



CITY OF WHITTIER UPTOWN BUSINESS IMPROVEMENT AREA SPECIAL EVENT PERMIT APPLICATION

INSTRUCTIONS:

Submit completed Special Event Permit application with a cover letter describing the event in full detail (who, what, where, when, why, etc.), including whether any City services will be requested (use of City barricades, “no parking signs,” equipment, traffic signals on flash mode, etc.) at least 45 days before the proposed event. Submit in person, by email to kgalvin-surbatovic@cityofwhittier.org or by mail to Katie Galvin-Surbatovic, Public Information Officer, 13230 Penn Street, Whittier, CA 90602.

GUIDELINES AND THINGS TO KNOW BEFORE SUBMITTING YOUR APPLICATION:

Per the Whittier Municipal Code, Special Event Permit applications will be considered for Whittier-based non-profit organizations only. Fees for City services, use of facilities, personnel assistance or cleaning deposits may be required. Fees are determined once the application has been reviewed by all affected City departments and the applicant may be required to pay for such services prior to the event date. Additionally, Special Event Permits may require City Council approval.

This Special Event Permit application is for special events proposed within the Uptown **Business Improvement Area (BIA)**, generally bounded by Hadley Street on the north, Penn Street on the south, Pickering Avenue on the west and Painter Avenue on the east. Proposed events requested to take place at the City-owned grassy open space, located at 6724 Greenleaf Avenue, will be required to adhere to conditions of approval consistent with the City’s Facility Use Policy regarding Parks Rules & Regulations. This application will not be accepted until the Whittier Uptown Association (WUA) board of directors and ground floor businesses in the impacted area have been notified and informed of the proposed event (see “Notification Requirements” below).

Submitting this Special Event Permit application does not guarantee approval; City personnel will contact the applicant to discuss the next steps in the approval process once received. **THIS APPLICATION AND COVER LETTER MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE THE EVENT (WMC 5.16.020).**

NOTIFICATION REQUIREMENTS:

For events hosted by the Whittier Uptown Association (WUA): The WUA must notify and invite its membership to discuss the proposed event during a scheduled meeting of its board of directors.

For events hosted by a non-profit other than the WUA: Applicant must schedule a presentation to the WUA board of directors who shall then notify its members of the meeting agenda and event discussion. Applicant is responsible for contacting the WUA office at least one week before a regularly scheduled board meeting to ensure Uptown BIA businesses are notified. Contact the WUA office at (562) 696-2662 to schedule a presentation and for details on meeting time and location.

The host organization (WUA or other Whittier-based non-profit) must attach to this application a copy of the WUA’s meeting agenda and/or letter, flyer, email, etc. notifying BIA businesses of the presentation on the proposed event. Furthermore, for any event that requires street closures, applicants will be responsible for going door-to-door and notifying ground floor businesses in the impacted area of the event details. Signatures collected shall be provided to City staff prior to final event approval.

TODAY’S DATE: _____

APPLICANT NAME: _____ PHONE #: _____

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

IS THIS A NEW EVENT? YES___ NO___ EXPECTED ATTENDANCE: _____

EVENT HOURS: _____ SET UP HOURS: _____ TEAR DOWN HOURS: _____

LOCATION OF EVENT (ATTACH MAP/LAYOUT): _____

NAME OF EVENT CONTACT PERSON IF DIFFERENT THAN ABOVE (i.e. producer, event planner, etc.):

_____ CELL PHONE #: _____

EVENT CONTACT PERSON EMAIL: _____

DESCRIBE THE PROPOSED SPECIAL EVENT AND LOCATION(S) OF WHERE ACTIVITIES WILL TAKE PLACE:

NAME, EMAIL AND PHONE NUMBER OF OTHER SPONSORING ORGANIZATIONS, ASSOCIATIONS AND/OR BUSINESSES ASSISTING WITH COORDINATION OF THE EVENT:

INITIAL NOTIFICATION:
WAS A PRESENTATION ALREADY PROVIDED TO THE WUA BOARD REGARDING THE PROPOSED EVENT? YES___ NO___ DATE OF PRESENTATION: _____

THIS APPLICATION WILL NOT BE ACCEPTED UNTIL THE PROPOSED EVENT HAS BEEN PRESENTED TO THE WUA BOARD AND BUSINESSES IN THE IMPACTED AREA HAVE BEEN NOTIFIED OF THE PRESENTATION. PLEASE ATTACH TO THIS APPLICATION THE NOTIFICATION AGENDA AND/OR LETTER, FLYER, EMAIL, ETC.

FINAL NOTIFICATION REQUIREMENTS: IF THE EVENT IS LARGE IN SCALE OR REQUIRES STREET CLOSURES, USE OF PUBLIC PARKING SPACES, USE OF AMPLIFIED SOUND OR SIMILAR THAT WILL IMPACT NEIGHBORING BUSINESSES, YOU ARE REQUIRED TO GO DOOR-TO-DOOR TO NOTIFY GROUND FLOOR BUSINESSES OF THE EVENT DETAILS AND SUBMIT SIGNATURES TO CITY STAFF AS PROOF OF NOTIFICATION. PLEASE NOTE THAT THE POLICE DEPARTMENT MAY REVIEW AND APPROVE THE LIST OF SIGNATURES.

