

# Special Event Permit Application



**THE CITY OF SAN FERNANDO MUST RECEIVE THIS COMPLETED APPLICATION 60 DAYS PRIOR TO THE START OF YOUR EVENT**

Non Refundable Processing Fee: \$50.00  
Please make checks payable to: City of San Fernando

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## SPECIAL EVENT APPLICATION

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The City of San Fernando celebrates many special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to cultural enrichment of the community.

Special Event Permit Applications must be received by the City of San Fernando Recreation and Community Services no later than sixty (60) days prior to your event date and no more than one (1) year in advance of your date. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit. The Special Event Permit Application will be reviewed to set requirements and fees.

This Special Event Permit Application consists of a three (3) step process:

1. Complete the application. (Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.)
2. Submit a copy of a photo ID and the complete application no later than sixty (60) days before your scheduled event with the processing fee of \$50.00 to the Department of Recreation and Community Services located at Recreation Park, 208 Park Avenue in San Fernando. If your application is submitted between fifteen (15) to thirty (30) days before your scheduled event the processing fee is \$90.00, or \$130.00 if submitted ten (10) days or less prior to the event. Cancellation fees may apply.
3. A City Representative will respond within 10 days regarding your Special Event Application to confirm receipt.

## SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

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Special Events will be classified as one of two (2) event classifications. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future event permits.

### Classification 1: Public

- Public Property and/or Property Parcel

A Special Event Permit application is required for the use of all or any portion of a public street, sidewalk, median, or alley by an organized assembly of more than 50 people.

- Park Facility

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Recreation and Community Services Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. See **Addendum A** for further information on regulations regarding the use of City parks.

### Classification 2: Private

- Private Property:

A Special Event Permit application is required if the event on private property meets one (1) of the following criteria:

- The event is being held outside of the intended use of property (carnival or circus in parking lot, Petting Zoo, walking on street etc.)
- The event requires a temporary ABC license
- The event requires amplified sound and/or will require noise exceeding the City's noise ordinance
- The event requires external infrastructure (i.e. stages, tents, portable toilets, bleachers, etc.)
- The event requires use of any portion of a public right of way (i.e. sidewalk, street, median, alley, etc.)
- The event impacts local businesses and/or residents
- The event requires use of Vendors or Sale of Goods
- The event needs police or fire regulations, monitoring, and/or control

## **THINGS TO CONSIDER WHEN PLANNING A SPECIAL EVENT**

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As you begin planning for your event, think carefully about the impacts and benefits the event brings to the community. The following are some common problems that preliminary planning can help reduce:

- If your event requires a traffic control plan, remember that a street closure, even for two or three blocks, can affect traffic for miles around the venue due to event related traffic, and the rerouting of traffic around the closure.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes churches, schools, businesses or residents?
- How does your event affect public transportation systems, such as the San Fernando Trolley, Metro Bus Line and freeway access? Are alternate routes available to accommodate daily use of these systems?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety, and enjoyment of the event, as well as security needs and insurance costs?
- What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood?
- Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to, vision, hearing and physical limitations. Does your event plan block any access ramps? Is disabled parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?

## **SPECIAL EVENT PERMIT APPLICATION PROCESS**

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The Application process begins when you submit to the Recreation and Community Services Department a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, permits, etc.). Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. We must receive all required items before issuing a Special Event Permit. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

We hope that you find these instructions helpful in completing your Special Event Permit Application. If you have questions regarding the permit process, please contact the Recreation and Community Services Department at (818) 898-1290.

On behalf of the City of San Fernando we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

## ACKNOWLEDGEMENT

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This section of the Special Event Permit Application is intended to provide City staff with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic, and internet formats. Please read all information and complete the entire application.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, (the organization I represent), certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations, and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of \_\_\_\_\_, (the organization I represent), am authorized to commit that organization to agree to abide by the rules, regulations, and guidelines specified herein, and I will accept all responsibilities for any damage to City property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Applicant's Signature: \_\_\_\_\_

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

## APPLICATION INFORMATION

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**Name of Applicant/Responsible Party** \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Name of Event Organizer/Producer** (if different from Applicant) \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Sponsoring Organization/Company** \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Event Contact for Public Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

On-site Contact Name \_\_\_\_\_ On-site Contact Cell Number \_\_\_\_\_

**EVENT DETAILS**

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Event Name \_\_\_\_\_

Event Location\* \_\_\_\_\_

**\* Additional Documentation Required:** Please attach a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include the location of the following: stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

