



CITY OF EL SEGUNDO SPECIAL EVENT USE APPLICATION

Return Completed Application to: El Segundo Recreation and Parks Department
401 Sheldon Street, El Segundo, California 90245
Attention: Jackie Day
Phone: 310-524-2881
jday@elsegundo.org

Completed applications must be filed at least 50 days before the event date.

Application Date: _____

Pursuant to El Segundo Municipal Code (“ESMC”) §§ 9-8-1 to 9-8-36, person(s) seeking to conduct public events in City of El Segundo (“City”) parks and facilities that are operated and maintained by the CITY Recreation and Parks department are required to apply for and obtain a permit. ESMC Chapter 9-8 is intended to ensure that such events are safe, do not unreasonably interfere with the general public’s use of parks and park facilities, and do not damage public property beyond ordinary wear and tear. The person, or the entity whose authorized representative signs this application, is the PERMITTEE for the purposes of this Application.

1. **FEES:** A non-refundable \$60.00 Application Fee and a refundable \$250.00 security deposit are due upon submission of the completed Special Event Permit Application. Should CITY services be required for your event (Police / Fire / Streets / Parks / Event Oversight), PERMITTEE will be notified of all additional charges which are due and payable before the event.

This application and resulting Permit reflects your agreed upon and intended use of CITY and/or private property. Any changes to the initial application must be made 7 business days prior to of the activity. Changes and revisions to the Permit are subject to additional fees.

Event Category:

- City Event Private Profit/Business Free Speech
- Non-Profit – 501(C) 3 – **designation paperwork must be submitted with application**
- Non-Profit – Community Service Group/Organizations/Clubs with **no** 501(C) 3 designation
- Other: _____

2. **TYPE OF EVENT:** _____
(Example: Parade, Walking, Bicycling)

Name of Event: _____

Date of Event: _____ **Estimated Number of Participants:** _____

Event Time (from): _____ **Event Time (to):** _____

Set Up date: _____ **Time: from:** _____ **to:** _____

Breakdown date: _____ **Time: from:** _____ **to:** _____

3. EVENT APPLICANT'S INFORMATION

Applicant's Name:

Organization Name:

Address/City/Zip:

E-mail: _____

Business Number: _____

Cell Number: _____

Home Number: _____

FAX Number: _____

Additional Contact Person(s) On Site the Day of the Event:

Name: _____ Cell Number: _____

Address: _____

Name: _____ Cell Number: _____

Address: _____

4. PROPERTY USED: Please list address locations below:

(a) _____ Public Property Private

(b) _____ Public Property Private

(c) _____ Public Property Private

5. SITE PLAN/EVENT DESCRIPTION: PERMITTEE is required to provide a detailed site plan and/or route map and a detailed description of the event for review and approval by the El Segundo Recreation and Parks Department Director with the Application for final permit approval. The site plan must include details of the location of tables, chairs, stage, sound equipment, vendors, parking, any water, first aid, or comfort stations to be provided at the event, the type and number of any vendors who will sell or prepare food, beverages or other goods or services at the event for which a business license is required by this code and signs or banners (include number, material of construction and size)

Check the following items which you plan to coordinate into your event:

- | | | | |
|-------------------------|-------|----------------------|-------|
| a. Amplified sound | _____ | i. Construction | _____ |
| b. Vendors | _____ | j. Tables & chairs | _____ |
| c. Additional parking | _____ | k. Stage | _____ |
| d. Alcohol | _____ | l. Tents/Pop-ups | _____ |
| e. Utilities | _____ | m. Displays/Vehicles | _____ |
| f. Restroom/Sanitation | _____ | n. Animals | _____ |
| g. Street closures | _____ | o. Other | _____ |
| h. Dumpsters/containers | _____ | | |

6. STREET CLOSURES: Are street closures required?

- No
- Yes –The El Segundo Police Department and the Public Works Department Engineering Division will review to determine the traffic control plan (per site plan and event information).
 - The PERMITTEE will be charged for use of all barricades and/or “No Parking/Tow Away” signs.
 - The PERMITTEE will be charged for services provided to accommodate a traffic control plan, per the ESPD and the Public Works Department.

PERMITTEE is responsible to notify verbally or in writing all businesses and private parties within 200 ft. of the event location of any corresponding street closures.

7. TRAFFIC CONTROL: Is traffic control required?

- No
- Yes – The El Segundo Police Department requires a minimum (5) business day advance notice.

8. MUSIC/SOUND: Is music/amplified sound included in your event?

- No
 - Yes – Amplified Sound Permit is required
- Announcements Live Music Recorded Music DJ

Type of Music: _____ from: _____ am / pm. to: _____ am / pm.

9. ALCOHOL: Will alcohol be included in your event?

- No
- Yes – Alcohol on public property is subject to review and approval of the El Segundo Police Department and City Council. If approved, it is the PERMITTEE’s responsibility to obtain appropriate ABC alcohol licenses. Specific requirements relating to the serving/dispensing of alcohol will be outlined in your Special Event Permit.

10. MOBILE STAGE (CITYSTAFF USE ONLY): Is the mobile stage, along with requisite CITY staff requested for this event?

- No
- Yes – Describe the following:

Address delivered to: _____

Please describe specifically where the stage should be placed: _____

El Segundo City Staff is required to man the stage at all times. Indicate times the stage will need to be opened and closed for event.

