



Community Development Department
7822 Walker Street, La Palma 90623
(714) 690-3340

COMMUNITY EVENT PERMIT Application

Enclosed are the instructions and Permit Application, which are intended to assist you and your organization in planning for your event. Once your application is submitted, the Associate Planner with the City's Community Development Department will serve as your primary point of contact/liaison for the processing of your permit. For permit fees see the latest Fee Schedule adopted by City Council.

This liaison will distribute copies of your application to all City departments affected by your event. Specifically, the permit process informs City departments and citizens of your event, well in advance, so you receive the best services and support possible. The permit process coordinates City departments and provides guidelines for services, equipment, and resident notification. These departments will contact you individually only if they have specific questions or concerns about your event. Otherwise, the liaison will be your primary point of contact throughout the entire process.

On behalf of the City of La Palma, we thank you for contributing to our community by staging your event. Best wishes for a successful event!

APPLICATION INSTRUCTIONS

Permit applications must be received by the City of La Palma no later than 30, 60 or 90 days (depending on type of event) prior to the actual date of your event and may be submitted as early as one year before the event. La Palma Municipal Code Sections 44-948 provide the framework and guidance for the issuance of Community Event Permits with the City of La Palma. Generally, 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. There are exceptions from permit that include; demonstrations that do not involve the use of vehicles, animals, fireworks, pyrotechnics, or equipment; Lawful picketing; Funeral processions by a licensed mortuary; Civic dances; Block parties; and City-sponsored events.

It is the City's goal to assist event organizers in planning safe and successful events that have minimal impact on the community. We hope that you find these instructions informative and helpful in completing your Community Event Permit Application.

PERMIT PROCESS

The permit application process begins when you submit a completed Community Event Permit Application to the City of La Palma. **Please note that acceptance of your application should in no way be construed as final approval or confirmation of your request.** Upon receipt of your application, the City's Associate Planner will help guide you through the permit process.

Throughout the review process, you will be notified if your event requires any additional approvals such as permits, licenses, or certificates (e.g. Health Department or Fire Department). A complete application and all necessary supplemental documents must be received before a Community Event Permit will be processed and issued. Any delays in providing a complete application may cause delay in the issuance of the permit.

