



City of BELL GARDENS

7100 Garfield Avenue • Bell Gardens, California 90201 • 562.806.7700 • Fax 562.806.7720 • www.bellgardens.org

SPECIAL EVENT PERMIT APPLICATION – TYPE II

CARNIVALS, CIRCUSES, FAIRS, FESTIVALS, FILMING, SEASONAL SALES & MARATHON DANCES

Permit Fee:

For Profit

\$136

B.G. Non –Profit (501c3) \$100

This application must be **submitted at least thirty (30) working days prior** to the beginning of the event. A letter from the property owner and plot plan of the site must accompany every Special Event Permit Application.

ADDRESS OR GENERAL LOCATION OF EVENT

Dirección del evento

APP #

APPLICANT/ CONTACT PERSON

Nombre del solicitante o representante

DATE REC'D

SPONSORING ORGANIZATION

Nombre de la organización

REC'D BY

MAILING ADDRESS

Dirección

CITY/STATE/ZIP CODE

Ciudad/Estado/Zona Postal

TELEPHONE NUMBER

Teléfono

DESCRIBE THE PROPOSED EVENT *Descripción del evento*

APPLICANT'S SIGNATURE *Firma del aplicante*

DATE *Fecha*

Office Use Only	
<input type="checkbox"/>	PAID (\$136) _____
<input type="checkbox"/>	PAID (\$100) _____
<input type="checkbox"/>	PAID (\$500) _____ (Filming)

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF BELL GARDENS)

I, _____, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge. Furthermore, all information and data submitted to the City of Bell Gardens in support of my application is true and correct to the best of my knowledge.

APPLICANT (SIGNATURE)

ADDRESS

CITY/STATE/ZIP

PHONE

I, _____, the owner (if other than the applicant) of the real property involved in this application, do hereby consent to the filing of this application.

OWNER (SIGNATURE)

ADDRESS

CITY/STATE/ZIP

PHONE

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public
County of Los Angeles
State of California

SPECIAL EVENT PERMIT TYPE II – PROCEDURES

A Special Event Permit application shall be subject to review and approval by the Community Development Director and the Chief of Police. Special Event Permits shall be issued for a specified time period provided that the Applicant conforms to the stated criteria:

- A. Carnivals, circuses, street fairs, and other similar uses. Permitted with a Special Event Permit if located on publicly-owned or leased property, or on any general curriculum public or private school grounds, or on property improved with a permanently established church. The sponsorship of such carnival shall be confined to a public agency or religious, fraternal, or service organization directly engaged in civic or charitable endeavors within the City.
- B. Seasonal Sales (\$200)
- C. Marathon Dances (\$100 per day)
- D. Filming (\$500). The Special Event Permit application must meet the provisions of Title 5 of the Bell Gardens Municipal Code for business license requirements (\$200 per day)

FILING PROCEDURES

Applicant must obtain a Special Event Permit Type II application package from the Community Development Department, which must be completed and returned to the Community Development Department thirty (30) days prior to the date of the event.

FILING REQUIREMENTS

The following shall be submitted:

1. Application, completed, signed and notarized.
2. Letter from the organization to include dates, times and purpose of the event, including setup and cleanup dates. If the event requires bathroom facilities, trash bins, etc. the letter must indicate which party will be responsible for all costs.
3. Three (3) sets of site plans indicating location of proposed site, including games, food, ticket booths, rides, trash receptacles, restrooms, temporary wash basin, generators, etc.
4. Letter of Agreement between event operator and sponsor/property owner. Approval from the property owner for the use of the site, i.e., copy of contract agreement or letter from property owner.
5. Certificate of Insurance for \$1,000,000, naming the City of Bell Gardens, City of Bell Gardens Successor Agency to the Community Development Commission, City of Bell Gardens Officials, its officers, employees, attorneys, volunteers and agents as additional insured.

6. A refundable security bond to the City of Bell Gardens to cover cleanup and/or repairs of damages caused to the public right-of-way and/or City property during the event:
 - A. Carnivals, circuses, street fairs, and other similar uses. - \$1,000.00
 - B. Seasonal Sales. - \$1,000.00
 - C. Marathon Dances. - \$1,000.00
 - D. Filming. - \$1,500.00
7. A check to the City of Bell Gardens for a filing fee of \$136.00 (\$100.00 if non-profit organization).
8. The applicant will have the option of contracting security services from the Bell Gardens Police Department or a private security company. The use of private security services will be subject to review and approval by the Bell Gardens Chief of Police. The use of the Bell Gardens Police Department will require the applicant to contact Bell Gardens Police Department at least thirty (30) days prior to the event. The cost involving the use of Bell Gardens Police Department will be determined by the Chief of Police based upon hours of service and number of patrol officers required onsite during the course of the event. Seven (7) days prior to the event, the applicant shall pay the total amount of the estimated cost of security required by the Bell Gardens Police Department. If the applicant wishes to hire a private security company, the following information must be submitted to the Community Development Department as part of the application pack: 1) A copy of the security company State license. 2) A copy of the signed contract agreement between the applicant and the security company and 3) Proof of current insurance policy with a minimum of \$1,000,000 liability insurance issued within the last thirty (30) days.
9. The operator will be required to obtain a City of Bell Gardens Business License at a rate of \$200.00 per day following approval of this Special Event Permit Type II application by the Community Development Director seven (7) days prior to the event.
10. The applicant will be required to obtain permits from the City's Building & Safety Division following approval of the Special Event Permit Type II application by the Community Development Director seven (7) days prior to the event.
11. A Building and Safety inspection shall be conducted by the City at least twenty-four (24) hours prior to the event.

