



**CITY OF WHITTIER
SPECIAL EVENT PERMIT
APPLICATION**

Instructions: Submit this Special Event Permit application with a cover letter describing the event in full detail (who, what, where, when, why, etc.), including any City services requested (equipment, police services, proposed street closures, etc.) **at least 45 days prior** to the proposed event. Submit by email (scanned original), in person, or by mail attention to one of the following City departments:

- If the event is proposed at a Whittier park: pks@cityofwhittier.org
- If the event is proposed within public right-of-way (closed streets or public parking lot): pubwks@cityofwhittier.org
- If the event is proposed for private property (private parking lot): comdev@cityofwhittier.org
- If the event is proposed to take place within Uptown Whittier (Business Improvement Area): admin@cityofwhittier.org or kgalvin-surbatovic@cityofwhittier.org

Per the Whittier Municipal Code, all special events within the City of Whittier must be conducted by a non-profit organization with its principal office located within City boundaries for the benefit of the community. This application may require City Council approval. If it is held in the Uptown area, it will also require a letter of support from the Whittier Uptown Association. It is possible that fees for City services, use of facilities, personnel assistance, or cleaning deposits may be required. Fees are determined once application is reviewed by all affected City departments. Following submittal of the Special Event Permit application, City staff will contact the applicant to inform as to the next step in the approval process. Submission of this application does not guarantee event approval.

THIS APPLICATION AND COVER LETTER MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE THE EVENT (WMC 5.16.020).

TODAY'S DATE: _____

APPLICANT NAME: _____ PHONE #: _____

ORGANIZATION NAME: _____
(Per the WMC, event must be conducted by a non-profit organization which has its principal office or place of business with the City)

ADDRESS: _____

BUSINESS PHONE: _____ EMAIL: _____

The undersigned respectfully petitions for permission to conduct a Special Event pursuant to Chapter 5.16, Section 5.16.010 of the City of Whittier Municipal Code ("WMC").

NAME OF EVENT: _____

LOCATION OF EVENT (ATTACH MAP/LAYOUT): _____

DATE(S) OF EVENT: _____ EVENT HOURS: _____

EXPECTED ATTENDANCE: _____

NAME AND TELEPHONE NUMBER OF EVENT CONTACT PERSON (IF DIFFERENT FROM ABOVE):

IS THIS A NEW EVENT: ___ NO ___ YES

Please describe event in detail. NOTE: certain events may require signatures and addresses from neighbors/businesses impacted by the event.

NAME, ADDRESS, AND PHONE NUMBER FOR NON-PROFIT ORGANIZATION(S), SPONSOR(S), OR OTHER ASSOCIATION(S) ASSISTING WITH COORDINATION OF THE EVENT:

IF EVENT IS TO BE HELD IN UPTOWN, HAVE YOU CONTACTED THE WHITTIER UPTOWN ASSOCIATION TO REQUEST SUPPORT OF EVENT: ___ NO ___ YES

HOW WILL THE EVENT BE ADVERTISED? LIST PUBLICATIONS, RADIO STATIONS, WEBSITES, SOCIAL MEDIA, ETC. USED TO PROMOTE THE EVENT:

WILL STREET CLOSURES BE REQUIRED? ___ NO ___ YES Please attach a detailed diagram/layout of event area showing street closures, exits, restroom facilities (include accessible), booths, parking (include accessible), location of trash containers, etc.

WILL THERE BE AMPLIFIED SOUND? ___ NO ___ YES

SPECIAL EVENT NOTIFICATION: If the event requires street closures, use of public parking spaces, use of amplified sound or other identified event function, you may be required to provide the signatures and addresses of the surrounding neighbors (residential or business). Additionally, the Police Department may review and approve the list of signatures.

CHECK LIST: Your application will not be considered complete without the following items:

- COVER LETTER DESCRIBING EVENT
- DIAGRAM OF EVENT LAYOUT AND/OR PROPOSED ROUTE
- COPY OF ACTIVE CITY OF WHITTIER BUSINESS LICENSE (APPLICANT MUST BE OR PARTNER WITH WHITTIER-BASED NON-PROFIT ORGANIZATION)
- CERTIFICATE OF INSURANCE & ENDORSEMENT SHEET NAMING CITY OF WHITTIER AS ADDITIONALLY INSURED
- HEALTH DEPARTMENT APPROVAL (IF APPLICABLE - SEE BELOW)
- FIRE DEPARTMENT APPROVAL (IF APPLICABLE - SEE BELOW)
- BUILDING & SAFETY APPROVAL (IF APPLICABLE - SEE BELOW)
- SIGNATURES OF BUSINESS AND RESIDENTIAL NEIGHBORS IMPACTED (IF REQUIRED)
- IF EVENT IS TO BE HELD IN UPTOWN, ATTACH A COPY OF COMMUNICATION OR DATE OF NOTIFICATION MADE TO WHITTIER UPTOWN ASSOCIATION BOARD OF DIRECTORS

SPECIAL DEPARTMENT/DIVISION CONCERNS

BUILDING DIVISION

- A. All rides, amusement devices, concessions and electrical installations thereto must be approved by the Chief Building Inspector or his representative.
- B. All rides must be accompanied by a permit from California Division of Industrial Safety. Ride permits must be inspected by the Chief Building Inspector prior to being placed in operation.

POLICE DEPARTMENT

- A. All games, security requirements, and ABC permit must be approved by the Chief of Police or his representative. Estimated man hours recommended for traffic control and/or policing will be handled by the Police Department representative as required.

PUBLIC WORKS

- A. Traffic control/parking signage
- B. Barricades
- C. Clean-up
- D. Trash bins/containers
- E. Use of public property or right-of-way

PARKS

- A. Availability and adequacy of park sites
- B. Clean-up
- C. Trash bins/containers
- D. Condition of planters/landscape

PLANNING DIVISION

- A. On street parking
- B. Signage
- C. Noise
- D. Light/glare
- E. Use of private parking

BUSINESS LICENSE – Proof of non-profit status, business licenses for vendors, Uptown assessments, etc.

HEALTH DEPARTMENT – Health permits for food sales

FIRE DEPARTMENT – Tents, air-supported structures, LPG's, and flame proofing must comply with requirements set forth in the Uniform Fire Code and Title 19 of the State Fire Marshal's Regulations, and be approved by the Fire Chief or his representative. The Fire Department must also review site plan and circulation for event (emergency access, fire safety, etc.).

