



Special Event Permit Application

City of Alhambra

111 South First Street
Alhambra, CA 91801
(626) 570-5020
www.cityofalhambra.org

APPLICANT'S NAME		EMAIL		
IF ORGANIZED, PROVIDE CONTACT NAME				
ADDRESS	CITY	STATE	ZIP CODE	PHONE
EVENT DATE(S)		OPENING AND CLOSING HOURS		
DESCRIPTION OF EVENT				
ESTIMATED ATTENDANCE				
LOCATION OF EVENT		SELECT ONE ☐ Commercial ☐ Residential		
LIST ANY ADJACENT STREETS THAT MAY BE IMPACTED BY THE EVENT		NUMBER OF PROPERTIES IMPACTED		
CHECK THOSE THAT APPLY: ☐ Music ☐ Amplification ☐ Food Service ☐ Food Cooking ☐ Health Department Approval ☐ Beverage Service ☐ ABC License ☐ Children's Activities ☐ Fireworks ☐ Other (Specify: _____)				

All permit applications must have **attached four items** prior to submittal for review:

- 1) map,
- 2) a written barrier/barricade plan
- 3) a certificate of insurance; and
- 4) signature approval of affected homeowner if event takes place on a public street.

RETURN COMPLETED APPLICATION TO THE FINANCE DEPARTMENT AT CITY HALL.

REQUIREMENTS FOR STREET CLOSURES FOR SPECIAL EVENTS OTHER THAN PARADES OR SPECIAL EVENTS HELD ON PUBLIC PROPERTY

A permit application must be completed and submitted with attendant material at least thirty (30) days prior to the date of the event. Attached to the application shall be the following:

- A copy of a Certificate of Insurance for general comprehensive liability insurance in an amount of not less than \$5,000,000 identifying the City of Alhambra as additional insured;
- A map of the street or streets or public property impacted by the event, with the parameters of the event marked clearly on the map including any access to public-right-of-way that will be impacted;
- A written barrier/barricade and signage plan to control traffic and protect participants and pedestrians;
- A listing of all addresses on the street or streets impacted, with signature approval from each of the residents whose access will be impeded or restricted.

The application shall have a full description of the event, including types of entertainment, food to be served, etc. The application is reviewed by the Public Works Department, the Police Department, the Fire Department and the City's Risk Manager at a minimum. All affected Departments must approve the event.

The written barrier/barricade and signage plan, including the type of barricades and the company providing such products, must be reviewed and approved by the Public Works Director or his designee. Barricades and signage to be in place, inspected and approved by the Traffic Engineering Supervisor a minimum of one hour prior to the commencement of the event; barricades and signage shall be removed by the sponsoring party within two hours after the end of the event.

Any questions regarding the street closure or special event permitting process should be referred to Traffic Engineering Supervisor at 626-570-5062. Return the completed application to the Finance Department at City Hall, 111 South First Street.

ATTACHMENTS

- | | |
|---|--|
| <ul style="list-style-type: none">▪ Certificate of Insurance▪ Street Map | <ul style="list-style-type: none">▪ Barrier/Barricade Plan▪ Signature approval of affected homeowner(s) |
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General liability insurance. Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount of not less than \$5,000,000 per occurrence, for bodily injury, personal injury, and property damage.

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

I hereby certify that I have read and will abide by all rules and regulations of the City of Alhambra. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Alhambra, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, unless solely caused by the gross negligence or willful misconduct of the City of Alhambra, its offices, employees, or agents, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE _____ DATE _____

PRINT _____ PHONE NUMBER _____

FINANCE DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE

DATE:

PRINT NAME