

# CITY OF LANCASTER SPECIAL EVENT PERMIT APPLICATION



## SUBMIT APPLICATIONS TO:

Parks, Arts, Recreation &  
Community Services Department  
Attention: **Special Event Permit**  
44933 Fern Avenue  
Lancaster, CA 93534  
(661) 723 – 6077  
[parcsinfo@cityoflanasterca.gov](mailto:parcsinfo@cityoflanasterca.gov)  
[www.cityoflanasterca.org/specialevents](http://www.cityoflanasterca.org/specialevents)



# LANCASTER

Creating a better tomorrow. **Together.**

Welcome,

Thank you for considering City of Lancaster as a location for your special event. Lancaster is well known for hosting a variety of community events throughout the year. The information requested in this application will be used to determine your eligibility based on venue availability, applicable policies, resolutions, and ordinances which are set by City Council. City staff will work closely with event applicant to create a positive and successful experience.

Only complete applications will be accepted. Completed applications are considered a request for permit only; submission does not mean that the event has been approved. In order for an event to be approved, all required permits must be obtained and all fees and deposit(s) must be paid. Any misrepresentation in this application or deviation from the final permit conditions may result in revocation of the permit and the canceling of this or future events or of the event deposit.

A Special Event Application must be submitted a minimum of **120 Days (4 months) and no more than one (1) year** prior to event.

**Definition of Community Special Event:**

- Has any noise exceeding the City’s noise ordinance
- Uses any street, sidewalk, or other right-of-way
- Needs police or fire regulations, monitoring and / or control
- Generates a crowd of spectators sufficient in size to obstruct, delay, or interfere with the normal flow of pedestrian, vehicle traffic, or City facilities
- Has a greater impact on the park and neighboring community than casual or intended park use
- Has parking needs that will exceed the capacity of the venue
- Requires external infrastructure to support the event such as:
  - ◊ Bleachers
  - ◊ Portable toilets
  - ◊ Sound
  - ◊ Stages
  - ◊ Tents

**Festival**

A festival is further defined as a special event whose primary purpose is to present multifaceted arts, cultural, or recreation-based experience. In addition, the event set up and take down normally happens on days other than the actual event day. Festivals typically include elements such as:

- Activity demonstrations
- Dance
- Festival merchandise sales
- Food and Beverage sales and service
- Hands-on activities
- Theatrical performances
- Visual arts exhibitions

**Fundraising Walks & Runs**

Fundraising walks and runs are special events whose primary focus is to raise awareness and / or funds for specific social or health issues. They typically desire to maximize the number of participants.

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## I. APPLICATION MATERIALS

The Event Applicant (Applicant) is responsible for submitting a completed Special Event Permit Application to the City a minimum of 120 days prior to the proposed event. If an application is submitted less than 120 days before an event, the City may be unable to deliver the required City services and/or authorize the event. The application should be filled out completely and indicate all City services required/requested to support the event. The following items are required to be submitted with the application:

- Event Description - A detailed event description should be submitted describing all aspects of the event including: logistics, schedule of events, and any other relevant information.
- Event Site Diagram - must accompany the application, indicating the proposed layout of all equipment (food & vendor booths, alcoholic beverage sales locations, food & beverage consumption areas, tent & canopy locations, stages, first aid & lost child facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, bicycle corral, fencing, etc.); all street closures (including number of lanes to be closed) and no parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities.
- Parking Plan - Must provide a summary of where vendors and participants would park in the surrounding area.
- Security Plan - Must provide a security plan for the event
- Financial Report - This should include a summarized expense and revenue report of the previous year's event. If this is the first year for the event, include a plan with an itemized estimate of expenses and revenue to be generated by the event.
- Tax Exempt Status (IRS Letter with Tax ID #).
- Letters of Support - New events to Lancaster must submit letters of support along with the Special Event application.

## II. FEES

See Special Event Fee Matrix for special event fees and charges (See Section XIX). Fee schedules are reviewed and updated annually. Events that require street closures, have a significant impact on public facilities, or require a significant amount of City staff support are considered community festivals and will incur additional costs for staffing.