Event Date(s) \_\_\_\_\_ to \_\_\_\_\_ Event Hours (include registration time): \_\_\_\_\_ to \_\_\_\_\_

Set-up Date(s): \_\_\_\_\_ to \_\_\_\_\_ Set-up Times \_\_\_\_\_ to \_\_\_\_\_

Tear down Date(s): \_\_\_\_\_ to \_\_\_\_\_ Tear down Times \_\_\_\_\_ to \_\_\_\_\_

Number of Participants (units and floats for parades): \_\_\_\_\_ Number of Spectators/Guests: \_\_\_\_\_

Step-off Time (applicable only for events with a route) \_\_\_\_\_ to \_\_\_\_\_

Start Area (applicable for parades) \_\_\_\_\_ Finish Area \_\_\_\_\_

Total Anticipated Attendance: \_\_\_\_\_

Type of Event (check all that apply):

- Run/Walk                       Park Festival                       Certified Farmers Market                       Concert
- Street Festival/Block                       Parade/Procession                       Protest/Rally/Demonstration                       Fundraiser Party

- |   |  |   |                                  |
|---|--|---|----------------------------------|
| <input type="checkbox"/> Fireworks/Pyrotechnics | <input type="checkbox"/> Filming*        | <input type="checkbox"/> Sports/Recreation  | <input type="checkbox"/> Circus  |
| <input type="checkbox"/> Carnival               | <input type="checkbox"/> City Park Event | <input type="checkbox"/> Open to the Public | <input type="checkbox"/> Private |
| <input type="checkbox"/> Other _____            |  |   |                                  |

**\* Additional Permit Required:** In accordance with the City of San Fernando, the use of any public property for the purpose of making a motion picture or television production requires a film permit. All film and still photography permits are managed by the City of San Fernando Administration Department. See Addendum K for City Ordinance that may pertain to your event. A photography and film production permit can be obtained from the City of San Fernando Administration Department. See Addendum L for a Photography and Film Production sample permit and other permits required by the city

Has this event been produced before?  No  Yes

Is this an annual event?  No  Yes

Previous name(s), date(s) and location(s) of event: \_\_\_\_\_

Will there be an admission or entry fee?  No  Yes

Fee per adult \_\_\_\_\_ Fee per child \_\_\_\_\_

Event Description: (Provide a detailed description of your event. Attach additional pages or materials as needed.)

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## **PARK USE**

The City of San Fernando offers many public parks that can be used as a venue for your event. This application can be used to reserve a park for a special event. You are not required to submit an additional Park Use Application. Please see **Addendum A** for special park use rules.



## STREET CLOSURE INFORMATION

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There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The Public Works Department will determine whether a professional TCP is required based on the location and type of street closure; or if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before the Special Event Permit can be issued. Street closures can be subcontracted with approval from the City based on a case-to-case basis.

Street closure points must be manned at all times. In most cases, San Fernando Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and a separate contract will be issued for their service. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by City staff.

Event will occupy:  One lane  Two lanes  Half of street  Full street

Closure type:  Rolling Street closure (streets opens to normal traffic after participants pass)  
 Hard Street closure (street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Name of street(s) to be closed (Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach a map):

_____	_____	_____	_____	_____
Street name	between	and	start time	end time
_____	_____	_____	_____	_____
Street name	between	and	start time	end time
_____	_____	_____	_____	_____
Street name	between	and	start time	end time
_____	_____	_____	_____	_____
Street name	between	and	start time	end time

## REGIONAL TRANSIT

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Any proposed route along or crossing light rail tracks cannot impede train movements. Trains must be allowed to proceed without interruption. The San Fernando Public Works and Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated.

Keeping bus detours to a minimum is appreciated. When detours are necessary, lead time for notifying Public Works is required.



## PARKING PLAN

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When planning your event, it is important to consider the impact on public parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will need to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

The City of San Fernando has a number of parking facilities that may be available for your event. You may reserve metered and unmetered parking spaces on a City street for your event. Or, if your street closure denies access to metered or unmetered parking spaces for an extended period of time, you will be required to reserve those parking spaces. When parking spaces are reserved, City staff will post “No Parking/Tow Away” signs 72 hours in advance of the event for a fee. Additionally, if the spaces you reserve are metered spaces, and the meters will be in service during the time of your reservation, you will be charged a lost revenue fee per meter.

## ACCESSIBILITY

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As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

You need to consider the following accessible as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see “Restrooms” for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map/ program must be provided to attendees indicating the location of accessible rest-rooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may be required to attach more detailed information.

