



City of Rosemead
Special Event Permit
Application Packet

City of Rosemead
Planning Division
8838 East Valley Boulevard
Rosemead, CA 91770
Phone (626) 569-2140
Fax (626) 307-9218

Each year, a number of events drawing thousands of people take place in Rosemead. The City of Rosemead knows how important it is to coordinate a successful special event. Regardless of the scale of your event, the City wants to provide you with VIP treatment when it comes to helping you obtain your permit.

Special Events that provide a benefit to the community are welcomed and encouraged. The planning process for a special event may involve the participation of several departments and outside agencies to ensure the health, safety, well-being, and enjoyment of the community residents and businesses.

A Special Event Permit will be required if the proposed event meets any of the following

- Any event that requires the closure of any street or public right of way to vehicular or pedestrian traffic. These would include fairs, festivals, any type of athletic event such as a 5k, bicycle race, or walking event.
- Any event to be held at a public facility with a projected attendance of 500 or more.
- Any event that will generate any outdoor video or sound.
- Any event that will require the use of city resources for security, crowd control, sanitation, etc.
- No more than three (3) events will be permitted on a single property per calendar year, excluding city sponsored events.

Most questions can be answered by thoroughly reading the information provided in this packet. Any questions that may arise can be answered by the Planning Division staff or referred to the proper department or agency. Please be sure to complete the application and submit the necessary materials to help avoid any obstacles or delays that may hinder the issuance of an event permit.

Read the notes in each section of the application for additional instructions or information regarding the planning process, and departments/outside agencies that will be to providing input or review of your application. A list of the various departments and agencies is available on the last page of this packet.

This application, as well as any other necessary documents must be returned to:

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Special Event Permit Notice

A Special Event Permit Certificate will be issued once the application process has been approved. The person in charge of the event *must* ensure that a copy of the Special Event Permit Certificate will be available on the event site at all times.

NECESSARY DOCUMENTS

To Be Returned with the Application:

- Site Plan covering the layout of the entire facility as it will be set-up for the event
- Traffic and Parking Plans
- Security Plan
- Evidence of Food Service Permits
- Entertainment/Noise Plan
- Sanitation Plan
- Evidence of Fire Permit
- Medical Plan
- Hold Harmless Agreement

To be Returned Prior to Issuance of the Special Event Permit:

- Insurance Information - Before a Special Event Permit can be issued, the applicant must provide a Certificate of Liability Insurance, and Evidence of General Liability Insurance Coverage in an amount of not less than one million dollars (1,000,000) combined single limit bodily injury and property damage for each occurrence.

List as the Certificate Holder:

City of Rosemead
8838 East Valley Boulevard
Rosemead, CA 91770

You must also provide additional Insured Endorsement containing the following wording:

"The City of Rosemead, it's officers, employees, and agents are named as additional insured with respect to liability arising out of (name of event) to be held on (dates of the event)."

- Indemnification Agreement - An indemnification agreement may be require of any business or organization using city facilities for exhibition, promotion, or to raise money.
- Clarification of Applicants Status - Applicants (Organizations) claiming tax-exempt, non-profit status must attach a copy of their I.R.S. determination letter to the application.
- Clean-up Deposit - A refundable clean-up deposit may be required by the Public Works Department prior to the issuance of the permit. Your clean-up deposit will be returned if the area used for the event has been cleaned and and restored to the same condition as existed prior to the event. The organizer will be billed for any clean-up expenses incurred by the City, such as damage to City property, or removal of any city equipment. The clean-up deposit may be waived at the discretion of the City Manager or his/her designee.

NOTIFICATION OF NEIGHBORS

The event planner must notify, in writing, all persons who might be affected by the event. A written notification is required to all persons residing within three hundred (300) feet of the perimeter of the event at least seven (7) working days prior to the event. Any person who resides on a street that will be closed must also be notified, in writing, at least seven (7) working days prior to the street closure.