The application fee is due with the submission of the Special Event Permit Application. Receipt of payment is required before the City will review the application. A deposit may be required if the event is to be held at or on a City facility or park. The deposit is fully refundable, as long as an organization adheres to the conditions of use requirements as outlined in this packet. The remaining balance of all facility use fees and event fees are due thirty **(30) days** prior to the event.

A portion of the deposit could be withheld due to damage to City property; unauthorized vehicles on grass, fields, or pathways; insufficient trash removal; lack of adherence to hours of permitted use; or inadequate parking monitors. The amount charged would be based on the cost of City staff time or expenses incurred in addressing an issue and/or repairing property damage.

Forfeiture of the entire deposit could result if an event producer (or its vendors) violate park or City ordinances, including the noise ordinance; or if an event producer misrepresents factual information about an event or fails to provide required documentation or secure required permits.

### III. EVENT AUTHORIZATION

Once a proposed event plan has been finalized and approved by the Director of Parks, Arts, Recreation and Community Services and/or City Administration and all fees are paid, the City issues an event permit to the Applicant.

### IV. PRE-EVENT MEETING

Once the Applicant receives City approval, a pre-event meeting with the Applicant and representatives from City departments will be scheduled. The meeting will be scheduled a minimum of **90 days** prior to the event. The Applicant must attend this meeting. At this meeting, the Applicant will walk City staff through the proposed event plan in more detail. City staff will advise and approve an event plan that meets public health and safety standards, provides for the delivery of City services, and addresses the concerns of the community. The Applicant will be informed of all required fees, conditions of use, and insurance.

Note: Additional pre-event meeting will be held 14 days prior to the event. The City will also conduct a post-event evaluation and review this with the Applicant at the post-event meeting held within **30 days** of the event.

### V. PERMIT & INSPECTION REQUIREMENTS

The Applicant is responsible for obtaining all necessary permits required but not limited to those outlined below.

- City of Lancaster Special Event Parks Permit and/or Facility Rental permit
- City of Lancaster Building and Safety Inspection (Tents, Stages, ADA Compliance)
- Los Angeles County Fire Department Special Event Permit (for Tents, Canopies, Food Booths)
- Los Angeles County Fire Department Permit for mass gatherings.
- Los Angeles County Department of Public Health (Food Vendors)
  - Food Trucks must also have LA County Permits from the Department of Public Health as well as a business license
- Department of Alcohol and Beverage Control
  - <https://www.abc.ca.gov/licensing/license-forms/>

### VI. FOOD PERMIT REQUIREMENTS

Temporary food booth operators must comply with Los Angeles County Fire Department regulations and Los Angeles County Public Health regulations for operation of food booth(s). Los Angeles County Fire Department inspects food booths for compliance with public safety requirements, and Public Health Services regulates food preparation and handling and food booth construction. The Applicant is responsible for submitting food booth operator applications and fees to Public Health Services no later than fourteen (14) days prior to the event.

Food vendors must protect all pavements to ensure prevention of grease soiling and spatter. Food grease must be disposed of properly. **IMPROPER DISPOSAL OF FOOD GREASE MAY RESULT IN FORFEITURE OF DEPOSIT AND CITATION.**

### VII. INSURANCE REQUIREMENTS

Event Organization (listed on Special Event Permit Application) shall procure and maintain for the duration of the event, and for any time required for setup or take down of the event, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event arising from work or activities performed by the Event Organization, its agents, representatives, employees, or subcontractors.

The Applicant must submit an original copy of the certificate of insurance and endorsement to the City no later than **thirty (30) days** before the event. The Applicant must submit a list of all vendors and accompanying Certificates of Liability Insurance and Additional Insured Endorsements to the City no later than **thirty (30) days** before the event. Vendors include but are not limited to those who are contracted to provide services on site and/or equipment, food vendors, informational, non-profit, commercial, artisan, etc.

See section XXII for insurance requirements, sample certificate of liability insurance, and endorsement.

