

Special Event/Temporary Use Permit Application

City of Irwindale • Community Development Department

5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208; Fax: (626) 962-2018

By completing the information requested, this application will serve as a request for approval of a special event/temporary use permit. Planning Division staff will assist you in completing this application and can be reached at (626) 430-2208. Planning Division counter hours are 8:00 AM to 6:00 PM, Monday through Thursday.

The Planning Department requires that Special Event/Temporary Use Permit Applications be completed and submitted for processing at least thirty (30) days prior to the date of the proposed event.

Event Information

Name of Proposed Event: _____

Location of Event: _____

Event Date(s) and Event Hours: _____

On-site Contact(s): _____

Please give a detailed description of the proposed event. (Attach separate sheets, if necessary.)

Please list all temporary equipment (e.g. tents, fencing, canopies, stages, seating equipment, carnival rides, ticket booths, food booths, vendor booths, etc.) or temporary facilities (e.g. restrooms, etc.) that will be used in conjunction with this event. (Please indicate the location of all temporary equipment and temporary facilities on the plot plan.)

Will there be any type of entertainment (live or recorded)? **Y / N** If yes, please provide specific details of the nature of entertainment (e.g. names of entertainers, dates and hours of appearance, etc.) and attach a schedule of events.

Will this event consist of any vendors? **Y / N** If yes, please indicate the total number of vendors and the type of sales (food or merchandise) that will be conducted during this event. In addition, provide a list of all vendor names, including vendor business address, contact person's name and telephone number. (Please indicate vendor locations on plot plan.)

Will alcoholic beverages be sold or served during the event? **Y / N** If yes, please indicate the date and hour that alcoholic beverages will be available for consumption. (Please indicate the location of all alcoholic beverage booths on the plot plan.)

Is there an admission fee to this event? **Y / N** If yes, what is the admission fee? _____ Are tickets being sold in advance? If yes, please indicate source of ticket sales. _____

Is there a parking fee for this event? **Y / N** If yes, what is the parking fee? _____

(Please, attach a detailed plot plan of the parking site. Plan should include lane access and exits.)

Is this event being advertised? **Y / N** If yes, please indicate the source of advertisement (e.g. radio, television, newspaper, fliers, etc.) _____

Anticipated daily attendance? _____

The City of Irwindale requires Private Security at all special events. Please submit the company name and the proposed security plan for this event. Plan must include security deployment for the event area, parking site, and traffic control.

Within the previous five years, has the Applicant or any person responsible for the management or supervision of this event ever been convicted of a felony? If yes, please indicate the name of the person convicted, the nature of such offense, and the sentence received thereof including conditions of parole or probation, if any: (Attach additional sheets if necessary.)

Property Owner Certification

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

Print Name and Title

Signature

Address

Phone Number

E-mail Address

Date

Applicant Certification

Any false, misleading or fraudulent statement of material fact in the required application shall be grounds for denial of the application for a special/temporary use permit.

I have used all reasonable diligence in completing this form. I have reviewed the form and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name and Title

Signature

Address

Phone Number

E-mail Address

Date

Minimum Requirements For Filing

1. Completed Special Event Permit Application
2. Attach a detail plan of the event site, plan should include the following information (if applicable) :
 - Location of all temporary equipment
 - Vendor Locations
 - Parking site (Including lane access and exists)
3. The applicant shall require all vendors that are expected to make any taxable sales transactions at this Irwindale event to complete form ***BOR-530-B REV. 4 (10-98) LOCAL TAX ALLOCATION FOR TEMPORARY SALES LOCATIONS AND CERTAIN AUCTIONEERS***, and to submit the completed form to the California State Board of Equalization.

Cancellation Policy

1. Should Event Organizer, for any reason, need to cancel their event; they must provide a written notice of cancellation and must be received in our office no later than ten (10) days prior to the event start date. Cancellations must be in written form; verbal cancellations will not be accepted.
2. Please keep in mind that Permit Fees are non-refundable. It is also possible that fees related to Police, Security, and/or Crossing Guard Services will still be incurred.

Additional Information

The City of Irwindale will require a General Liability Certificate of Insurance in the amount of \$1 million per occurrence. The Certificate of Insurance must **name the City of Irwindale as Additional Insured.**

This event may be subject to permits, conditions and requirements imposed by other agencies. The City of Irwindale will not issue a special/temporary permit until all applicable permits from the following agencies have been applied for:

Los Angeles County Building Department	(626) 574-0941
Los Angeles County Fire Department	(626) 574-0949
Los Angeles County Health Department	(626) 813-3380

Upon review of Applicant's application, the City Manager will impose such fees, terms, conditions and restrictions upon the operation and conduct of the special event or temporary use.

Fee

\$150 if application is submitted 30 days or more in advance of the event.
\$203 if the application is submitted less than 30 days in advance of the event.

File No(s): _____
 Received By: _____
 Date: _____

Permit No: _____
 Receipt No.: _____
 Filing Fee: _____