



CITY OF LAKEWOOD
BUSINESS LICENSE
DEPARTMENT
(562) 866-9771 Extension 2622

Special Event Procedure

Name of Applicant:				
Address:	Ste. /Apt.	City	State	Zip
Event Location:			Event Date:	

Thank you for considering the City of Lakewood as a possible location for your upcoming special event. Following is a list of conditions and procedures required by the City of Lakewood to permit special events within the City. The City of Lakewood requires ten working days written notice to process a request for a special event.

- _____ Completed Special Events application (Rate = \$10.00, plus \$25.00 if event includes a DJ, radio station, sound system, speakers, or any similar equipment)
- _____ If the event is organized by a third party, not directly affiliated to a Lakewood-Based Business, a Business License must be acquired. (Rate= \$25.50, plus \$1.00 State-Mandated fee, plus employee calculations)
- _____ If the event involves having any vendors, a Business License must be acquired. Please have each vendor apply for a License by filling out a Business License Application. (Rate= \$25.50, plus \$1.00 State-Mandated fee, plus employee calculations)
- _____ Provide proof of written permission(s) from all involved property owners if private property is to be used, involved in, or affected by the special event.
- _____ If the event involves temporary structures and electric connection, a building permit may be required. Contact Lakewood Building and Safety (Extension 2350)
- _____ If the event involves any public street or sidewalk, an encroachment permit must be acquired. Contact Lakewood Public Works (Extension 2500)
- _____ L.A. County Sheriff's Department must determine the extent of traffic and/or crowd control required for the entire event. Contact Kelly Manning (562) 623-3630 to arrange law enforcement services.
- _____ Contact the L.A. County Fire Department, Captain Edgar Martinez, at (562) 860-2234 to determine if a permit is needed.
- _____ Certificate of insurance naming the City of Lakewood as additional insured. (\$1,000,000.00 minimum)
Please include endorsement page
- _____ Provide the City of Lakewood with a "Hold Harmless Agreement" signed by an authorized agent of the corporation or business.
- _____ Provide the City of Lakewood a diagram of the location where the event will take place, including location of all equipment and vehicles involved.
- _____ If event involves street closures, pyrotechnics, and/or excessive noise, you must notify residents and businesses within a 200 ft radius. Attach proof of notification and list of residents and/or businesses to which notifications were delivered.

CITY OF LAKEWOOD BUSINESS LICENSE APPLICATION



Business License Division, P.O. Box 220, Lakewood, CA 90714
 Tel: 562-866-9771 x 2622, E-mail: BusLic@Lakewoodcity.org

Business License Application for Special Event Vendors/Organizers

PLEASE FILL ALL APPLICABLE ITEMS. FIELDS WITH AN ASTERISK (*) ARE REQUIRED. PLEASE PRINT CLEARLY:

Business Name/ DBA*:		Name of Owner*:		
Business Location*:	Ste. /Apt.	City	State	Zip
Mailing Address*:	Ste. /Apt.	City	State	Zip
Business Phone* :	Business Email Address:			

Describe your Business Operations* :

Federal I.D./Last 4-digit of Social Security#:	Number of Employees working at this Special Event in excess of one*:	Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor
Event Date:	Location of Event:	

I DECLARE, UNDER PENALTY OF PERJURY, THE ABOVE STATEMENTS TO BE TRUE AND CORRECT.

APPLICANT NAME (Please Print)*:	TITLE*:
APPLICANT SIGNATURE*:	DATE*:

OFFICE USE ONLY

For questions and inquiries, please contact:
City of Lakewood- Business License Office
P.O. Box 220,
Lakewood, CA 90714
Phone: (562) 866-9771 ext. 2622
Fax: (562) 866-0505
Email: Buslic@lakewoodcity.org

Base Rate: \$25.50
Employee Calculations: \$1.50 x _____ =
State Mandated Fee*: \$1.00
TOTAL TAXES DUE: \$



INSPECTION OF BUILDINGS AND STRUCTURES AT TEMPORARY EVENTS

The policies in this BCM are intended for typical events that use temporary buildings and structures for a maximum of 180 days. Standards should be applied to ensure reasonable durability of supporting elements subjected to weather changes and seismic events. Fire Department, Regional Planning Department, Health Department and any other agencies that regulate the proposed construction, must approve the event and related structures prior to issuing permits.

All buildings and structures that require permits and are used in association with temporary events shall be inspected. Buildings and structures typically used at the events that require permits include the following:

- 1 All tents or canopies with a covered floor area larger than 120 square feet per Section 3103.1.1. The application for permit shall be accompanied by a dimensioned plot plan drawn to scale showing location on property, size, and floor plan of the tent. The use of the tent must also be clearly stated and any electrical, mechanical or plumbing installation shown, including portable devices. The structural safety of these structures will be determined through field inspection. If the inspector determines that the tent or canopy is potentially unsafe, structural calculations and plans and a complete plan check may be required. For tents that exceed 4500 square feet, structural calculations and plans and a complete plan check may be required prior to issuing a permit if the Office Manager determines this information is needed to assure the safety of the structure.
- 2 All platforms, grandstands or other structures intended to support live loads that are more than 30 inches above grade. Dimensioned plot plans showing location on property, size and use of the structure, and any accessory equipment to be installed on or under the structure must be submitted for review. Plan check is required, structural calculations may be required. An approved standard plan on file with Building and Safety may be submitted to satisfy this requirement.
- 3 All structures over 12 feet in height, such as speaker supports, require separate permits. Plans detailing the construction of these structures must be submitted for review. The need for structural plans and calculations and plan check will be determined on a case-by-case basis by the Office Manager.
- 4 All temporary plumbing, electrical and mechanical installations associated with temporary events also require permits and inspections, whether they are installed in conjunction with temporary structures or not. These installations must be done in a safe manner in accordance with applicable codes.

A plot plan that identifies the location of temporary structures and the date and time of setup and removal of temporary structures shall be submitted with the application for permit(s)

Plan check and inspection fees shall be determined based on an estimate of the number of hours needed to plan check and inspect the event and associated structures, with a minimum of 2 hour of inspection time (4 hours minimum for off-hours inspections) The fees shall be collected under miscellaneous permits. Counter technicians shall determine that all necessary permits have been pulled and an inspection request filed with the inspector for the date of the event setup

Supersedes BCM 6601 Article 1 dated 12-22-98



CITY OF LAKEWOOD

HOLD HARMLESS AGREEMENT

_____, hereby release, discharge and agree not to sue the City
(Company/Individual name)

of Lakewood, it's officers, elected officials, employees, and agents, to the extent permitted by law, the CITY, its elected officials, officers, agents, and employees should be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising from or in any way related to the performance of this event permit.

In consideration for being permitted to the above event/work, I hereby agree for myself, administrators officers and assigns, that I shall indemnify and hold harmless the City of Lakewood, it's officers, employees and agents from any and all losses, liabilities, damages, cost and expenses, including reasonable attorney's fees, expert witness fees, and cost to the extent that are caused by negligence of Permittee, or any of the Permittee's officers, agents, employees or contractors, caused by, arising out of or in any way connected with exercise by permittee.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence" as the term is used in applicable case law and/or statutory provision.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, agents, or employees of the City of Lakewood.

The City of Lakewood shall have the privilege of inspecting the premises covered by this permit at any or all times.

Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

The City of Lakewood may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. The City of Lakewood agrees it will not unreasonably exercise this right of termination.

By: _____

Title: _____

Date: _____