APPLICANT INITIALS: _____

HOW WILL THE EVENT BE ADVERTISED? LIST PUBLICATIONS, RADIO STATIONS, WEBSITES, SOCIAL MEDIA OUTLETS, ETC. THAT WILL ADVERTISE THE EVENT:

CHECK ALL THAT WILL APPLY FOR THE PROPOSED EVENT:

- | | | |
|--|--|--|
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Entertainment Stage** | <input type="checkbox"/> Portable Restrooms |
| <input type="checkbox"/> Amusement/Carnival Rides* | <input type="checkbox"/> Food Booths | <input type="checkbox"/> Security*** |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Food Trucks | <input type="checkbox"/> Sponsor Booths |
| <input type="checkbox"/> Bouncer | <input type="checkbox"/> Generator | <input type="checkbox"/> Street Closure(s)**** |
| <input type="checkbox"/> Car Display | <input type="checkbox"/> Horse Drawn Carriages | <input type="checkbox"/> Tents/Canopies |
| <input type="checkbox"/> 300 Gallon Trash Bins | <input type="checkbox"/> Lighting | <input type="checkbox"/> Vendor Booths—General Merchandise/Art/Craft |
| <input type="checkbox"/> Dance Performances | <input type="checkbox"/> Live Music/Bands | |
| <input type="checkbox"/> DJ | <input type="checkbox"/> No Parking Signs | |
| | <input type="checkbox"/> Petting Zoo | |

*List the proposed amusement rides: _____

**How many stages? _____ Size and height off the ground of the stage(s): _____

***Please note that the Whittier Police Department will determine whether uniformed Police officers will be required to work the event. **Police officers must be paid for in full before the event date.**

****Please attach a detailed diagram/layout of event area showing street closures, alleyways, location of portable restrooms, booths, amusement rides, stages, etc.

*****For all event vendors selling food and/or merchandise, a Whittier City business license must be obtained no later than 2:00 p.m. three days prior to the event date. The applicant is responsible for distributing the attached memo information to all vendors and merchants at the time of registration and ensuring that the Business License department has received ALL payments no later than 12:00 p.m. one business day prior to the event (refer to attached memo).

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

- COVER LETTER DESCRIBING EVENT
- DIAGRAM OF EVENT LAYOUT AND/OR ROUTE
- COPY OF CITY OF WHITTIER BUSINESS LICENSE *(must be Whittier based non-profit)*
- SIGNED COPY OF CITY BUSINESS LICENSE MEMO
- CERTIFICATE OF INSURANCE & ENDORSEMENT SHEET *(naming City of Whittier as additionally insured)*
- INITIAL NOTIFICATION: COPY OF WUA BOARD PRESENTATION NOTICE TO BIA BUSINESSES *(agenda &/or letter, flyer, email, etc.)*

The following items can be submitted during the City review period:

- BUILDING & SAFETY APPROVALS (IF APPLICABLE - SEE BELOW)
- FIRE DEPARTMENT APPROVAL (IF APPLICABLE - SEE BELOW)
- HEALTH DEPARTMENT APPROVAL (IF APPLICABLE -SEE BELOW)
- SIGNATURES OF IMPACTED GROUND FLOOR BUSINESSES *(if required by City staff)*

OTHER IMPORTANT INFORMATION

BUILDING DIVISION -- All rides, amusement devices and electrical installations thereto must be approved by the Chief Building Inspector or his representative. 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.

BUSINESS LICENSE -- Non-profit organizations must be Whittier-based. All vendors, contractors, etc. must have a Whittier business license to operate. A signed copy of the City Business License Memo must be submitted with the event application.

FIRE DEPARTMENT -- It is the responsibility of the applicant to obtain and submit to the City of Whittier proof of approval from the Fire Department before the event date. If the event requires street closures, the City's Traffic Engineer will provide a Traffic Control Plan, which the applicant will be required to submit to the Fire Department.

HEALTH DEPARTMENT -- It is the responsibility of the applicant and vendors to obtain all required permits for food sales from the Health Department.

PARKS -- The Parks Division may assist with turning off sprinklers at 6724 Greenleaf Avenue before event date. However, it is the responsibility of the applicant to ensure the lot is clean of debris before and after the event. If the event is planned for a Sunday, it is the responsibility of the applicant to ensure trash bins are emptied before and during the event to avoid overflow.

POLICE DEPARTMENT -- Security requirements, including uniformed Police officers, are determined by the Chief of Police or his representative.

PUBLIC WORKS -- Public Works staff will develop a Traffic Control Plan and may assist in providing barricades and large trash bins, posting no parking signs, etc.

TRANSIT DIVISION -- Transit staff will notify bus lines of street closures.

As applicant and host of the event described herein, it is understood that if this permit is approved, you agree to indemnify the City and its employees, servants and agents, and hold them harmless from any liability, penalty, expense of loss arising out of any injury to any person or damage to any property resulting from the provision or failure to provide services for the special event permit, including without restriction any such liability, penalty or loss resulting from the affirmative or passive negligence of the City, its employees, servants or agents.

Applicant understands that this Special Event Permit application may not be approved if it is not submitted at least 45 days prior to the event date. 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").

Signature

Date

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

REMARKS:

