



SPECIAL EVENT GUIDELINES

Special events that concern the City are those that may impact City streets and services, public safety, citizen welfare, or disrupt traffic and community activities. The City, therefore, imposes specific conditions upon the sponsors of such events. Private parties are not covered by the special event guidelines unless extenuating circumstances apply. Call the City offices for more information:

All special event sponsors are required to meet the following conditions:

1. The sponsor of a proposed event must file a completed application with the City. The application contains a sign-off sheet; the signatures of the public safety department heads must be obtained by the applicant. City staff will circulate the application to the remaining staff.. Additional conditions may be stipulated by the department heads.
2. A special event **application fee of \$150.00** is payable to the City at the time of the application. A separate **\$75.00 clean-up deposit** is required that is usually refunded at the City Manager's discretion after the event, if all cleanup and other conditions have been met. Where City property is involved, a higher deposit may be required at the discretion of the City Manager.
3. The City requires a certificate of insurance in a minimum of one million dollars per event. At her discretion, the Risk Manager may require Special Event Liability insurance up to five million combined single limit. The certificate shall name the City of Palos Verdes Estates, its officers, employees and agents, as additional insured in order to protect the City from event-incurred risks. A certificate of Insurance as defined above must be received by the City with the completed application.
4. Applicants must submit a letter indemnifying and holding the City harmless from any liability arising from the event. A sample letter is attached.
5. All expenses are the responsibility of the event sponsor.
6. The applicant is responsible for notification of neighbors within a three hundred foot (300') perimeter of the site of the proposed event. Notification must be done no later than ten (10) days before the application is considered by the City

Council. **Obtain the meeting date from the City Clerk and include it in the letter. Attach a copy of your letter to the neighbors to the completed application.**

7. Continuous supervision of the event must be provided by the sponsor. The applicant may also be required to provide police officers to direct traffic.
8. The Palos Verdes Estates Municipal Code (8.20.050) prohibits the posting of signs on public land **unless a permit to do so is granted by the City Council**. In addition, all directional or promotional signs and their placement must be submitted for review by the City Planning Director or his or her designee.
9. A parking plan (map) shall be submitted with the application showing where the estimated number of participants will park during the event.
10. Other conditions may be imposed by the City Manager or the City Council depending on the circumstances.
11. All impacted City areas must be returned to their original condition by the sponsor within 24 hours of the end of the event.

When all conditions are met and all signatures on the application are obtained, the completed application shall be submitted to the City Council for final approval. The completed applications should be submitted to the City two months prior to the event to allow time for council agenda scheduling.



SPECIAL EVENT APPLICATION

FEE: _____

PAID: _____

CERTIFICATE OF INSURANCE
RECEIVED: _____

INDEMNIFICATION LETTER
RECEIVED: _____

DATE OF APPLICATION: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EVENT SPONSOR: _____

ADDRESS: _____ TEL. NO. _____

EVENT DATE(S): _____

EVENT HOURS: _____

EVENT LOCATION: _____

PLEASE DESCRIBE THE SPECIAL EVENT YOU PROPOSE:

It is the Special Event sponsor's responsibility to complete all sections of this form by presenting it to EACH City Department for their approval and signature beginning with public safety departments. Additional conditions for special events within the City may be deemed necessary by individual departments under the direction of the City Manager.

(Most times, the Administrative Analyst will obtain signatures of the Public Works Director, Finance Director/Risk Manager, and City Manager- please confirm that she will obtain them for this application.)

POLICE DEPARTMENT: _____

CONDITIONS:

FIRE DEPARTMENT: _____

CONDITIONS:

PUBLIC WORKS DEPARTMENT: _____

CONDITIONS:

FINANCE DIRECTOR/RISK MANAGER: _____

CONDITIONS:

CITY MANAGER: _____

CONDITIONS:

S A M P L E S T A T E M E N T

FOR HOLD HARMLESS STATEMENT

SUBMIT ON YOUR ORGANIZATIONS STATIONERY:

Date:

RE: (Your Event)

To Whom It May Concern:

The (your organization) holds the City of Palos Verdes Estates harmless from liability arising from any occurrence connected with the (name of your event).

Sincerely,

(Signature of responsible party)

(Title)