Will there be a clear path-of-travel throughout your event venue? Please describe.

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Have you developed a Parking and/or Transportation Plan for your event? Please describe.

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Will a minimum of 10% of portable restrooms at your event be accessible? Please describe.

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Will all food, beverage and vending areas be accessible? Please describe.

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If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, telephones (if any), drinking fountains, and first aid stations? Please describe.

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## **SITE PLAN & ROUTE MAP**

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To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted on an 8 1/2" x 11" or 8 1/2" x 14" standard format. If blueprints are necessary, a minimum of four (4) copies should be included with your permit application.

Based on your event site plan and components, the Building Official and/or the Los Angeles Fire Department may require an inspection of your venue at your cost before and/or during the event.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms/stages, tents and membrane structures as well as other similar

structures, the Building Official may require the issuance of Building Permits. Please provide all necessary specifications and details to facilitate the structural review, permit issuance as well as any related site inspections required by the Building Official. This process may require more than (45) calendar days based on the size, number and scope of the proposed temporary construction.

Your event site plan/route map must include but not be limited to:

- An outline of the event venue, including the names of all streets and moving routes of any kind. Indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provisions for a minimum of twenty-foot (20') emergency access lanes throughout the event venue. The location of all first aid facilities.
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- Location of generator(s) with source of grounding and/ or source of electricity.
- Identification of all ADA accessible areas that meet standards, pedestrian access, and requested street closures.
- Other related event components not listed above.

## SAFETY EQUIPMENT

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If your event involves public right-of-way closures or encroachments, you will be required to obtain traffic safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted. Depending upon the type of event, barricades, traffic cones, directional signage, etc. may be required. The Public Works Department will review your submitted site plan for cost estimates and requirements. The Public Works Department has final authority to determine safety equipment requirements.

Will your event involve the use of traffic safety equipment?  No  Yes

If yes, please list: \_\_\_\_\_

Equipment Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number: \_\_\_\_\_  
Day Evening Mobile Fax

Equipment Set-up: \_\_\_\_\_  
Date Time

Equipment Pick-up: \_\_\_\_\_  
Date Time

## ALCOHOL MANGEMENT PLAN

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Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC).

Are you requesting permission to serve alcohol at your event?

No

Yes

To qualify for this Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC for permit information or see **Addendum B**.

### ABC's Contact Information:

North & Northwestern parts of Los Angeles County  
6150 Van Nuys Blvd., Room 220  
Van Nuys, CA 91401  
(818)901-5017  
(818)785-6731 FAX  
[VNY.Direct@abc.ca.gov](mailto:VNY.Direct@abc.ca.gov)

- Instructions for Obtaining a Daily License  
<https://www.abc.ca.gov/FORMS/ABC2211.pdf>
- Daily License Application/Authorization (Special One-Day Event Permit)  
<https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>
- Information for Special Daily Licenses  
<http://www.abc.ca.gov/FORMS/ABC532.pdf>

Will the alcohol be sold to the attendees?

No

Yes

Type of Alcohol(check all that apply):

Beer

Wine

Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

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Explain your method(s) of serving:

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Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

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How many alcohol service locations will you have and where will they be located (please include on site map):

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Explain how IDs will be checked, wristbands applied and how you will monitor any underage drinking:

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Is the event open to all ages?

No

Yes

Do you have an alcohol sponsor?

No

Yes

## **MEDICAL/FIRST-AID PLAN**

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Have you made provisions for on-site medical services?

No

Yes

***If yes, please describe your medical plan:***

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## AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

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The City of San Fernando defines “amplified sound” as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound, Code Section 34-95. (See **Addendum K** for City Ordinances/ Codes) For a City sample Amplified Sound Permit Application, See **Addendum C**.

Will your event include amplified sound?

 No \*Yes

What times are you requesting amplified sound? Start \_\_\_\_\_ End \_\_\_\_\_

Will sound checks be conducted prior to start time?

 No Yes

Describe the sound equipment that will be used at the event:

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Are there any musical entertainment features related to your event?

 No Yes

**\* Additional Documentation Required:** Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

If using a licensed sound company, please complete the following:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Day Evening Mobile Fax

Will generators as a power source be used?  No  Yes

If yes, what type \_\_\_\_\_ How many: \_\_\_\_\_

If using licensed power company, please complete the following:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Day Evening Mobile Fax

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?  No  \*Yes

**If yes, explain:**

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**\* Additional Documentation Required:** The license holder must submit a letter of intent and shoot schedule. The Los Angeles Fire Department will request required documentation.



