

LOS ANGELES POLICE DEPARTMENT

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, and assemblies (First Amendment events). These permits are approved by the Board of Police Commissioners (Board).

NOTE: If your event involves athletic activity or other non-First Amendment event activity, you may require a Bureau of Street Services (BOSS), Street/Lane Closure Permit. Street/Lane Closure Permits may be obtained from the BOSS One-Stop Permit Office, 1149 South Broadway, 3rd Floor, Los Angeles 90015. The BOSS One-Stop Permit Office can be reached at (213) 847-6000.

For parades and assemblies, please follow the instructions below and return the completed application as soon as possible 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 for parades and assemblies. Event routes **MAY NOT EXCEED THREE (3) MILES.**

Applications will not be accepted unless ALL of the following requirements are met:

- ? Applications should be submitted **at least 40 days** prior to the date of the event. Unless your event meets exemption requirements, **no applications will be accepted if they are received less than five (5) days prior to the date of the event;**
- ? A permit processing fee of \$300.00 is normally required. However, collection of this 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** ;
- ? 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, parade floats, elements, vehicles, signs, banners, props, etc., must be included;
- ? A signed “Hold Harmless” agreement and acknowledgement and receipt of any “Conditions and Restrictions” must be signed **in-person** prior to final approval of the permit. An appointment with the SEPU should be made as soon as possible following the submission of the application.

According to LAMC Section §103.111, event sponsors are responsible for paying for any necessary traffic control and/or clean-up costs. Therefore, a statement of the estimated traffic control costs should be obtained from the Los Angeles Department of Transportation in a timely manner. Failure or refusal to arrange for the appropriate traffic control services may result in the termination, revocation or denial of the permit.

It is the event organizer's responsibility to pick up, deliver, and return the necessary traffic control devices (i.e., barricades, and cones). Applicants should contact the BOSS as soon as possible for instructions and advice concerning access and availability of traffic barricades and cones. ***Only qualified City personnel shall place or erect traffic control devices in the roadways.*** The BOSS may be reached at (213) 847-6000.

To avoid unnecessary delays, applicants should contact the SEPU as soon as possible concerning information pertaining to the following:

- ? Proof of automobile insurance for each vehicle utilized in the parade/procession should be provided to the SEPU prior to the date of the event;
- ? Inspections and approvals from the Los Angeles Fire Department (LAFD) for all floats, vehicles, sound systems, tents, platforms, electronics, and/or other elements/props shall be obtained. The LAFD may also require any appropriate medical, water and sanitary provisions be provided by the event sponsor/organizer;
- ? If the event involves large animals, the sale of food/beverages, or the erection of any structure, a payment of the required clean-up deposit must be provided to the Department of Public Works, BOSS, One-Stop Permit Office;
- ? Requests for fee subsidies are coordinated through the affected Council District Office.

Each permit includes "Conditions and Restrictions" associated with requirements for the safe and expeditious conduct of the event. Applicants must sign/acknowledge receipt and acceptance of the Conditions and Restrictions **in-person** prior to final approval of the permit. Therefore, an appointment with the SEPU should be made as soon as possible following submission of the application.

To reduce the negative impact your event may have on nearby businesses and residences, applicants are encouraged to contact the affected City Council District and local Business Improvement Districts for assistance and advice concerning community notifications.

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 public safety and emergency services, the overall impact the event will have 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.**

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE LEGIBLE AND COMPLETE.		THIS AREA FOR DEPARTMENT USE ONLY			
DATE OF APPLICATION	DATE OF EVENT	<input type="checkbox"/> NOTIFICATION TO LA FIRE DEPT.	<input type="checkbox"/> NOTIFICATION TO BOSS (BARRICADES)		
		<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)		E-MAIL ADDRESS			
APPLICANT (LAST, FIRST, MIDDLE)		E-MAIL ADDRESS			
<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"/> PARADE/PROCESSION	
				<input type="checkbox"/> OTHER (SPECIFY)	
ASSEMBLY/STAGING AREA (LIST STREETS OR A PORTION THEREOF AND/OR PRIVATE PROPERTY OR PARK AREA TO BE USED, INCLUDING PARKING CONTINGENCIES PLANNED.)					
NO. OF OFFICIALS/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 BE 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. IF APPLICABLE , 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.					
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.					
Water and First Aid shall be provided according to instructions and advice from the Los Angeles Fire Department.					
(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

THIS PAGE IS FOR ADDITIONAL INFORMATION

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: _____