Stage open time: _____ am / pm Stage close time: _____ am / pm

Date stage to be delivered: _____ Time: _____ am / pm

Date stage to be picked up: _____ Time: _____ am / pm

Contact person the day of the event: _____ Cell: _____

11. INDEMNIFICATION: PERMITTEE indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and hold CITY harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of PERMITTEE's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit, except for such loss or damage arising from CITY's sole negligence or willful misconduct. For purposes of this section "CITY" includes the City of El Segundo's elected and appointed officials, officers, agents and employees.

In the event the CITY determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant is required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the CITY should otherwise agree with applicant to waive said fee or any part thereof. The foregoing must not apply if the PERMITTEE prevails on every issue in the enforcement proceeding.

12. INSURANCE: PERMITTEE must supply proof of Commercial General Liability insurance with limits not less than \$1,000,000 per occurrence from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than "A-:VII". Such insurance must name the CITY and the CITY's officers, officials, agents, and employees as additional insured's and be primary and noncontributing with respect to the CITY's insurance or self-insurance and must include a severability of interest (cross-liability) clause. If alcoholic beverages are sold or served at the event, the policy must also include an endorsement for liquor liability in an amount not less than **\$1,000,000**. Such insurance requirements are waived for a "Free Speech" event.

13. CERTIFICATES OF INSURANCE: A copy of the policy and a "Certificate of Insurance" evidencing compliance with these insurance requirements, along with the additional insured endorsement, must be filed with the CITY (attached to application), unless the CITY for good cause waives the filing deadline.

14. NOISE: PERMITTEE must comply with ESMC §§ 7-2-1 to 7-2-15 regulating noise. For amplified sound a permit will be required. Obtaining the Amplified Sound Permit is the responsibility of the PERMITTEE. The permit administration fee is also the responsibility of the PERMITTEE unless otherwise noted.

15. CLEAN-UP: PERMITTEE is responsible for clean up and return of all public and private property in the immediate vicinity of the event to the same condition as existed before the event. PERMITTEE is responsible for the clean up of any litter or debris, which may accumulate as a result from use of the park.

- a. If the PERMITTEE fails to provide adequate clean up, at the reasonable discretion of the CITY, the CITY will deduct from the security deposit an amount that compensates the CITY for the costs the CITY incurs due to such failure. Should the CITY be required to expend further funds or staff time for such work, the PERMITTEE will be billed and hereby agrees to reimburse the CITY for the actual cost of services or expenses.

16. ADDITIONAL CONDITIONS AND REVOCATION: CITY may amend this Permit to include

additional conditions should the circumstances of the event require such subsequent additions. In addition, this Permit may be revoked either orally or in writing should the PERMITTEE violate the Permit's terms or conditions.

17. ENFORCEMENT: Should the CITY determine it necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the PERMITTEE will be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless CITY should otherwise agree with applicant to waive said fees or any part thereof. The forgoing will not apply if the PERMITTEE prevails on every issued in the enforcement proceeding.

18. SIGNATURE REQUIRED: PERMITTEE, or its representative, must sign and return this original permit to the City of El Segundo Recreation and Parks Department in order for their event to be permitted. Reservations will not be secured until the Permit is completed, signed and returned. If the PERMITTEE is an organization, written documentation of the authority of the representative to make legal commitments for the organization is required unless waived by the Director.

INTERDEPARTMENTAL APPROVALS:

Pursuant to ESMC §§ 9-8-17 after the event permit application is filed, it will be forwarded to directors / designees whose departments are affected by the proposed event for their recommendations. The reviewing officers may include, without limitation, the fire chief, the police chief, and the public works director or their designees. Based on the scope of the proposed event, a pre-event operational meeting may be required. Should such a meeting be required, the applicant will be notified of the time and place of the meeting within a reasonable time before the event.

RISK MANAGER:

Risk Manager/Designee Signature _____ **Date**

POLICE DEPARTMENT:

Additional requirements and/or comments regarding Police/Traffic

Total Police Department Costs: (Event staffing, equipment, etc.) \$ _____

Police Chief/Designee Signature _____ **Date**

FIRE DEPARTMENT:

Additional requirements and/or comments regarding Fire:

Total Fire Department Costs: (Event staffing, equipment, etc.) \$ _____

Fire Chief/Designee Signature

Date

LIBRARY:

Additional requirements and/or comments regarding Public Works:

Total Library Department Costs: (Event staffing, equipment, etc.) \$ _____

Library Director/Designee Signature

Date

PUBLIC WORKS DEPARTMENT:

Additional requirements and/or comments regarding Public Works:

Total Public Works Department Costs: (Event staffing, equipment, etc.) \$ _____

Public Works Director/Designee Signature

Date

PLANNING AND BUILDING SAFETY DEPARTMENT:

Additional requirements and/or comments regarding Public Works:

Total Planning & Building Safety Dept. Costs: (Event staffing, equipment, etc.) \$ _____

Planning and Building Safety Director/Designee Signature

Date

RECREATION AND PARKS DEPARTMENT:

Additional requirements and/or comments regarding Recreation and Parks:

Total Recreation & Parks Department Costs: (Event staffing, equipment, etc.) \$ _____

Recreation and Parks Director/Designee Signature

Date

FEES: Unless otherwise provided, PERMITTEE must pay the following fees to CITY before the Event may begin. \$ _____.

I, the undersigned, do hereby certify that all information supplied by PERMITTEE is true and correct to the best of my knowledge and belief; that I have read and understand and agree to the rules and regulations governing the proposed activity on this application, and that this application is

made subject to the terms and conditions in this application and as established by the City Council, the City Manager or his/her designee.

Signature of Authorized Representative of PERMITTEE

Date

Printed Name of Person Signing