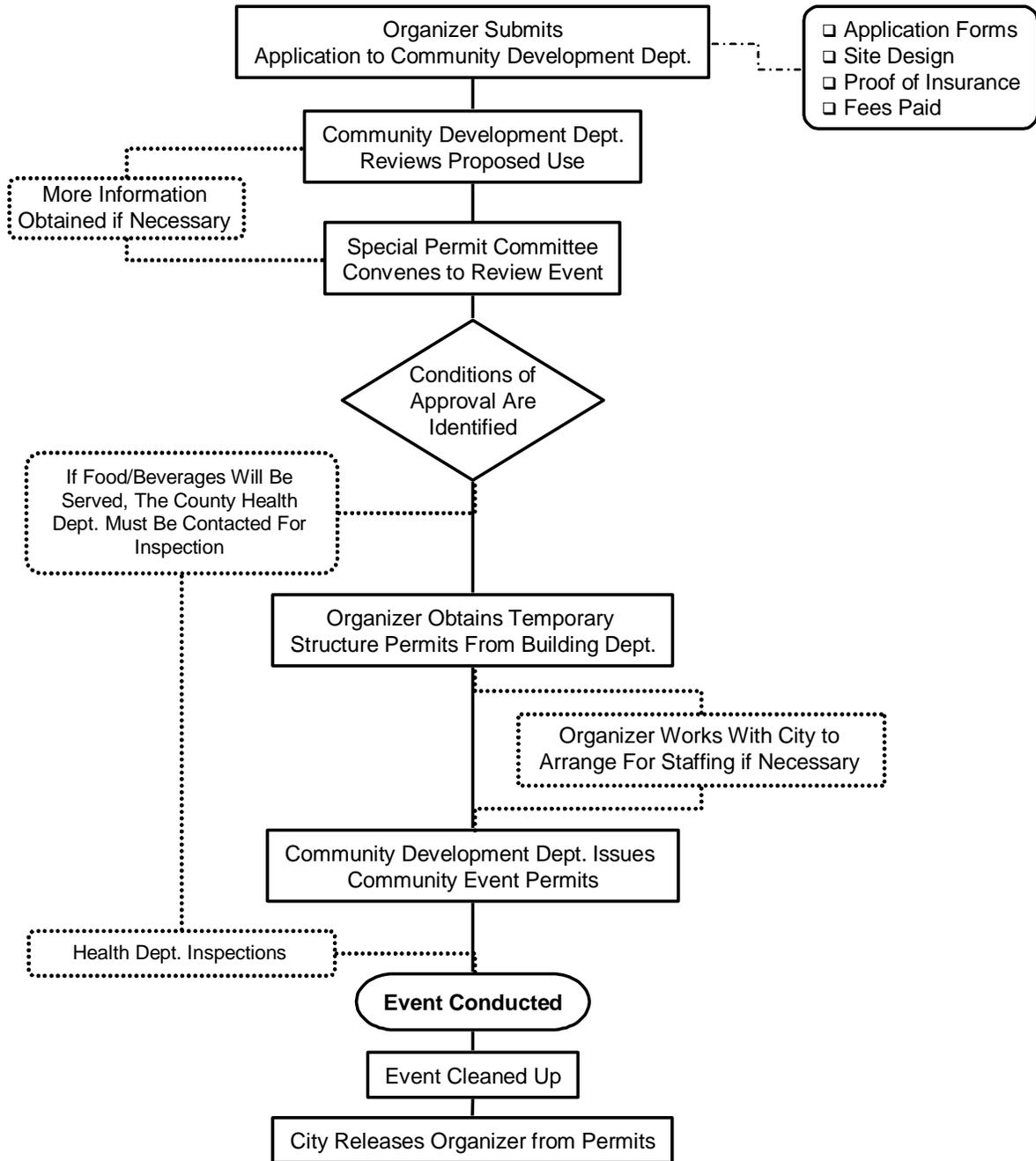
The La Palma Special Permit Committee will review a Community Event Permit within thirty days of receipt of a completed application. The Special Permit Committee will approve the requested permit if the following findings can be made:

1. All statements made in the application are factually correct;
2. The applicant has complied with all applicable provisions as outlined in the La Palma Municipal Code.
3. The time, route, or size of the community event will not substantially interrupt the safe and orderly movement of traffic contiguous to the event site or route, or disrupt the use of a street at a time when it is usually subject to traffic congestion;
4. Adequate temporary parking to accommodate vehicular traffic generated by the event will be available either onsite or at alternate locations;
5. The community event will not impact the normal operations of the Police, Recreation, or Public Works Departments;
6. The concentration of persons, animals, and vehicles at the site of the event will not prevent proper police, fire, or ambulance services to access the areas contiguous to the event;
7. Proof of insurance has been filed with the City;
8. The conduct of the community event complies with state and federal law and will not interfere with the preservation of the public peace, health, safety, or welfare.

If the Special Permit Committee, following investigation of the applicant, deems that the applicant does not fulfill the requirements as prescribed, they will deny the application and will notify the applicant within 30 days of a completed application. Any applicant who is denied a permit by the Special Permit Committee may make an appeal to the La Palma City Council.

No applicant shall be issued more than four (4) special Community Event Permits in a calendar year.

City of La Palma Community Event Application Process



**Specific Timing Depends on the Event’s Size and Complexity, as Described in the Application Packet.
City-Approved Permits Must be Obtained at Least 10 Days Prior to Event.**

APPLICANT AND HOST ORGANIZATION INFORMATION

Applicant – This must be a La Palma resident authorized by the Host Organization to apply for the permit. This person must be available to work closely with City staff throughout the permitting process.

Chief Officer of Host Organization – This is the person who has overall authority of the Host Organization.