Does the entertainment include any inflatables?

No

Yes

**If yes, explain:**

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Does the entertainment include carnival rides?

No

\*Yes

**If yes, explain and include on site plan:**

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**\* Additional Documentation Required:** *The carnival company must submit a letter of intent, and include the C Numbers of each ride, required insurance documentation, and will be required to obtain a business license.*

Does the entertainment include animals? (petting zoo, pony rides, etc.)

No

Yes

**If yes, explain:**

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Does the entertainment include vehicles? (Car show, displays, etc.)

No

Yes

**If yes, explain and include on site plan:**

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## **FENCING**

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Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Los Angeles Fire Department will review your site map and set an occupancy load for the fenced area.

When developing your fenced plan include accurate dimensions, main entrance, and exits. In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits. **(See Addendum D)**

Will your event include the installation of fencing?  No  Yes

If yes, explain and include on the site map:

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## STAGES/PLATFORMS

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Will your event include the installation of stages or platforms? (If yes, please indicate on site map)

No  Yes

How many stages \_\_\_\_\_ What are the dimensions? \_\_\_\_\_

## TENTS/CANOPIES/TEMPORARY STRUCTURES

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Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Los Angeles Fire Department. The following California State Fire Code regulations apply to tents/canopies of this size:

### Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

### Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 foot area surrounding the tent/canopy/temporary structure.

### Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

### Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies?  No  Yes

**If yes, explain and include on site map:**

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Tent/canopy size(s) (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

Number of tent(s) / canopies \_\_\_\_\_

Size(s) \_\_\_\_\_

**Additional Permit Required:** See **Addendum D** for LA Fire Department special event procedures, general requirement, Division 5 permit fees, and a sample Division 5 permit application from the LA Fire Department.

## VENDORS

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The City of San Fernando defines “vendor” as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three (3) categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of San Fernando Business License is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of San Fernando. Please contact the City of San Fernando, Finance Department for Business License information. You should require each vendor to provide you, the event organizer, with a copy of their Business License (if applicable) and general liability insurance.

Does your event include food vendors?  No  Yes **If yes, how many?** \_\_\_\_\_

**Additional Permit Required:** A Los Angeles County Department of Environmental Health Permit is required to sell or serve food to the general public in the City of San Fernando. Please contact the City of San Fernando for permit information.

Will any of the food vendors be cooking or heating food on-site?  No  \*Yes **If yes, how many?** \_\_\_\_\_

**\* Additional Documentation Required:** Please read the Los Angeles Department’s Hot Food Vendor Requirements (Addendum G). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. An inspection may be required (for a fee).

What method(s) will be used? (check all that apply)

gas  electric  charcoal  other, specify: \_\_\_\_\_

What is your plan for disposing of grease, charcoal and/or waste water?

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Does your event include merchandise vendors?  No  Yes *if yes, how many?* \_\_\_\_\_

Does your event include information vendors?  No  Yes

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.)

No  Yes

**If yes, explain:**

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## CERTIFIED FARMERS MARKETS

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A certified farmers’ market is a location where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers’ market may be operated on public property with a Special Event Permit.

**Additional Permit Required:** Additional documentation may be required. Please contact the City of San Fernando or visit [sfcity.org](http://sfcity.org) for more information. For information on applicable permits, contact the Los Angeles County Health Department, Mid-Valley District at (818)671-2222 a minimum of 30 days prior to the event.

## WASTE MANAGEMENT/RECYCLING

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You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. If you, as the event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the San Fernando community and establish a good reputation for your event in the future.

Should you fail to perform adequate cleanup or damage occurs to City property, you will be billed at full recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or bond. The City may charge a damage deposit of up to \$5,000 for events with a past history of damage or waste problems or for those events with the potential for damage or significant waste.

In an effort to make our City more sustainable, you as the event organizer are responsible for providing a sufficient number of garbage and recycling receptacles at your event. The City of San Fernando no longer directly provides commercial services but the City can provide street sweeping services, at a cost. (See **Addendum J** for City Codes)

## WASTE MANAGEMENT

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The city does not provide street sweeping services for special events, so please plan accordingly. California State law requires each City to divert 50% of solid waste from landfill. Republic Services manages the City of San Fernando’s solid waste programs. You can help by planning recycling strategies for the waste generated at your event by calling the Public Works Department at (818) 898-1222. Exclusive franchise agreements require applicants to use Republic Services for garbage removal. Please contact them at least 30 days in advance to arrange for service at the event. (See **Addendum K** for Waste Management City Ordinances / Codes)

Will there be dumpsters and/or trash receptacles?

