



The City of Lynwood
Community Development Department
SPECIAL EVENT APPLICATION

Application submittal must adhere to the following deadlines:

- Event Application for a special event may be made up to one year in advance. Applicants are strongly encouraged to start the permit application process as early as possible in order to confirm date(s) and locations(s). **ALSO, A DETAILED SITE PLAN MUST BE SUBMITTED WITH THE APPLICATION.**
- Event applications must be received by the City of Lynwood at least 150 days in advance of the proposed date of the event. In certain circumstances, an event may require approval by the Lynwood City Council. This can add at least three to four weeks to the permit review process.
- If required, extra staffing fee, law enforcement fee, and portable toilet fee must be paid. Operations plan and complete application package is due. Permittee must attend an in-person meeting with city staff prior to the date. Applicant will be notified of the disposition of its permit no more than 30 days after complete application package is submitted and all fees and deposits are paid.
- A filming event is only required a 30-day process.
- The permittee must cancel an event no less than 72 hours prior to its permitted date in order to give enough time cancel resources and reschedule staff assignments. All fees and deposits will be refunded if cancelled within 72 hours; except the \$30.00 nonrefundable portion of the application fee.
- Exceptions: Under certain circumstance the City Manager or his/her designee may authorize exceptions to the application submittal deadlines.
- Application must be completed to ensure adequate review by staff before accepted.
- Generator/stage permits must be obtained one week prior to the event.
- Building inspections must be scheduled one week prior to event.
- All required inspections needed as a result of the Special Event will be done either the day Before or day of event. If this day falls on a non-working day, the applicant will have to pay an afterhours inspections fee of \$482.00.

GENERAL INFORMATION/DESCRIPTION OF USE FOR EVENT

Organization Name: _____

Telephone Number: _____

Event Name/Location(s): _____

Admission Fees: _____ (if applicable)

Date(s) of Event: _____ through _____

Number of Attendees: _____

Setup Date: _____

Event Starts: _____ Time: _____ a.m./p.m. Day of the week: _____

Event Ends: _____ Time: _____ a.m./p.m. Day of the week: _____

Dismantle Date: _____ Time: _____ a.m./p.m. Day of the week: _____

CHECK CATEGORY EVENT

☐ Carnival

☐ Circus

☐ Parade

☐ Concert/Performance

☐ Block Party

☐ Festival/Celebration

☐ Race/Marathon

☐ Farmer Outdoor Market

☐ Other

Will there be food prepared or served ☐ Yes ☐ No (If yes, contact the Health Department)

Will alcohol be served: ☐ Yes ☐ No (if yes, contact ABC for licensing permits)

Will you be having vendors: ☐ Yes ☐ No (If yes, contact Business License)

Will you be live entertainment: ☐ Yes ☐ No Recurring Event ☐ Yes ☐ No

If yes, provide a description of the live entertainment.

Will there be a stage: ☐ Yes ☐ No (if yes, provide a detailed drawing that shows the dimensions and height of the stage).

Will there be loud speakers or amplification: ☐ Yes ☐ No

Will streets be temporary closed: ☐ Yes ☐ No (if yes, a detail on your Site Plan)

Will there be security managing the event: ☐ Yes ☐ No (if yes, provide a copy of the security company's valid Private Patrol Operation's License issued by the State of California).

SUBMITTAL REQUIREMENTS:

- Application Fee: \$30.00.
- Deposit Fee: \$5,000.00 for City facilities.
- Provide 1 copy of Site Plan on 8 ½ x 11.
 - Please show location of the event, including buildings, temporary improvements, portable restrooms, vendors locations, generator, stage and parking area.
 - Show any street closures on your Site Plan.
- Signed documentation from property owner agreement to the use, as specified in this application.
- Proof of Insurance for \$2,000,000.00 for Liability.
- Provision of ABC License, Building Permits and/or Resale Permits. All Los Angeles County Health Department requirements must be satisfied.
- Provision of any other Business Licenses, Permits required by the City, State, or Federal Governments. Signage Plan for street closures and directions to the event (shall be provided if applicable).

ADDITIONAL INFORMATION

Provide any necessary general information regarding the event or any special needs for the event (attach additional sheets if necessary).

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

NOTE: Prior to submitting a Special Event Application, the applicant must obtain approval signatures from both Fire and Sheriff's Department.

FIRE DEPARTMENT

Los Angeles County Fire Department
Fire Prevention Division
3161 Imperial Highway
Lynwood, CA 90262
(310) 603-5258
Email: christopher.freeman@fire.lacounty.gov

☐ Approved ☐ Not Approved
Approval with Conditions
Comments _____

Signature: _____ Print: _____ Date: _____

Telephone # _____ Title: _____

SHERIFF'S DEPARTMENT

Los Angeles County Sheriff's Department
Century Station
11703 Alameda Street
Lynwood, CA 90262
(323) 568-4800
Email: rcbankst@lasd.org

☐ Approved ☐ Not Approved

Approval with Conditions

Comments _____

Signature: _____ Print: _____ Date: _____

Telephone # _____ Title _____

RECREATION DEPARTMENT

Recreation Department
11301 Bullis Road
Lynwood, CA 90262
(310) 603-0220 ext. 319

☐ Approved ☐ Not Approved

Approval with Conditions

Comments _____

Signature: _____ Print: _____ Date: _____

Telephone # _____ Title _____

BUILDING AND SAFETY DIVISION

Building & Safety Division
11330 Bullis Road
Lynwood, CA 90262
(310) 603-0220 ext. 246

☐ Approved ☐ Not Approved

Approval with Conditions

Comments _____

Signature: _____ Print: _____ Date: _____

Telephone # _____ Title: _____

PLANNING DIVISION

Planning Division
11330 Bullis Road
Lynwood, CA 90262
(310) 603-0220 ext. 256

☐ Approved ☐ Not Approved

Approval with Conditions

Comments _____

Signature: _____ Print: _____ Date: _____

Telephone# _____ Title: _____

PUBLIC SAFETY DIVISION

Public Safety Division
11330 Bullis Road
Lynwood, CA 90262
(310) 603-0220 ext. 271

☐ Approved ☐ Not Approved

Approval with Conditions

Comments _____

Signature: _____ Print: _____ Date: _____

Telephone # _____ Title: _____

PUBLIC WORKS DEPARTMENT

Public Works/City Engineer
11750 Alameda Street
Lynwood, CA 90262
(310) 603-0220 ext. 801

☐ Approved ☐ Not Approved

Approval with Conditions

Comments _____

Signature: _____ Print: _____ Date: _____

Telephone: _____ Title: _____

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Lynwood Municipal Code and I understand that this application is made subject to the rules and regulation established by the City Council and/or City Manger or the City's Manger's designee. Applicant agrees to comply will 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. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, 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 costs and fees that may be incurred by or on behalf of the Event to the City of Lynwood.

Print Name of Applicant/Host Organization: _____

Title: _____

Signature: _____

Date: _____

Print Name of Professional Event Organizer: _____

Title: _____

Signature: _____

Date: _____