REVIEW & PERMIT PROCESS

1. Submit Special Event Permit Type II package and filing fees to the Community Development Department. Application package must include all items listed above and must be filed thirty (30) days prior to the event.
2. Application package is reviewed and conditions of approval are prepared.
3. Special Event Permit Type II is approved by the Director of Community Development and Chief of Police.

4. Upon approval of permit, the Community Development Department will mail a copy of the Conditions of Approval, Indemnity Agreement and the Affidavit of Acceptance of the conditions to the Applicant/sponsor. The affidavit must be signed and returned within seven (7) days from the date of approval.
5. The applicant must obtain a City Business License and Building & Safety permits seven (7) days prior to commencing the event.
6. The applicant is responsible for obtaining all required permits and approval by the Fire Department and Health Department prior to commencing the event. The Building Department must approve all rides, booths, and electrical connections prior to commencing the event.
7. Following the event, the Public Works Department will conduct an inspection to assess cleanup and damages caused to the property and public right-of-way. A copy of the cost estimate involved in the cleanup and/or repairing of damages is forwarded to the Community Development Department. The applicant will be reimbursed for the remaining balance of the security bond amount after deduction for the cost of damages caused by the event. The cost of damages and cleanup exceeding the bond amount will be invoiced to the applicant.

If you have further questions, please do not hesitate to contact the Community Development Department at (562) 806-7724, Monday – Thursday, from 7:30 A.M. to 6:00 P.M.

STANDARD CONDITIONS OF APPROVAL

1. The proposed temporary use shall be maintained in accordance with:
 - a. The application on file in the Planning Division and Exhibits ___ through ___ included in these conditions attached and incorporated herein by this reference.
 - b. All applicable laws, including but not limited to, the Bell Gardens Municipal Code, and the Bell Gardens Zoning Ordinance.
 - c. All Conditions of Approval as set forth for Special Event Permit No. _____.
2. The operation of the temporary use shall be conducted in accordance with all applicable state, county and city laws.
3. Posting of offsite signs on the public right-of-way, advertising the proposed use is prohibited.
4. The carnival operator shall obtain the required City business license seven (7) days prior to commencing the operation of the event.
5. All required building permits shall be obtained by the operator seven (7) days prior to installing the equipment. An inspection from the Building and Safety division shall be obtained at least twenty-four (24) hours prior to the starting date of the event.

6. Trash and debris shall be cleaned from the subject site, as well as surrounding properties, streets and alleys during and at the end of each day's activities.
7. The site shall be cleared of all trash, debris, and carnival equipment in conjunction with the above use by _____ at _____ A.M./P.M.
8. Trash receptacles shall be placed at various locations on the site and emptied as needed during the day and at the end of each day's activities.
9. A total of _____ portable toilets shall be provided for both sexes, with handicapped accessibility to one restroom for each sex. The applicant shall provide lighting at all restroom facilities.
10. The site of the proposed use shall be inspected and approved by the Los Angeles County Fire and Health Departments prior to commencing operations.
11. All required permits shall be obtained from the Los Angeles County Fire and Health Departments by _____, prior to commencing the event.
12. An electrical permit shall be obtained, and all special wiring systems inspected, prior to operation of the use.
13. Adequate lighting as determined by the City shall be required on the site.
14. The applicant shall provide lighting at all restroom facilities.
15. Vehicles and trailers associated with the operation of the proposed event shall be prohibited from parking on the public right-of-way or City property unless a permit is granted.
16. The hours and dates of the event shall be restricted to:

- a. Equipment setup (date & time):

- b. Equipment removal and cleanup (date & time):

17. The applicant and carnival operator shall enter into an indemnity agreement in a form satisfactory to the City Attorney indemnifying the City against all liability from this use.

18. The applicant will have the option of contracting security services from the Bell Gardens Police Department or a private security company. The use of private security services will be subject to review and approval by the Bell Gardens Chief of Police. The use of the Bell Gardens Police Department will require the applicant to contact Bell Gardens Police Department at least thirty (30) days prior to the event. The cost involving the use of Bell Gardens Police Department will be determined by the Chief of Police based upon hours of service and number of patrol officers required onsite during the course of the event. Seven (7) days prior to the event, the applicant shall pay the total amount of the estimated cost of security required by the Bell Gardens Police Department. If the applicant wishes to hire a private security company, the following information must be submitted to the Community Development Department as part of the application packet: 1) A copy of the security company State license. 2) A copy of the signed contract agreement between the applicant and the security company and 3) Proof of current insurance policy with a minimum of \$1,000,000 liability insurance issued within the last thirty (30) days.
20. During the cleanup of the site, the Applicant shall take all necessary measures to provide adequate dust control.
21. No sale or consumption of any alcoholic beverages shall take place on the site at any time during the event.
22. The applicant shall contact Golden State Water to provide any temporary water lines that may be required on the site during the event.
23. The applicant shall repair and/or replace public improvements (driveways, sidewalks, and approaches, etc.) in accordance with all applicable City standards to the satisfaction of the Public Works Director, if damaged by heavy equipment as a result of this event.
24. The carnival operator or circus shall provide onsite supervision on equipment during the non-operational hours of the event.
25. The applicant shall sign, notarize, and return to the Community Development Department an affidavit accepting all Conditions of Approval contained within the Special Event Permit Type II #_____ within seven (7) days from the date of approval by the Community Development Director and prior to the issuance of a City Business License.

Depending on the type of event, applicant and/or sponsor may be required to provide additional information to the Community Development Department as part of the application packet. In order to secure the public safety, health and welfare, a Special Event Permit may be subject to additional conditions of approval as determined by the Community Development Department.

FOR OFFICE USE ONLY

Permit Approved: _____ Yes _____ No

Additional Conditions of Approval:

Reasons for Denial:

Reviewed By:

City Planner

Date

Approved By:

Director of Community Development

Date

Chief of Police

Date