provide a Certificate of Insurance verifying the event participants are covered by the policy and is endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers.
- Certificate must verify that the event participants are covered by the policy.
- Policy must be issued by an admitted insurer licensed to transact business in the State of California
- Policy must be issued by an insurer assigned an A.M. Best Rating A- or better with a minimum financial size of VII.
- Provide that policy is primary and non-contributory to any other insurance available to the City
- Provide minimum of thirty (30) days written notice of cancellation of the policy for any reason, other than non-payment of premium.
- Provide other insurance as deemed necessary by the City Risk Management to address the risk associated with the event.

Timelines:

- A Special Event Permit Application must be completed at least 45 calendar days before the event start date.
- All insurance requirements must be filed and processed 7 business days prior to the event in order to receive a final, approved special event permit.

- An application that is filed between 45 days and 7 days prior to the start of the event shall be subject to an expediting fee as established in the City's adopted fee resolution. Applications filed less than 7 days prior to the event will not be considered.

General Requirements:

- Special Event Permits may require an agreement between the organization sponsoring the event and the City of La Verne.
- Property owner authorization.
- A Group/Organization Waiver and Release of Liability must be signed by the sponsoring organization for events on private property.
- An event site plan/route map must be submitted with your application. It must include the following:
 - a. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel, all street or lane closures, and directional signs and/or markings.
 - b. The location of fencing, barriers and /or barricades. Indicate any removable fencing for emergency access.
 - c. The provision of minimum twenty-foot emergency access lanes throughout the event venue.
 - d. The location of all stages, platforms, canopies, portable toilets, cooking areas, trash containers, dumpsters and other temporary structures.
 - e. Placement of vehicles and/or trailers.



SPECIAL EVENT PERMIT APPLICATION

PERMIT NO.

Date(s) Requested: _____

Days: Mon Tue Wed Thur Fri Sat Sun

Name/Title of Event: _____

Address the event will be taking place: _____

Location: Describe specific location, include a drawing/detailed map to include area used, entry and exits (if enclosed), parking, structure locations, bleachers, canopies, fences, displays, concessions, etc.

Summary of Event (provide detailed description on the following page): _____

Admission fee/registration charged to participants? No Yes Amount _____

Set up to start at (date and time): _____

Event start time: _____ Event end time: _____ Cleanup time: _____

Person in charge (day of event): _____

Home/Office phone: _____ Cell phone: _____

Estimated daily attendance: _____ Estimated total attendance: _____

Organization(s): _____ Phone: _____

Contact person: _____ Day phone: _____

Email: _____ FAX: _____

Mailing address: _____

Non-profit org? No Yes ID number: _____

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the City of La Verne of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organization(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of La Verne, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

Property Owner Signature _____ Date _____

Applicant's Signature _____ Date _____

CITY OF LA VERNE OFFICIAL USE ONLY

Required Documents Checklist:

____ Site Plan ____ Proof of Insurance ____ Hold Harmless Agreement ____ Written Permission from Property Owner
____ Other: _____

Required Fees:

____ Public Works ____ \$250/\$150/\$50/\$25 Special Event Permit ____ Expedite Fee (From 45 to 7 days)
\$ _____ Deposit for _____ ____ Other: _____



SPECIAL EVENT PERMIT NARRATIVE

Please provide a narrative and timeline of your event.
You may provide this information as an attachment, if necessary.

PERMIT NO.

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SPECIAL EVENT PERMIT CHECKLIST

PERMIT NO.

EVENT ELEMENTS: Indicate with Y/N in the left column, whether your event will include any of the following elements.

YES/NO	TYPE OF ACTIVITY	YES/NO	TYPE OF ACTIVITY
	Special Lighting		Live Animals
	Amplified music/sound		Parade on city streets/in public right of way*
	Barbecue/open flame *		Casino games/bingo/drawing/lottery
	Car show *		Food/beverage prep/service/vendors*
	Carnival*		Retail sales booth(s)
	Live performance		Trade/craft show *
	Public Dance *		Tent/canopies*
	Use of venue dumpsters		Temporary structures*
	Electrical generators*		Private security
	Exclusive use of city parking lot		Posting of signs/promotional banners/etc.
	Fencing *		Solicitation of funds
	Fireworks*		Street Closures*
	Portable restrooms		Race: type:
	Vehicles driven/parked		Media Coverage
	Inflatable Jumpers/ Bounce Houses*		Other

If any of the above activities marked by an asterisk (*) are to be included in the event, please contact Fire Marshal Fred St. Ange directly for additional information at (909)-596-8726 or fstange@laverneca.gov

CITY SERVICES REQUESTED/REQUIRED: Indicate with Y/N in the left column, whether you require/request any of the following city services. *Note: Fees may be charged for city services.*

YES/NO	TYPE OF SERVICE	YES/NO	TYPE OF SERVICE
	Electrical hookup to City		Other
	Street sweeping		Other
	Traffic Control (required for any street closure)		Other
	Crowd Control/Security		Other

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Community Development Department of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organizations(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of La Verne, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

Applicant's Signature

Date

Return completed Special Event Application form, plus any additional attachments and information to:

- City of La Verne • 3660 "D" Street, La Verne, CA 91750 •
- TEL: 909-596-8706 • EMAIL: planning@laverneca.gov •



The Business License Department will NOT approve your Special Event Permit until ALL vendors have acquired a business license. Please provide vendor information below and make them aware of the City's requirements. If you have any questions, please call (909) 596-8722.

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SPECIAL EVENT PERMIT DEPARTMENT ROUTING FORM

CITY OF LA VERNE – OFFICE USE ONLY

PERMIT NO.

Department	Name	Approved?	Special Conditions?
Fire Department		YES NO	
Police Department		YES NO	
Public Works Department		YES NO	
Parks and Recreation Department		YES NO	
Business License		YES NO	
Planning Department		YES NO	

Routed to City Clerk? YES NO Department Head Staff Meeting Date: _____ City Clerk Initials: _____

Issues: _____

City Council Approval Required? YES NO Hearing Date: _____ Responsible Staff Person: _____

Approved? YES NO Special Conditions: _____



**SPECIAL EVENT PERMIT
GROUP/ORGANIZATION**
WAIVER AND RELEASE OF LIABILITY
(Events of Public Property Only)

PERMIT NO.

ORGANIZATION/GROUP NAME: _____

EVENT NAME: _____

EVENT DATE: _____

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly WAIVE, RELEASE, AND DISCHARGE the City of La Verne, its officers, agents, and employees or any other person from any and all LIABILITY for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omission, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the City of La Verne is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly INDEMNIFY AND HOLD HARMLESS the City of La Verne, its elected and appointed officers, agents, and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individual or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers, or other representatives. Such indemnification includes liability settlements, damage awards, costs, and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group I represent.

DATE: _____

SIGNATURE: _____

NAME: (Please print) _____

TITLE: _____

ADDRESS: _____

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Applications that are filed between 45 days and 7 days prior to the event start date are subject to an expedite fee.