## **VIII. COMMUNITY IMPACT MEASURES**

Without appropriate planning, events can have significant negative impacts on the community (ex.: excessive traffic, illegal parking, litter, and damage to public property). The City requires that the Applicant take specific measures to mitigate anticipated negative impacts, including but not limited to:

- Develop and implement a parking and traffic plan for event vendors
- Ensure all event vendors adhere to vendor regulations (Vendor Guidelines section XIV)

## **IX. PARKING PLAN**

Event Applicant must have designated parking lot monitors for control, safety as well as restricted access parking areas including vendor parking area, unloading/loading passenger zone and crosswalks along the main driveways. These monitors may be required from the beginning to the end of the event. Applicant will be required to provide a summary of where vendors and participants would park.

## **X. STREET CLOSURES**

Any closure of public streets may require uniformed police officers or traffic control staff on site to ensure public safety. The City will decide the appropriate number, if any, and location of public safety personnel. The cost of the officers/staff will be incorporated into the total event cost and an estimate provided. The final payment will be invoiced to the Event Applicant, if applicable.

Requests for street closures are to be submitted with the original application. The event Applicant may specify the times and locations of all proposed lane closures and the City will design a traffic control plan that will ensure an adequate level of service on the public streets that remain open. Adjacent residents and businesses must be taken into consideration. The final closure schedule and traffic plan will be determined by the City. New traffic control plans may be subject to additional fees as outlined in Section XIX - Event Fee Matrix.

## **XI. AMPLIFIED SOUND**

Amplified sound is any sound that is projected and transmitted by electronic equipment, including amplifiers. Many city facilities are located adjacent to residences and businesses; therefore, event applicant is required to comply with City staff or public safety directions regarding amplified sound during an event, as well as City Municipal Code Chapter 8.24 - Noise Ordinance. Failure to do so could result in forfeiture of the event deposit and denial of future event proposals.

## **XII. LOGISTICS & CLEANUP**

If the Applicant anticipates more event attendance than the facility restrooms can accommodate, the Event Applicant must supplement with the use of Portable Toilets. Location/layout shall be provided on a map and indicate that all portable toilets are located on level sites with appropriate clear path-of-travel (minimum of 48" wide) to the toilet entrance. One ADA toilet must be included with each grouping of portable restrooms.

Event Applicant is responsible for all tents, tables, chairs and any other items needed to fulfill the event.

Clean-Up – The Applicant must prepare an event cleanup plan and submit the plan no later than **30 days** prior to the event. The plan must indicate: 1) sufficient staff/volunteers to handle cleanup throughout the day and after the event; and 2) sufficient equipment placed in effective locations (dumpsters, trash receptacles, hot coal barrels, and grease barrels). Insufficient clean-up could result in forfeiture of the event deposit and denial of future proposals.

- Vendors must extinguish all coals before dumping them in a designated receptacle provided by the event applicant.
- Food vendors must empty grease into a designated receptacle provided by event applicant per County Health regulations.
- Booths, stages, and other equipment must be removed immediately following the event to permit trash and garbage cleanup.
- Clean-up should be completed within the time frame provided on the application.
- Event Applicant may be asked to provide copies of rental agreements for commercial dumpsters and portable toilets and their designated location(s).

### **XIII. SECURITY MEASURES**

The City may require private security and/or Sheriff's officers be present before, during and after the event. The City's Public Safety Department will work with the Sheriff's Department to determine how much security will need to be present (at the Event Applicant's expense) throughout the event. The Event Applicant can supplement some personnel with private security as long as the company is approved by the City. The security company must provide a certificate of liability insurance (see Section VII).

The City may also require the Event Applicant (at Event Applicants' expense) to provide walk-through metal detectors at the entrance of the event.

Some of the duties to include but are not limited to:

- Bag check at the front entrance to control any restricted items from entering the event grounds.
- Attend to any altercation, theft, vandalism and to ensure the safety of all those on the grounds.
- Crowd Control
- Facilitate emergency evacuation purposes

### **XIV. VENDOR GUIDELINES**

Vendors include but are not limited to those who are contracted to provide services on site and/or equipment, food vendors, informational, non-profit, commercial, artisan, etc. In order to ensure public safety, protect City property, and minimize impacts on adjacent neighbors, event vendors must adhere to the following regulations. Failure to do so may warrant a citation and possible fines.