No                       Yes      *If yes, please identify the following:*

Total number of dumpsters / size: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please explain your plan for clean-up and waste removal during and after the event:

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### **STORM WATER PROTECTION**

*Local and State regulations prohibit the discharge of wash water, cleaning water, trash and debris to the Storm Drain System. Please contact the City’s Storm Water Protection Program for specific information and assistance with your event planning at (818) 898-1222*

# RESTROOMS

## Public Toilet Facilities

Adequate toilet facilities (permanent or portable) must be available for public use. One hand washing sink must be available for every four (4) toilets. Sinks are to be stocked with liquid soap, single use towels, and a trash container for towel waste.

Maximum Expected Daily Attendance	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Number of Toilets Needed									
<500	4	4	4	6	6	6	8	8	8	8
500-1000	4	6	6	6	6	8	8	8	8	12
2000	4	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	16	16	20	20	24	28
5000	12	12	12	16	20	30	30	30	30	34

If you are planning to provide restroom facilities at the event, please provide the following information:

Total number of Port-a-toilets: \_\_\_\_\_

Total number of ADA accessible toilets: \_\_\_\_\_

Portable toilet company name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Set Up Date & Time: \_\_\_\_\_

Pick Up Date & Time: \_\_\_\_\_

For more information regarding restroom regulations please visit the Los Angeles County Department of Health at: [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

## MARKETING/ADVERTISING/PROMOTIONS

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Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date or location or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled, you may not hold the City of San Fernando responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Please explain how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

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Do you plan to include radio or television promotions?  No  Yes

**If yes, explain:**

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Do you expect a live broadcast or feed from the event?  No  Yes

**If yes, explain:**

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Do you expect media coverage?  No  Yes

**If yes, explain:**

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Do you plan to place signs or hang banners on City property?

No

\*Yes

**If yes, explain:**

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**\* Additional Permit Required: See Addendum H for a sample Banner Permit Application**

## NOTIFICATION

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An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify in writing all residents and businesses residing within a two (2) City block radius or 300 feet surrounding the event venue and/or route at least (30) days prior to the event. The preferred method of notification is the Notification of Upcoming Special Event (**Addendum E**). This template should be completed and distributed door to door or mailed to the impacted area.

To complete the notification requirement, you must submit a Notification Certification (**Addendum F**) listing the residents and businesses that received your notification and the method of notification that was used per resident or business.

**Additional Documentation Required:** A copy of the completed Notification Certification and either a completed Notification of Upcoming Special Event or alternate notification must be provided to Special Event Services.

## INSURANCE

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Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of San Fernando, its officials, agents, employees, and volunteers from and against all actions, losses, damages, liability, costs, and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 14 days prior to your event. You must submit two (2) documents to satisfy insurance requirements. (See **Addendum I** for an Insurance Certificate Sample)

1. Certificate of Insurance in the amount of \$1 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.

- The standard proof of insurance is the ACORD certificate form.
  - The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
  - If alcohol will be sold or consumed at the event, a \$1 million liquor liability is required.
  - Certificate holder must be listed on the certificate
  - Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
2. Additional Endorsement is required to reflect that the insurance policy has been amended to include the City of San Fernando.
- The Additional Endorsement must reference the policy number as it appears on the certificate.
  - “The City of San Fernando, it’s officials, agents, employees and volunteers” must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

1. Name the City of San Fernando, its officials, officers, directors, employees, agents, and volunteers as additionally insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. YOU are advised that any and all exclusions pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be PRIMARY insurance with respect to the additionally insured named above. Any other insurance available to the City of San Fernando, its officials, officers, directors, employees, agents and volunteers shall be excess and noncontributing.

**Insurance Requirements:**

- A. Contractor shall purchase and maintain the following types of insurance:
  1. Commercial General Liability insurance with a limit of not less than \$1 million per occurrence. Such insurance shall name the City of San Fernando, its officers, agents, and employees as additional insured, and shall be primary and not contributing with any other insurance or self-insurance maintained by the City.
  2. Business Automobile Liability insurance with a limit of not less than \$1 million each accident. The policy shall include coverage for owned, non-owned and hired vehicles.
  3. Professional Liability insurance (only if Contractor is a licensed professional) with a limit not less than \$1 million per occurrence.
  4. Workers Compensation insurance as required by California law and employers liability insurance with a limit not less than \$1 million. Such insurance shall include a waiver of subrogation in favor of the City.
- B. All such insurance policies shall provide the City thirty (30) days written notice of cancellation.
- C. Prior to commencement of work, and throughout the term of this contract, Contractor shall furnish the City:
  1. Properly executed certificates of insurance evidencing compliance with these requirements.

