



## *Guide to Applying for a* **SPECIAL EVENT PERMIT**

### **PURPOSE:**

Special Events include, but are not limited to: carnivals, circuses, fairs, and festivals; promotional or fundraising activities; parades; motorized vehicle races or contests; sporting events; outdoor shows, concerts, and exhibitions; or any temporary event involving thirty (30) or more persons at any given time. Special Events may not exceed thirty (30) consecutive days. \*Please note: For special events occurring in public parks or City Hall, please contact the Community Services Department at (949) 461-3450.

Applications for a Special Event Permit may be submitted to the Planning Division between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday, and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (closed for lunch from 11:45 a.m. to 1:00 p.m. daily). Please allow a minimum of thirty (30) days for the processing of a Special Event Permit application.

### **REQUIREMENTS:**

*The following information is required upon submittal:*

1. **Completed Special Event Permit application**, including property owner's signature if any portion of the proposed special event will be located on private property. Attach additional sheet(s) as necessary.
2. **Fee of \$65.00** (per City Council Resolution No. 2009-19), payable to the City of Lake Forest.
3. **Three (3) copies of a site plan**, depicting the following information (minimum size of 8 ½" x 11"):
  - a. All property lines and buildings on-site.
  - b. Dimensions of all tables, booths, tents, rides, signage, etc. used for the proposed special event and their location on the site. Please be aware that a minimum of a 48" aisle width shall be maintained for handicapped access.

- c. Parking lot striping including location and tabulation of all existing on-site parking. All disabled-accessible parking spaces, walkways, ramps, ingress, and egresses must remain available.
4. If applicable to the proposed Special Event, the following documents, information, and/or approvals may be required:
    - a. A policy of insurance issued by an insurance company authorized to do business in the State of California and that meets the regulations of Section 5.05.140 of the Lake Forest Municipal Code. The insurance policy shall be endorsed to name the City of Lake Forest as an additional insured, and the limits of liability must be a minimum of one million dollars. If you would like to purchase insurance through the City, please contact the Community Services Department at (949) 461-3450.
    - b. Electrical and building permits may be obtained from the City's Building and Safety Division: (949) 461-3470.
    - c. A permit/inspection for temporary canopies, tents, and booths may be obtained from the Orange County Fire Authority. For more information, please contact OCFA at (714) 573-6000, or visit them online: <http://www.ocfa.org/>.
    - d. A permit/inspection for the sale of food items may be obtained from the Orange County Health Care Agency. Please contact the Orange County Health Care Agency at (714) 433-6000 and ask to be connected to the Supervisor for the City of Lake Forest.
    - e. A permit for the sale and/or consumption of alcoholic beverages at the proposed special event may be obtained from the California Department of Alcoholic Beverage Control (ABC). For more information, please contact ABC at (714) 558-4101, or visit them online: <http://www.abc.ca.gov>.
    - f. Information regarding any proposed security for the event, including the use of traffic cones and/or barricades for the control of pedestrian and vehicular traffic. The name and phone number of a supervisor who will be responsible for contacting Police or Fire in the event of an emergency shall be submitted to the Orange County Sheriff's Department: (949) 770-6011.

- g. An encroachment permit for any activities proposed in the public right-of-way may be obtained from the Public Works Department. For more information and the application form, please contact Arlene Parish, Engineering Technician, at (949) 461-3487.
  - h. An event involving a car-wash requires that certain guidelines be followed to protect the water quality in storm drains, channels, creeks, bays and the ocean. For information on these guidelines, contact the Public Works Department at (949) 461-3480.
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# Special Event

Development Services Department

City of Lake Forest  
25550 Commercentre Drive  
Lake Forest, CA 92630  
(949) 461-3491 – Planning  
(949) 461-3512 – Fax  
**Fee: \$65.00**

Permit No. \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## PART 1: APPLICANT INFORMATION

