



# Special Event Park Use Permit Application

PERMIT No. \_\_\_\_\_

FILING FEE: \$80 (for-profit organization) \$30 (non-profit organization)

Non-refundable filing fee.

*Applications must be submitted by October 1 to be considered for following calendar year*

*Applications received after October 1 must be submitted at least 90 days before event or incur \$10 per day fee*

## A. APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
(If organization/business, include name of a contact person)

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

Telephone #: \_\_\_\_\_ Emergency Telephone #: \_\_\_\_\_

Huntington Park Business License #: \_\_\_\_\_ Are you a non-profit organization?  Yes  No

Tax Identification/501C3 #: \_\_\_\_\_

Applicant's authorized representative(s) for management of event. If more than one, please list on a separate sheet of paper. (Note: Applicant/authorized representative(s) must be present at all times during event)

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

Telephone #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

## B. APPLICANT EXPERIENCE/REFERENCES

The organization applying for the special event permit must have at least three years of experience conducting the same or similar event proposed in this application.

Does your organization have at least three years of experience?  Yes  No

Provide three references of other cities/counties where you have conducted a similar event.

1. City/County: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Dates of last event: \_\_\_\_\_

2. City/County: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Dates of last event: \_\_\_\_\_

3. City/County: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Dates of last event: \_\_\_\_\_

### C. EVENT INFORMATION

**Description of Event (Include Event name, all goods/services to be sold, number of rides, concessions, tents, stages, special displays or equipment used, animals, etc. If more space is needed attach a separate sheet of paper)**

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**Anticipated Attendance Total:** \_\_\_\_\_ **Per Day:** \_\_\_\_\_

### D. EVENT ENTERTAINMENT

Attach a 1-2-page detailed list and description of all entertainment to be featured at your event.

### E. EVENT DATES/TIMES

- Setup

Setup begins on: \_\_\_\_\_ Setup ends on: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Setup will occur each day from: \_\_\_\_\_ until \_\_\_\_\_  
Time (HH:MM) Time (HH:MM)

- Event

Event begins on: \_\_\_\_\_ Event ends on: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Event will be open each day from: \_\_\_\_\_ until \_\_\_\_\_  
Time (HH:MM) Time (HH:MM)

- Cleanup

Cleanup begins on: \_\_\_\_\_ Cleanup ends on: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Cleanup will occur each day from: \_\_\_\_\_ until \_\_\_\_\_  
Time (HH:MM) Time (HH:MM)

**Notes:** \_\_\_\_\_

### F. EVENT LOCATION

Salt Lake Park  Freedom Park  Robert Keller Park  Senior Park  \_\_\_\_\_  
Other

(Describe area of park your event will utilize)

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### G. The following is required four weeks prior to event:

<input type="checkbox"/> \$2,500 Refundable Deposit	<input type="checkbox"/> Business License	<input type="checkbox"/> Building Permit
<input type="checkbox"/> County Fire Permit	<input type="checkbox"/> Security Plan	<input type="checkbox"/> Plot Plan
<input type="checkbox"/> Entertainment Approval	<input type="checkbox"/> Insurance (must list "City of Huntington Park" as additional insured)	

## H. SITE PLAN

Your site plan/route map should be submitted in blueprint or computer-generated format and include:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route 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 provision of minimum 20-foot emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- Generator locations and/or source of electricity.
- Sources of water.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

## I. SECURITY PLAN

**Have you hired a licensed professional security company to develop and manage your event's security plan?**

Yes  No

If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

**Security Organization:** \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Emergency Telephone #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Private Patrol Operator License #: \_\_\_\_\_

**Please describe your security plan including crowd control, internal security or venue safety, or attach the plan**

**Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.**

## J. BUILDING AND SAFETY INFORMATION SHEET

### Building and Safety Fee Schedule for Special Events:

- Tents/structures/devices

For inspection of structures or devices regulated by Chapter 66 the first inspection or first structure/device \$283.20

Each additional structure and/or device \$45.44

- Electrical

Carnival rides (electric or generator driven): \$ 67.36 each

Carnival rides (mechanically driven): \$ 28.16 each

Walk through – attractions/electric displays: \$ 28.16 each

Booth lighting (i.e. carnival games, etc.): \$ 28.16 each

Temporary power pole: \$ 75.52 each

#### Motors, generators, transformers (rating in horsepower HP, kilowatts KW, kilovolt amperes KVA):

Rating over 3 and not over 10, each \$ 34.72

Rating over 10 and not over 50, each \$ 77.84

Rating over 50 and not over 100, each \$ 149.44

Rating over 100, each \$ 246.72

Any installation of any equipment rated at 400 amperes or larger;

Any installation of a motor rated more than 10 HP;

Any installation of equipment rated above 600V require Plan Review, please submit electrical plans 90 days prior to event. Plan Check fees are 70% of permit fees but not less than \$189.76

- Other

Minimum fee for any inspection not covered above is \$106.30 per hour Monday-Thursday (minimum of two hours).