2. The additional insured endorsement to the Commercial General Liability policy required above.

Such certificates shall disclose the Contractor’s self-insured retentions or deductibles, which are subject to City approval. Contractor agrees to provide certified copies of insurance policies if requested by the City. All evidence of insurance and notices of cancellation shall be mailed to:

The City of San Fernando ATTN:

[ Name to be inserted ]

208 Park Avenue

San Fernando, CA 91340

D. Contractor’s insurers shall maintain an A.M. Best rating of A-, VII or better.

E. Contractor shall require, and obtain evidence, that all subcontractors maintain insurance that complies with the insurance requirement.

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the endorsement (14) days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of San Fernando as to form and as to insurance company. (See **Addendum J** for an Additional Endorsement Sample)

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization's Name \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

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By my signature below, I hereby agree to and represent the following:

\_\_\_\_\_, as a condition of use of City of San Fernando facilities on the date of \_\_\_\_\_, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of San Fernando, its officials, officers, directors, employees, volunteers, and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

\_\_\_\_\_ will take full responsibility for seeing that use of City facilities is in full adherence and compliance with all applicable City rules and conditions and the requirements of State Law.

On the date(s) of \_\_\_\_\_, commencing at 12:01 a.m. and expiring at 12:00 midnight, \_\_\_\_\_ will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do

business in California, that will insure \_\_\_\_\_, and the City of San Fernando as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of San Fernando as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

## **AFFIDAVIT OF APPLICATION**

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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 San Fernando City Code and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply will all other requirements of the City, County, State, or 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 Special Event 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 Special Event 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 San Fernando.

Print Name of Applicant/Host Organization \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Event Organizer \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Drivers License Number \_\_\_\_\_

**Additional Documentation Required:** Please attach a current copy of your Drivers License or California ID to completed application.

Thank you for completing your Special Event Application. Before you submit your application to the City of San Fernando, please make sure that the following steps have been completed:

Signed and dated your application?

- Attached your event site plan?
- Attached your event security plan?
- Provided a copy of your security company's Private Patrol Operator's License?
- Attached your event medical plan?
- Attached a copy of your accessibility plan?
- Attached your event parking?
- Attached a complete entertainment list and schedule?
- Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- Attached your Certificate of Insurance?
- Attached a copy of your IRS 501(C) tax exemption letter?
- Included any County, State, or Federal permits that may be required to hold your event in the selected venue?

**Submit your completed Special Event Application to:**

City of San Fernando  
 Recreation and Community Services Department Recreation Park  
 208 Park Avenue  
 San Fernando, CA 91340

**FORM OF PAYMENT**

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A non-refundable application fee of \$50 is due at the time you submit your application. Application fees are due (45) days in advance of your event. Applications submitted (30) days or less of an event require a \$40 non-fundable expedition fee in addition to the \$50 application fee. Applications submitted (10) days or less of an event require a \$80 non-fundable expedition fee in addition to the \$50 application fee. Checks must be made payable to "City of San Fernando" and will not be accepted less than thirty (30) days prior to the event.

- Cash -must be presented to clerk
- Personal/Business Check-attach or present to clerk
- Money Order/ Cashier Check-attach or present to clerk
- Visa/Mastercard/Discover- must be presented to clerk or indicate a phone and name for clerk to call to get card information

Phone:\_\_\_\_\_ Name:\_\_\_\_\_

**Refund Policy**

Any refunds due will be processed and mailed within (21) business days of the event or cancellation. Payments made by cash or check will be refunded with a check. Payments made by credit card will be returned to the credit card.

## CHECKLIST

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Thank you for completing the Special Event Application. Before you submit your application to the City of San Fernando, please make sure you have completed the following steps:

- Sign AND date your application
  - Attach your event site map (and route map if applicable)
  - Include the \$50 non-refundable application fee (if you are submitting less than 45 days prior to the event date, please include appropriate expedition processing fee)
  - Attach a copy of your current Drivers License or California ID
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***Submit your completed application to:***

**By mail:**

City of San Fernando Recreation Park  
208 Park Avenue  
San Fernando, CA 91340

**Or email:**

[mcalleros@sfcity.org](mailto:mcalleros@sfcity.org)

Questions?

Please call (818)898-1290

**Best wishes for a successful event!**