<b>Applicant Name:</b>				
Home Phone:		Business Phone (if applicable):		Fax:
Mailing Address:			City:	State: Zip:
Will the Applicant be present on the day(s) of the Special Event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Event Organizer</b> (if different from Applicant):				
Home Phone:		Business Phone (if applicable):		Fax:
Mailing Address:			City:	State: Zip:
Will the Event Organizer be present on the day(s) of the Special Event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Alternate Contact Person:</b>				
Home Phone:		Business Phone (if applicable):		Fax:
Mailing Address:			City:	State: Zip:
Will the Alternate Contact Person be present on the day(s) of the Special Event? <input type="checkbox"/> Yes <input type="checkbox"/> No				

## PART 2: PROPOSED EVENT INFORMATION

Please include 3 copies of a site plan depicting the buildings on-site and the location of all proposed tables, booths, tents, rides, signage, speakers, etc. with dimensions.

Proposed Event Location/Route:		Anticipated Maximum Number of Attendees:
Date(s) of Proposed Event: _____		Hours of Operation: _____
Description of Proposed Special Event: _____		
<b>This proposed Special Event will require/utilize the following (check all that apply):</b>		
<input type="checkbox"/> Small balloons (*Note: Diameter shall not exceed 14"; No balloons shall exceed roof height.)	<input type="checkbox"/> Pennant(s) / Streamer(s)	<input type="checkbox"/> Banner(s) / Sign(s)
<input type="checkbox"/> Table(s)	<input type="checkbox"/> Tent(s) / Canopy ( ____ ft. X ____ ft.)	<input type="checkbox"/> Food / Beverages

<input type="checkbox"/> Booth(s)	<input type="checkbox"/> Live Music / Portable DJ	<input type="checkbox"/> Alcoholic beverages
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Sound Amplification Device	<input type="checkbox"/> Mechanical Amusement Park Rides
<input type="checkbox"/> Temporary Power Source	<input type="checkbox"/> Stage	<input type="checkbox"/>

**Will the proposed Special Event require full or partial street closure, which will occur on a City street, sidewalk, alley, or other public right-of-way, and/or which is likely to obstruct, delay, or interfere with the normal flow of vehicular traffic?**  
 No     Yes *(If yes, please answer the following questions):*

What is the assembly point and assembly time for the Special Event?

Where is the location of the disbanding area?

Which parts of the streets will be utilized?

Approximate number of persons who will be observing the Special Event:

**Will the proposed Special Event involve some type of Expressive Activity (any conduct protected by the First Amendment of the U.S. Constitution or Article 1, Section 2 of the California Constitution, which is the principal purpose of the event)?**  
 No     Yes *(If yes, please answer the following):*

Please briefly describe the Expressive Activity: \_\_\_\_\_

***PART 3: HOLD HARMLESS INDEMNIFICATION AGREEMENT***

By initialing below, the applicant agrees to indemnify, protect, defend, and hold the City, and/or any of its officials, officers, employees, agents, departments, agencies, authorized volunteers, and instrumentalities thereof, harmless from any and all claims, demands, lawsuits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolution procedures (including, but not limited to arbitrations, mediations, and other such procedures), judgments, orders, and decisions (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, authorized volunteers, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, any action of, or any permit or approval issued by the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City) for or concerning the project, whether such Actions are brought under the Ralph M. Brown Act, California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Community Redevelopment Law, Code of Civil Procedure Sections 1085 or 1094.5, or any other federal, state, or local constitution, statute, law, ordinance, charter, rule, regulation, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that applicant shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the applicant of any Action brought and City shall cooperate with applicant in the defense of the Action.

**Applicant's Initials** \_\_\_\_\_

***PART 4: CERTIFICATION***

I hereby certify under penalty of perjury that all the foregoing information is true and correct, and I recognize that any false or misleading information shall be grounds for denying this application.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*IF ANY PORTION OF THE PROPOSED SPECIAL EVENT WILL TAKE PLACE ON PRIVATE PROPERTY, PLEASE PROVIDE THE FOLLOWING AUTHORIZATION:***

I hereby authorize the Applicant to apply for a Special Event permit.

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_