

## **SPECIAL EVENT PERMIT APPLICANT INSTRUCTIONS**

The Special Events Permit Unit (SEPU) of the Los Angeles Police Department is responsible for receiving and investigating applications for permits involving parades, processions, marches, assemblies, or other 1<sup>st</sup> Amendment events. These permits are approved by the Board of Police Commissioners (Board). If your event involves an athletic event or other non-1<sup>st</sup> Amendment event on public property, you may require a Street/Lane Closure Permit. Street/Lane Closure Permits may be obtained from the One-Stop Special Event Permit Office, Bureau of Street Services (BOSS), 1149 South Broadway, 3<sup>rd</sup> Floor, Los Angeles 90015. The BOSS One-Stop Permit Office can be contacted at (213) 847-6000.

Please follow the instructions below and return the completed application with all necessary documents to:

**Los Angeles Police Department  
Special Events Permit Unit, Emergency Operations Division  
100 West First Street, Room 367  
Los Angeles, CA 90012  
Phone: (213) 486-0640 Fax: (213) 486-0670**

Los Angeles Municipal Code (LAMC) Section §103.111 regulates procedures pertaining to permits approved by the Board. Event routes **MAY NOT EXCEED THREE (3) MILES.** Applications will not be accepted or processed unless ALL of the following requirements are met at the time of submission:

- ? Applications should be submitted *at least 40* days prior to the date of the event. Unless your event meets exemption requirements in LAMC 103.111, **no applications will be accepted if it is received less than five (5) days prior to the date of the event;**
- ? An application fee of \$300.00 is normally required. However, collection of the fee has been temporarily suspended until further notice. Please contact the SEPU to determine the current status of the application fee prior to submitting your application;
- ? Applications will only be accepted if they are fully **complete and legible;**
- ? The *signature* of the applicant must be included (notarization is **not** required);
- ? If the applicant is not an employee or official representative of the Sponsoring Organization, a ***written*** authorization from the Sponsoring Organization allowing the applicant to apply on its behalf must be included;
- ? A map of the event route should be provided (the map route must match the route described on the application);
- ? Details describing all marching groups, props, parade elements, vehicles, floats, signs, banners, etc., must be included in the application;
- ? A signed “Hold Harmless” agreement must be submitted with the application.

**To avoid unnecessary delays, the below items must be received during the permit investigation phase prior to the date of the event:**

- ? If the event involves large animals, the sale of food/beverages, or the erection of any structure, proof of payment of the clean-up deposit, paid to the Department of Public Works, Bureau of Street Services, must be provided.

Each permit includes requirements associated with the safe and expeditious conduct of the event. These requirements are known as the “Conditions and Restrictions.” Applicants must acknowledge receipt and acceptance of the Conditions and Restrictions prior to the final approval of the permit. Therefore, applicants are encouraged to regularly contact the SEPU to coordinate the acknowledgement and receipt of the Conditions and Restrictions.

To reduce the negative impact your event may have on nearby businesses and residences, applicants should contact the affected City Council District Office for assistance and advice concerning the best locations and routes. Community notifications are strongly encouraged and should be coordinated with the assistance of the affected Council Office and Business Improvement Districts.

Our intent is to assist you in holding your event, while at the same time ensuring that the rights of all people are respected. The decision to approve or deny a Board-approved Special Event Permit is based on numerous factors including, but not limited to, the impact the event will have on emergency services and public safety, the overall impact on business and residential access, and the ability of the organizer to put on a safe, secure event. **The Board may impose reasonable requirements concerning the time, place and manner of your event.**

It is the **event organizer’s responsibility to pick up, deliver, and return all necessary traffic control barricades, devices and/or cones** (*only qualified City personnel shall place or erect traffic control devices in the roadways*). Therefore, **it is imperative that applicants contact the BOSS as soon as possible for instructions and advice concerning the access and availability of traffic barricades.** The BOSS may be reached at (213) 847-6000.