- Vendor set-up /take down shall only occur within the time frame approved on the event permit.
- Vehicles in violation of the parking restrictions will be towed away at owner's expense.
- All tents must be appropriately secured or anchored. Method of securing/anchoring to be based on size of tents and event location.
- Inflatables must be appropriately secured; method of securing and placement to be approve by City.
- Booth spaces may only be marked with materials approved by City staff.
- Day of event promotional signs may be displayed in the interior of the event area. Signs may

not be placed on the sidewalk or in the public right-of-way. Signs will not be staked into the ground.

- Vending activity will be limited to the event site area approved by the City. Vending activity must not block or impede pedestrian movement, cause congestion, or create any public hazard.
- Each vendor must clean his/her area of operation and remove all goods, equipment and trash at the close of the event.
- Vendors of taxable goods or services must meet State Board of Equalization permit requirements. Sellers can obtain the Application of Temporary Seller's Permit from the State Board of Equalization.
- Applicant/Vendors are not allowed to drive a vehicle into the grass for any purpose without a City staff escort, including loading/unloading of supplies and equipment.
- Booth Vendor Unloading Instructions - Vendors will be permitted to unload/load supplies and equipment from designated locations and times. It is imperative that vendors unload their vehicle and immediately move their vehicle before transporting their supplies to their booth. Vendors are advised to bring a minimum of two people to assist with unloading.
- If a vendor needs to bring a vehicle into the grass, additional staff costs will incur to lay down material to protect the turf
- Any damage to the turf due to negligence and failure to follow direction of staff will result in the forfeiture of the deposit.
- Walkthroughs are encouraged prior to submittal of application to review event logistics. These can be scheduled with City Staff during regular business hours and with a twenty-one (21) day notice.

## **XV. MARKETING**

**City of Lancaster Logo/Seal** - The City of Lancaster logo/seal may not be used without written permission. If approved, applicants must comply with brand guidelines for use of the City of Lancaster logo/seal. Final versions containing the City logo/seal must be submitted to the City for review and approval.

## **XVI. POST-EVENT MEETING**

Meeting will be held within **30 days** following the event. The Applicant must attend this meeting. At this meeting, City Staff will review the post-event evaluation with the Applicant—both parties will debrief the overall event. Special Event Evaluation notes will be taken into consideration in whether to approve future special events, and in setting conditions of use for event and facility permits.

## **XVII. BILLING**

After the event, City departments will finalize the amount owed to the City covering labor, vehicle and equipment use, and any other costs incurred in providing event support, if applicable. The City will prepare and email a final invoice to the Applicant within **30 days** after the event. The final invoice will reflect the actual costs of delivering City services for the event, and final billing may be higher or lower than the cost estimates.

If higher, the invoice must be paid within 30 days. If lower, the city will issue a refund. Refunds will be mailed within **30 days** of final invoice.

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**XVIII. CONTRACT REFERENCE GUIDE**

**Parks, Arts, Recreation and Community Services Department**

45116 Valley Central Way, Lancaster, CA 93536

Office Hours: M-Th 8am-5pm, F 8am-4pm

661-723-6077

**Department of Alcohol and Beverage Control**

6150 Van Nuys Blvd., Room 220

Van Nuys CA, 91401

(818) 901-5017

**Los Angeles County Public Health**

335 East Avenue K6

Lancaster, CA 93535

888-700-9995

**Los Angeles County Sheriff's Department**

501 West Lancaster Blvd

Lancaster, CA 93534

**Los Angeles County Fire**

335 East Avenue K6

Lancaster, CA 93535

661-949-6319

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**XIX. EVENT APPLICATION FEE MATRIX**

<b>Facility Use with Costs *</b>	<b>Non-Profit</b>	<b>Individual/Commercial</b>
Application Fee	\$50	\$50
City Staff Support	\$23.50-\$85 per hour	\$23.50-\$85 per hour
Public Safety Officers	\$30.00-\$180 per hour	\$30.00-\$180 per hour
Security Deposit based on location	\$100-\$530 per event	\$100-\$530 per event
Hourly Rates based on location (does not include open space)	\$30 - \$550 **	\$50 - \$550 **
Open Space Hourly Rate	\$119 - \$330 ***	\$119 - \$330 ***
Load in/Load out days	Hourly Rates Apply	Hourly Rates Apply
Traffic Control Plan	\$769 per 1,000 LF	\$769 per 1,000 LF
Road Closure Permit	\$866 to \$6,571	\$1,732 to \$13,143

