

SPECIAL EVENT PERMIT APPLICANT INSTRUCTIONS

The Special Event Permit Application you requested is attached. Please follow the instructions below and return the completed application with all necessary documents to:

Los Angeles Police Department
Special Events Permit Unit
1149 South Broadway, 5th Floor, Stop 932
Los Angeles, CA 90015
Phone: (213) 847-1640
Fax: (213) 847-1797

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, demonstrations and assemblies. These permits are approved by the Board of Police Commissioners (Board). **If your event involves an athletic event or other activities not described above, you may require a Street/Lane Closure Permit from the Department of Public Works, Bureau of Street Services (BSS).** The BSS Street Use Inspection Division can be reached at (213) 847-6000.

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

- Applications should be submitted at least 40 days prior to the date of the event. However, no application will be accepted if it is received less than five (5) days prior to the date of the event;
- 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 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 and must match the route described on the application;
- Details describing all marching groups, props, parade elements, vehicles, floats, etc., must be included in the application;
- A signed "Hold Harmless" agreement must be submitted with the application.

To avoid unnecessary delays in approving your application, the below items must be received prior to the date of the event:

- ❑ A statement of the estimated traffic control costs from the Los Angeles Department of Transportation (commercial events);
- ❑ Proof of automobile insurance for each vehicle utilized in the parade;
- ❑ Proof of inspection by the Los Angeles Fire Department of all floats, vehicles, sound systems or other unique parade elements/props;
- ❑ Proof of payment of the clean up deposit paid to the Department of Public Works, Bureau of Street Services (if the event involves large animals, the sale of food/beverages or the erection of any structure).

Each permit includes requirements associated with the safe conduct of the event. These requirements are known as “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 strongly encouraged to contact the SEPU staff to coordinate the receipt and acknowledgement 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 further assistance and advice concerning community relations and notification requirements. 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 Special Event Permit is based on numerous factors including, but not limited to, the impact the event will have on business/residential access, emergency services and the overall affect on public safety. **Reasonable requirements concerning the time, place and manner of your event may be imposed.**

The City of Los Angeles may provide the temporary use of barricades, cones or other traffic control devices as needed to establish street closures associated with your event. However, it is normally the **event organizer’s responsibility to pick up, deliver and return all required traffic barricades and cones** (this does not include the responsibility of placing the barricades/cones in the street. Only qualified City personnel shall place or erect traffic control devices in the roadways). Therefore, it is imperative that applicants contact the BSS as soon as possible for instructions and advice concerning the number and availability of traffic barricades [(213) 847-6000].

Prepared by
Special Events Permit Unit
Emergency Operations Division

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)		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 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.					
(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: _____

LOS ANGELES MUNICIPAL CODES COMMONLY ASSOCIATED WITH EXPRESSIVE ACTIVITY

LAMC SEC. 41.57. LOUD AND RAUCOUS NOISE PROHIBITED. (Added by Ord. No. 140,731, Eff. 8/24/70.)

- (a) It is unlawful for any person to cause, allow or permit the emission or transmission of any loud or raucous noise from any sound making or sound amplifying device in his possession or under his control.
- (1) upon any private property, or
 - (2) upon any public street alley, sidewalk or thoroughfare, or
 - (3) in or upon any public park or other public place or property.
- (b) The words "loud and raucous noise" as used herein shall mean any sound or any recording thereof when amplified or increased by any electrical, mechanical, or other device to such volume, intensity or carrying power as to unreasonably interfere with the peace and quiet of other persons within or upon any one or more of such places or areas, or as to unreasonably annoy, disturb, impair or endanger the comfort, repose, health, or safety of other persons within or upon any one or more of such places or areas.
- The word "unreasonably" as used herein shall include but not be limited to, consideration of the hour, place, nature, and circumstances of the emission or transmission of any such loud and raucous noise.

LAMC SEC. 55.07. DEMONSTRATION EQUIPMENT PROHIBITED.

- (a) • No person shall carry or possess,
- While participating in any demonstration, rally, picket line or public assembly,
 - Any length of lumber, wood or wood lath,
 - Unless that object is one-fourth inch or less in thickness and two inches or less in width,
 - Or if not generally rectangular in shape, such object shall not exceed three-quarters inch in its thickest dimension.

Note: Heavy staffs for carrying placards during street demonstrations have been used as weapons, and have injured officers dutifully enforcing laws relating to public assemblies. The above ordinance is directed toward preserving the safety of officers, the general public, and persons taking part in demonstrations.

LAMC SEC. 57.33.11. OBSTRUCTION OF EXITS AND AISLES.