Professional Event Organizer – The Chief Officer of the Host Organization may contract with a professional organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with the City's event liaison on behalf of the organization. The professional event organizer must be available to work closely with the City throughout the planning process. A letter from the Chief Officer of the Host Organization authorizing the applicant or professional event organizer to apply for a Community Event Permit on their behalf is required and must be attached to the submitted application.

ORGANIZATION STATUS

Commercial Entity – All entities or organizations without IRS 501(C)(3) valid tax exemption status are considered Commercial Entities.

Tax Exempt, Nonprofit – An organization that has been recognized as tax exempt by the Internal Revenue Service at least (6) months prior to your event date and is in good standing with the IRS. If your organization is a bona fide tax-exempt nonprofit organization, a copy of the IRS 501(C)(3) tax exemption letter certifying current tax exempt, nonprofit status is required.

Each separate vendor at the event must have a valid City of La Palma Business License for the event and must report any taxes from sales at the event as sales generating in the City of La Palma. Temporary Business Licenses are available.

CITY PERSONNEL

If any City personnel (e.g. Police, Code Enforcement, Planning, Public Works, or Recreation etc.) will be used for the community event, the applicant must pay the estimated costs in advance and reimburse any extra costs for all City personnel necessary. The costs will be based on the city personnel's salary from the current year's budget. If the costs of City personnel services are less than the amount deposited, the City will reimburse the applicant/organization for the full amount of the difference.

NARRATIVE

To supplement the site plan or route map, please provide a detailed narrative and/or timeline of your event including a description of activities within the event such as use of inflatables, vehicles, animals, rides, or other pertinent information that will better assist us in reviewing the components of your event.

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event-related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of state law. The police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior.

No dangerous animals may be permitted at any community event. Dangerous animals are defined as any animal, reptile, fowl, or fish which is not naturally tame or which is known to be dangerous by the owner or which must be kept in confinement to be brought within the immediate power of the owner.

Banners, pennants, flags, signs, streamers, inflatable displays, and similar devices are also regulated by ordinance. The number and location for these items must be included in your site map and you must obtain a temporary sign permit from the Community Development Department prior to the event.

FOOD CONCESSIONS OR PREPARATION

Guidelines for food facilities are provided by the Orange County Health Department. These guidelines should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner.

Any facilities for the dispensing of food and beverages must be inspected by the Orange County Health Department.

ALCOHOL

Alcoholic beverages are not permitted at any outdoor community event.

SITE PLAN/ROUTE MAP

To ensure appropriate review of your event, it is preferred that blueprints or computer assisted drawings (CAD) of the event site plan be submitted. This is applicable for moving routes (e.g. parades, run/walks, demonstrations) and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner in 8 ½" x 11" or 8 ½" x 14" standard paper format. A minimum of five (5) copies should be included with the Permit Application.

Based on your event site plan and components, the Orange County Fire Authority (OCFA) may require an inspection of your venue at your cost before and/or during the event.

SECURITY PLAN

As the event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day, and location of the event, as well as the overall activities, will determine the need for professional security. The City's Community Event Permit Committee will notify the event organizer if security will be required for your event.

If required, the host organization must contract with a professional security company licensed by the State of California to help develop an appropriate security plan. This security company must also have a valid La Palma Business License. A representative of this company, commonly known as a security consultant, should work with you closely to review and analyze your proposed event to determine points of concern and anticipate potential problems. The consultant will make preliminary recommendations to rectify the concerns and/or potential problems and recommend the number of licensed private security guards needed at your event.

Once your security plan has been submitted, the La Palma Police Department will review the plan and determine the minimum number of licensed private security guards and police officers required to adequately staff your event. The La Palma Police Department has final authority to determine your event security requirements. If the prescribed number of licensed private security guards is not provided, or proves inadequate, the La Palma Police Department maintains the right to shut down any and all event components and/or provide additional police services that will be billed directly to the Host Organization.