After Hour inspection \$460.00

Issuance fee per each permit: \$48.00

- EVENT INFORMATION

Applicant: \_\_\_\_\_

Event address: \_\_\_\_\_ Date: \_\_\_\_\_

Event contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tents (indicate number of tents and size of each):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rides and attractions:

# electrical/generator driven rides: \_\_\_\_\_ # mechanical driven rides: \_\_\_\_\_

# walk through/electric displays/booths: \_\_\_\_\_

Generators:

# \_\_\_\_\_ @ \_\_\_\_\_ (circle one) (circle one)  
hp kw kva

# \_\_\_\_\_ @ \_\_\_\_\_ (circle one) (circle one)  
hp kw kva

# \_\_\_\_\_ @ \_\_\_\_\_ hp kw kva

# \_\_\_\_\_ @ \_\_\_\_\_ hp kw kva

Application must be submitted to Director of Parks & Recreation a minimum of 90 days prior to event date and returned a minimum of 3 weeks prior to event date with all required approvals (see attached checklist). Two sets of plot plans and/or floor plans showing locations of all event activity, pedestrian trash, porta-potties, security plan, entertainment list, and vehicle circulation, pedestrian circulation or parking as necessary must be attached. Final invoice is to be paid at least 2 weeks before event date.

**CERTIFICATE OF THE APPLICANT:** I understand and agree to abide by all of the Special Event Permit regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

**FOR OFFICE USE ONLY**  
Date submitted: \_\_\_\_\_  
Received by: \_\_\_\_\_  
File fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

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Applicant's Signature

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Date

PERMIT No. \_\_\_\_\_

## APPROVAL CHECKLIST

The Department of Parks & Recreation requires proof of approval from the following departments and agencies. Please be advised that the \$80 fee will not be refunded if event does not take place as scheduled due to denial of request by other agency and/or property owner (s) or failure by applicant to obtain required approval signatures.

L.A. County Fire Department, Prevention Bureau  
3161 E. Imperial Highway, Lynwood, CA 90255

(310) 603-5258

Approved     Not Approved     No Approval Necessary     Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

L.A. County Health Department, Environmental Health Specialist  
245 S. Fetterly Ave., Room 2014, Los Angeles, CA 90022  
[www.publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm](http://www.publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm)

(323) 362-1010

Approved     Not Approved     No Approval Necessary     Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

State Department of Alcohol, Beverage Control, Duty Investigator  
300 S. Spring St., Suite 2001-N, Los Angeles, CA 90013

(213) 897-5391

Approved     Not Approved     No Approval Necessary     Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

City of Huntington Park Police Department, PD Services Contract  
6542 Miles Avenue, Huntington Park, CA 90255

(323) 584-6254

Approved     Not Approved     No Approval Necessary     Approved with conditions: \_\_\_\_\_

City of Huntington Park City Clerk - Insurance  
6550 Miles Ave., Huntington Park, CA 90255

(323) 584-6230

Approved     Not Approved     No Approval Necessary     Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

City of Huntington Park Finance Department, Collections Division & Business License  
6550 Miles Ave., Huntington Park, CA 90255 (323) 584-6237

Approved    Not Approved    No Approval Necessary    Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

City of Huntington Park Building Department, Plan Review  
6550 Miles Ave., Huntington Park, CA 90255 (323) 584-6315

Approved    Not Approved    No Approval Necessary    Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

City of Huntington Park Public Works Department, Director of Public Works  
6900 Bissell St., Huntington Park, CA 90255 (323) 584-6274

Approved    Not Approved    No Approval Necessary    Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

CR&R Incorporated Environmental Services – Trash Hauling Services for Event  
Email: [DanS@crrmail.com](mailto:DanS@crrmail.com) (562) 944-4716 ext. 1501

Approved    Not Approved    No Approval Necessary    Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Dig Alert, [www.digalert.org](http://www.digalert.org) (800) 227-2600

Approved    Not Approved    No Approval Necessary    Approved with conditions: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_