- (a) No person shall block, impede, or obstruct any exit to a public way or any access to a building, structure or premises, in such a manner as to prevent or interfere with the use of such exits or access by any person who is exiting or entering said occupied building, structure, or premises.
- (b) In every building other than single family dwellings, there shall be maintained at all times, one unobstructed aisle which leads to each required exit. Each required aisle shall have a width equal to the minimum width shall be 44 inches.
- (c) An exit walkway with a minimum width of 44 inches shall be maintained continuously to a public way.
- (d) Whenever the Chief determines that exit paths to a public way need to be clearly delineated to safeguard and preserve the exit paths, he Chief may require the exit paths to be protected and identified by painted lines, railings, barrier posts, walks or other approved means.
- (e) No person shall park any vehicle, or place any power truck, hand dolly, delivery rack, refuse or waste container, or any other object in an exit, or in any other manner so as to obstruct the exit.
- (f) No person shall store or maintain any hazardous material, or other material of any kind, adjacent to any exit in a manner which would obstruct the exit or elevator, or render egress hazardous in case of fire or any other emergency.
- (g) Any person who violates this section shall be punishable by at least a mandatory minimum fine of \$100.00 up to and not exceeding \$1,000.00 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

LAMC SEC. 115.01. AMPLIFIED SOUND PURPOSE.

The Council enacts this legislation for the sole purpose of securing and promoting the public health, comfort, safety, and welfare of its citizenry. While recognizing that certain uses of sound amplifying equipment are protected by the constitutional rights of freedom of speech and assembly, the Council nevertheless feels obligated to reasonably regulate the use of sound amplifying equipment in order to protect the correlative constitutional rights of the citizens of this community to privacy and freedom from public nuisance of loud and unnecessary noise.

LAMC SEC. 115.02. AMPLIFIED SOUND PROHIBITION AND REGULATIONS.

It shall be unlawful for any person, other than personnel of law enforcement or governmental agencies, or permittees duly authorized to use the same pursuant to Sec. 103.111 of this Code, to install, use, or operate within the City a loudspeaker or sound amplifying equipment in a fixed or movable position or mounted upon any sound truck for the purposes of giving instructions, directions, talks, addresses, lectures, or transmitting music to any persons or assemblages of persons in or upon any public street, alley, side-walk, park or place, or other public property except when installed, used or operated in compliance with the following provisions:

- (a) In all residential zones and within 500 feet thereof, no sound amplifying equipment shall be installed, operated or used for commercial purposes at any time.
- (b) The operation or use of sound amplifying equipment for noncommercial purposes in all residential zones and within 500 feet thereof, except when used for regularly scheduled operative functions by any school or for the usual and customary purposes of any church, is prohibited between the hours of 4:30 p.m. and 9:00 a.m. of the following day.
- (c) In all other zones, except such portions thereof as may be included within 500 feet of any residential zone, the operation or use of sound amplifying equipment for commercial purposes is prohibited between the hours of 9:00 p.m. and 8:00 a.m. of the following day.
- (d) In all other zones, except such portions thereof as may be included within 500 feet of any residential zone, the operation or use of sound amplifying equipment for noncommercial purposes is prohibited between the hours of 10:00 p.m. and 7:00 a.m. of the following day.
- (e) The only sounds permitted shall be either music, human speech, or both.
- (f) Sound emanating from sound amplifying equipment shall be limited in volume, tone and intensity as follows:
 - (1) The sound shall not be audible at a distance in excess of 200 feet from the sound equipment.
 - (2) In no event shall the sound be loud and raucous or unreasonably jarring, disturbing, annoying or a nuisance to reasonable persons of normal sensitiveness within the area of audibility.
- (g) Except as provided in (b) above, no sound amplifying equipment shall be operated upon any property adjacent to and within 200 feet of any hospital grounds or any school or church building while in use.
- (h) **(Amended by Ord. No. 145,691, Eff. 5/2/74.)** The operation or use of any sound amplifying equipment installed, mounted, attached or carried in or by any sound truck is further prohibited:
 - (1) Within the Central Traffic district at any time;
 - (2) Upon Hollywood Boulevard between Vermont Avenue and La Brea at any time;
 - (3) Upon Wilshire Boulevard at any time;
 - (4) Upon Sunset Boulevard at any time;
 - (5) Upon Vine Street at any time;
 - (6) Upon any street between the hours of 4:30 p.m. and 9:00 a.m. of the following day;
 - (7) Upon any street on any Sunday.

LAMC SEC. 116.01. LOUD, UNNECESSARY AND UNUSUAL NOISE.

Notwithstanding any other provisions of this chapter and in addition thereto, it shall be unlawful for any person to willfully make or continue, or cause to be made or continued, any loud, unnecessary, and unusual noise which disturbs the space or quiet of any neighborhood or which cause discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area. The standard which may be considered in determining whether a violation of the provisions of this section exists may include, but not be limited to, the following:

- (a) The level of noise;
- (b) Whether the nature of the noise is usual or unusual;
- (c) Whether the origin of the noise is natural or unnatural;
- (d) The level and intensity of the background noise, if any;
- (e) The proximity of the noise to residential sleeping facilities;
- (f) The nature and zoning of the area within which the noise emanates;
- (g) The density of the inhabitation of the area within which the noise emanates;
- (h) The time of the day and night the noise occurs;
- (i) The duration of the noise;
- (j) Whether the noise is produced by a commercial or noncommercial activity.

CAL. PENAL CODE SEC. 415.

Any of the following persons shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars (\$400), or both such imprisonment and fine:

- (1) Any person who unlawfully fights in a public place or challenges another person in a public place to fight.
- (2) Any person who maliciously and willfully disturbs another person by loud and unreasonable noise.
- (3) Any person who uses offensive words in a public place which are inherently likely to provoke an immediate violent reaction.