LOS ANGELES POLICE COMMISSION

**SPECIAL EVENT PERMIT APPLICATION**

<p><b>THIS FORM MUST BE LEGIBLE AND COMPLETE.</b></p>		<p><b>THIS AREA FOR DEPARTMENT USE ONLY</b></p>			
		<input type="checkbox"/> NOTIFICATION TO LA FIRE DEPT.		<input type="checkbox"/> NOTIFICATION TO BOSS (BARRICADES)	
DATE OF APPLICATION	DATE OF EVENT	<input type="checkbox"/> NOTIFICATION TO LADOT		<input type="checkbox"/> NOTIFICATION TO LAPD <u>AREA OF INVOLVEMENT</u>	
SET UP DATE (IF APPLICABLE)	TEAR-DOWN DATE (IF APPLICABLE)	OFFICE OF FINANCE RECEIPT NUMBER	CITY COUNCIL DISTRICT (S)	POLICE AREA(S)/BUREAU(S)	
NAME OF SPONSORING ORGANIZATION		MAILING ADDRESS (No., Street, City, Zip)		HEADQUARTER' S PHONE	
		ADDRESS	CITY	PHONE #	FAX #
OFFICIAL OF SPONSORING ORGANIZATION (LAST, FIRST, MIDDLE)		RES.			
		BUS.			
APPLICANT (LAST, FIRST, MIDDLE)		RES.			
		BUS.			
<input type="checkbox"/> CHECK IF APPLICANT IS NOT EMPLOYED OR AFFILIATED WITH SPONSORING ORGANIZATION.					
TITLE OF EVENT		<input type="checkbox"/> ANNUAL EVENT PREVIOUSLY HELD		TYPE OF EVENT	
				<input type="checkbox"/> DEMONSTRATION – MARCH	
				<input type="checkbox"/> ASSEMBLY	
				<input type="checkbox"/> RELIGIOUS	
				<input type="checkbox"/> PARADE/PROCESSION	
				<input type="checkbox"/> OTHER (SPECIFY) _____	
ASSEMBLY/STAGING AREA (LIST STREET OR A PORTION THEREOF AND/OR PRIVATE PROPERTY OR PARK AREA TO BE USED, INCLUDING PARKING CONTINGENCIES PLANNED.)					
NO. OF OFFICIAL MONITORS IN ASSEMBLY AREA _____ (USE PAGE 2 IF NECESSARY)					
ROUTE TO BE FOLLOWED (INCLUDE DIRECTION AND PORTION OF STREET REQUESTED FOR THE EVENT, E.G. E/B 8TH ST., N/B MAIN ST.)					
NO. OF OFFICIALS/MONITORS ALONG ROUTE _____ (USE PAGE 2 IF NECESSARY)					
DISBANDING AREA (LIST STREETS AND/OR PRIVATE PROPERTY OR PARK AREA TO B E USED, INCLUDING CLEANUP ACTIVITIES PLANNED.)					
NO. OF OFFICIALS/MONITORS AT DISBANDING AREA _____ (USE PAGE 2 IF NECESSARY)					
ASSEMBLY TIME	MARCH/PARADE STARTING TIME	ENDING TIME	DISBANDING TIME	TOTAL EVENT PARTICIPANTS	ANTICIPATED NO. OF SPECTATORS
DESCRIBE IN DETAIL HOW THE EVENT WILL BE CONDUCTED, INCLUDING PUBLIC NOTIFICATION EFFORTS.					
<p><b>IF APPLICABLE</b>, GIVE NUMBER OF BANDS, OR MUSICAL UNITS, TYPE OF OTHER MARCHING UNITS, THE NUMBER OF MEMBERS IN EACH UNIT, NUMBER AND TYPE OF SOUND VEHICLES OR SOUND AMPLIFICATION DEVICES (I.E. BULLHORN, STEREO AMPLIFIERS, ETC.). SPECIFY KINDS OF ANIMALS, AND NUMBER OF EACH. SPECIFY NUMBER, SIZE AND TYPES OF FLOATS, AND HOW EACH IS POWERED.</p>					
NOTE: ALL FLOATS, VEHICLES AND/OR STRUCTURES MUST BE APPROVED BY THE LAFD PRIOR TO EVENT. (USE PAGE 2 IF NECESSARY)					
DESCRIBE FIRST AID PROVISIONS, WATER PROVISIONS AND SANITARY FACILITIES AT THE EVENT.					
(USE PAGE 2 IF NECESSARY)					
_____ SIGNATURE OF OFFICIAL OF SPONSORING ORGANIZATION			_____ SIGNATURE OF APPLICANT		

Application has been made in the manner prescribed by the Los Angeles Municipal Code, Section 103.111. In accordance with this permit, the Police Department is authorized to divert and/or prohibit vehicular traffic and parking where necessary within the formation area, along the line of route, and within the disbanding area until the normal movement of traffic has been restored. Subject to the above described Restrictions and/or Conditions, and, Restrictions and Conditions imposed by the Board, additional authority is hereby granted to the above concerned parties to conduct a special event.

DATE PERMIT GRANTED \_\_\_\_\_ BOARD OF POLICE COMMISSIONERS \_\_\_\_\_ EXECUTIVE DIRECTOR \_\_\_\_\_

# INDEMNIFICATION AND HOLD HARMLESS

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

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

## FOR OFFICIAL USE ONLY

WHEREAS, the permittee has applied to the Board of Police Commissioners for a Special Event Permit, which is incorporated herein by reference and made a part hereof; and

WHEREAS, Section 103.111 of the Municipal Code of the City of Los Angeles, California, require as a Condition of the Special Event Permit that the permittee execute an Indemnification Agreement:

NOW, THEREFORE, it is agreed as follows:

In consideration of the granting of the Special Event Permit, except for the active negligence or willful misconduct of City or any of its Boards, Officers, Agents, Employees, Assigns, and Successors I Interest, the permittee undertake and agrees to defend, indemnify, and hold harmless City and any and all of City' s Boards, Officers, Agents, Employees, Assigns, and Successors in Interest, from and against all suits and causes of actions, claims, losses, demands, and expenses, including, but not limited to , attorney' s fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including permittee' s employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement on the part of the permittee.

Executed at Los Angeles, California, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Permittee: \_\_\_\_\_  
(Signature of Applicant or Sponsor)

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Address: \_\_\_\_\_