ACCESSIBILITY PLAN

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 community events must be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area needs to be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Disability access may include parking, restrooms, and telephones, clear paths of travel, transportation signage, accessible vendors, and booths.

MEDICAL PLAN

Depending on the size of your event, onsite emergency medical services may be needed and will be determined during the City's review of your application.

SAFETY EQUIPMENT

If your event involves street closures, you will be required to obtain traffic safety equipment/and or City personnel for the safe closure of your venue and to ensure proper detour and parking information is posted. Depending on the type of your event, you may need barricades, traffic cones, directional signage, etc. traffic signs must be Department of Transportation approved. A representative from the Public Works Department will assist you with these requirements.

TEMPORARY STRUCTURES

Should the scope of work proposed for the event include portable structures, prefabricated structures, site built structures such as bleachers, elevated platforms, tents, or similar structures, the Community Development Department may require the issuance of Building Permits before construction begins.

PORTABLE RESTROOMS

The City of La Palma may determine the total number of required restroom facilities on a case-by-case basis. It is recommended that one (1) chemical or portable toilet be provided for every 250 people, or portion thereof, that attend the event. Ten percent (10%) of these facilities must be ADA accessible.

SANITATION

As an event organizer, you must properly dispose of 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. Trashcans and additional dumpsters will be required (one dumpster for every increment of 400 people). The City does not provide street sweeping services for non-City events, so please plan accordingly.

If a community event takes place on public property, including but not limited to a public park, public sidewalk, or public street, the applicant will be required to sign an agreement stating that, within 48 hours of the conclusion of the community event, the event organizer will clean and restore the public property upon which the community event is to occur to its original condition. A cash deposit or a surety bond of \$5,000 payable to the City of La Palma will be required to secure this agreement.

The security deposit will be refundable upon compliance with the provisions and requirements, including but not limited to the removal of trash and debris, temporary signs, temporary circulation improvements, temporary fencing, and accessory facilities and structures. Should you fail to perform adequate cleanup or damage occurs to City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair and charged against the applicant's cash deposit or bond. In addition, such failure may result in denial of a future Community Event Permit.

MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote, market, or advertise your event. Conditional approval may be made after your Community Event Permit Application has been submitted to the City of La Palma and initially screened by the Community Development Department. Acceptance of your Community Event Application by the City is not a guarantee of the date and location or an automatic approval of your event. The event organizer must complete the application requirements entirely before the City of La Palma will issue a Community Event Permit.

INSURANCE REQUIREMENTS

Please note that insurance requirements depend upon the risk level of the event. Before final permit approval, you will need to provide general liability insurance naming the City of La Palma as additionally insured “showing that there is in full force and effect liability and property damage insurance, written on an occurrence basis, covering every activity of the proposed community event in a minimum amount of one million dollars (\$1,000,000) for death and bodily injury to one person and one million dollars (\$1,000,000) property damage, or in such additional amount as seen necessary by the Special Permit Committee.

This insurance may be purchased through the City from the Recreation & Community Services Department.

An original Certificate of Insurance must be received by the City of La Palma prior to the issuance of your Community Event Permit.

HOLD-HARMLESS AGREEMENT

Prior to the issuance of a Community Event Permit, the applicant must provide the City of La Palma with an executed hold-harmless agreement, which shall substantially state that the applicant agrees to indemnify, defend, and hold harmless the City of La Palma and its officers, employees, and agents and free from any liability, penalty, expense, or loss of any nature, including but not limited to liability for damage or injury to any persons or property arising out of the willful or negligent acts, errors, or omissions of the applicant, its employees, agents, representatives, or subcontractors in the performance of any tasks or services conducted for or in connection with the event. The hold-harmless agreement shall in no way limit or affect the valid exercise of the constitutionally protected speech and expression by the applicant or members of the event. Good cause shall include, but not be limited to, a determination that the application of this agreement would violate the constitutional rights of any individual.

QUESTIONS

If you have any questions regarding your Community Event Permit Application, please contact the Associate Planner with the Community Development Department at (714) 690-3336.