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Please Note the Following:

- 1 This request does not constitute a permit to host a special event in Rosemead.
- 2 This application must be filled out thoroughly before it will be reviewed.
- 3 All application fees must be paid in full before the application will be reviewed.
- 4 All applications must be received a minimum of 30 days prior to the event.
- 5 Not including City sponsored events, no more than 3 events will be permitted on a single property per calendar year.

Applicant Information	
Organization: _____	Contact Person: _____
Address: _____	Phone Number: _____
City: _____	Event Day Contact: _____
State: _____ Zip: _____	Phone Number: _____
Is organization classified as a 501 (c) Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Federal Tax ID # _____	
Event Details	
Event Start Date: _____	Event End Date: _____
Daily Start Time: _____	Daily End Time: _____
Type of Event:	
<input type="checkbox"/> Parade	<input type="checkbox"/> Athletic
<input type="checkbox"/> Festival	<input type="checkbox"/> Block Party
<input type="checkbox"/> Concert	<input type="checkbox"/> Carnival
<input type="checkbox"/> Other	_____
Description of Event: _____	

Event Location: _____	
Address: _____	
Do you require the use of City Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which property? _____	
Estimated Daily Attendance:	
Number of Staff _____	Vendors _____ Attendees _____
Total Estimated Attendance _____	

Traffic and Parking

Parking Notes:

- Parking Plan must be attached.
- Provide one handicapped parking spot for each 25 parking spots available.

Does your site have adequate parking? Yes No

Estimated number of vehicles: _____

Crew Vehicles:

Personal Cars: _____	Catering: _____	Semi-Trucks: _____
Motor Homes: _____	Trailers: _____	Cub Truck: _____
Vans: _____	Camera Truck: _____	Other: _____

Will the event require street closures? Yes No

Street closure times: From _____ To _____

Describe requested street closures including all affected intersections: _____

Projected Traffic Plan must be attached for review by the Public Works Department. All Traffic plans and street closures are subject to the approval of the Rosemead City Council. For assistance with the Traffic Plans, please contact the Public Works Department. The Public Works Department reserves the right to make adjustments and additions to the plan.

Security

The event applicant is required to provide adequate security for the event, either in the form of a licensed private security company, or by contracting deputies from the Los Angeles County Sheriff's Department. A security plan must be submitted with the application for review. The City of Rosemead Public Safety Department and the Los Angeles County Sheriff's Department reserve the right to make security requirements based on the nature of the event, the venue, and the expected attendance. All cost incurred for security will be a the event holders expense.

Have you contracted a private security firm? Yes No Firm Name _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Email: _____

Medical Plan

It is the event planner's responsibility to ensure the first aid and medical services for their guests. The City's recommendation is that a medical services company be contracted to provide first aid services.

Have you contracted a medical services firm? Yes No Firm Name _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Email: _____

Fire Department	
Will the event require electrical generators?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will fire, explosives, or any other pyrotechnic devices be used at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event require tents with over 20 square feet of material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event require tents or canopies with over 400 square feet of material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any cooking or other equipment that emits a flame, heat, or spark be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A yes answer to any of the above questions will require additional approval from the Los Angeles County Fire Marshall. Furthermore, the Fire Marshall maintains the authority to deny any events based on the utilized facility, the attendance, and any other items covered in the fire code.	
Food Services	
The Los Angeles County Department of Public Health requires that all vendors selling food products must have a current business license as well as a Health Operating Permit.	
Will food or beverages be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of vendors selling food or beverages _____
For more information regarding public health issues, please contact the Los Angeles County Department of Public Health, Monrovia Field Office at (626) 256-1600 or at www.publichealth.lacounty.gov .	
Entertainment / Noise	
Will the event feature outdoor sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event feature live music?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event result in mechanical noise (i.e. generators, carnival rides, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
All noise must be in accordance with Rosemead Municipal Code 8.36	
Sanitation	
Does the event site have sufficient permanently plumbed restrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be contracting with a company to provide portable toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name: _____	License #: _____
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Email: : _____
Number of portable toilet units Provide 1 portable toilet for each 100 guests expected and 10% of those must be ADA accessible. Number of portable toilets _____ Number of ADA toilets _____	
Describe plan for refuse removal: _____ _____ _____ _____ _____	
Person/business responsible for clean-up: _____	
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Email: : _____

NOTE: Facility must be returned to "pre-event" condition within one (1) day of the conclusion of the event, including the removal of all equipment, especially portable toilets.

Plot Plan Worksheet

Plot Plans shall be submitted for approval on the following:

TANK INSTALLATIONS - INDOOR DISPLAYS - CANOPY/TENT INSTALLATIONS - SPECIAL EVENTS IN AREAS OPEN TO THE PUBLIC - PUMPKIN LOTS - CHRISTMAS TREE LOTS

- 1 Show all street names that border the event area.
- 2 Show Fences and exit ways.
- 3 Give dimension distances between event/display areas and public ways, buildings, temporary structures, trailers, etc.
- 4 Include portable generator, flammable liquid storage areas, cooking areas (including type, i.e. gas, electrical, etc.), and temporary power supply location(s).
- 5 In addition to above, CHRISTMAS TREE LOTS SHALL:
 - A Abide by guidelines for Christmas tree lots as established in the Uniform Fire Code.
 - B Indicate YES NO (Check One) that the application of flame-retardant chemicals will be performed. If answering YES, indicate The California State Fire Marshal's Applicator Number # _____ and California State Fire Marshal's Registration Number for chemical being used # _____

Schedule of Fees

Permit Fee

- Daily Permit Fees (when submitted 60 days or earlier to the event) \$ 250.00 Per Day
- Daily Permit Fees (when submitted within 59 and 31 days prior to the event) \$ 500.00 Per Day

NOTE: Special Events will not be approved within 30 days of the event.

Law Enforcement Fees

- Community Service Officers \$ 50.00 Per Hour
- Parking Control Officers \$ 50.00 Per Hour
- Code Enforcement Officers Fully Burdened Hourly Rate Per Officer
- Los Angeles County Sheriff Department Deputy Fully Burdened Hourly Rate Per Officer

Business License Fees

- Outdoor Festival (one day) \$ 532.00
- Each additional day \$ 185.00
- (The Outdoor Festival Fee is charged when the event includes music and/or dancing)
- Peddler for Special Event (new) \$ 31.00
- Peddler for Special Event (renewal) \$ 31.00



City of Rosemead

Hold Harmless Agreement For Special Event Permit

I/We, _____, as an entity requesting a Special Event Permit from the City of Rosemead shall hereby indemnify and save harmless the City of Rosemead, its officers and employees, from and against any and all damages to property or injuries to, or death of any person or persons, including property and employees or agents of the city, and shall defend, indemnify and save harmless the City of Rosemead, its officers and employees, from and against any and all claims, demands suits actions or proceedings of any kind or nature, including but not by way of limitation, worker's compensation claims, resulting from or arising out of negligent acts, errors or omissions of the above stated company, its employees or subcontractors.

Furthermore, I the undersigned, hereby acknowledge that I am a representative/officer of the subject entity with the authority to enter into this agreement on their behalf.

Name

Entity

Signature

Date



IMPORTANT CONTACTS

City of Rosemead Contact

Administration Department	(626) 569-2124
Community Development Department - Planning Division	(626) 569-2140
Public Works Department	(626) 569-2262
Public Safety Department	(626) 569-2292
Parks and Recreation Department	(626) 569-2160

Los Angeles County Sheriff's Department

Temple Station	(626) 285-7171
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Los Angeles County Fire Marshal

City of Industry Field Office	(626) 336-6950
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Los Angeles County Department of Public Health

Monrovia Field Office	(626) 256-1600
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Consolidated Disposal Service

(800) 299-4898