\* These fees are subject to change with Council approved City Fees Schedule

\*\* Does not include Lancaster Municipal Stadium location

\*\*\* Fees are based on the amount of Open Space and location reserved

**XX. EVENT PLANNING CHECKLIST AND TIMELINE**

**120 Days Prior to Event:**

- Submit Application - including:
  - ◊ Event description
  - ◊ Event Site diagram and/or route map
  - ◊ Street closures
  - ◊ Parking plan
  - ◊ Security Plan
  - ◊ Financial Plan
  - ◊ Tax Exempt Status (IRS Letter with Tax ID #)
  - ◊ Letters of support
- Submit Application Fee

**90 Days Prior to Event:**

- Pre-event meeting

**60 Days Prior to Event:**

- Secure required permits from appropriate departments or agencies:
  - ◊ Alcoholic Beverage Control Daily License (Serving Alcoholic Beverages)
  - ◊ Los Angeles County Public Health (Food Booths)
  - ◊ Los Angeles County Fire Department Special Event Permit (for tents, canopies, food booths)
  - ◊ Los Angeles County Fire Department Permit for mass gatherings

**30 Days Prior to Event:**

- Send notification letter to neighboring residences and organizations
- Submit to PARCS Department:
  - ◊ Event fees due
  - ◊ Clean-up plan
  - ◊ Final vendor list, map and required insurance—See Section VII

- ◇ Required insurance for event applicant—See Section VII
- ◇ Copies of all applicable permits to the City
- ◇ Proof of portable toilet and Trash/Recycle arrangements
- ◇ Run of show timeline; include set up, event activity timeline and clean up/tear down

**14 Days Prior to Event:**

- Pre-event site walk through with City Staff

**Post-Event:**

- Meeting with Applicant and City Staff. (Within 30 days after event)
- Receive final invoice for City services (Within 30 days after event)
- Submit payment in full for City services (Within 30 days of invoice)

# City of Lancaster

## Special Event Permit Application

### 1. SUMMARY OF EVENT

EVENT TITLE: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

\* Application must be submitted no later than 120 days prior to the event.

**LOCATION OF EVENT**

- City Park/Property       Private Property       City Streets / Names \_\_\_\_\_
- Other \_\_\_\_\_

Name of Park/City Facility: \_\_\_\_\_

Address/Location: \_\_\_\_\_

**EVENT TIMES**

**DAY 1**

Set-up      Date: \_\_\_\_\_      Time: \_\_\_\_\_      to \_\_\_\_\_

Event      Date: \_\_\_\_\_      Time: \_\_\_\_\_      to \_\_\_\_\_

Clean-up      Date: \_\_\_\_\_      Time: \_\_\_\_\_      to \_\_\_\_\_

**EVENT TIMES**

**DAY 2**

Set-up      Date: \_\_\_\_\_      Time: \_\_\_\_\_      to \_\_\_\_\_

Event      Date: \_\_\_\_\_      Time: \_\_\_\_\_      to \_\_\_\_\_

Clean-up      Date: \_\_\_\_\_      Time: \_\_\_\_\_      to \_\_\_\_\_

If event is more than two days, please provide additional sheets with dates & times.

**TYPE OF EVENT**

- Art Show       Farmers / Outdoor Market       Community Theatre
- Reception       Festival or Community Event       Musical Presentation
- Athletic Event/Run       Ceremonies, Public Presentation       Other: \_\_\_\_\_

**EXPECTED ATTENDANCE**

Average Per Day: \_\_\_\_\_

Is this event open to the public?       Yes       No

Is there an admission charge?       Yes\*       No

If yes, how much? \_\_\_\_\_

If yes, how many tickets to be sold? \_\_\_\_\_

## 2. APPLICANT INFORMATION

Host Organization: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Day of Event Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Day of Event Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is the Host Organization a commercial entity?  Yes  No

Is the Host Organization a bona-fide tax exempt non-profit entity?  Yes\*  No

Must be in good standing at time of application and through the event.

**\*If yes, Proof of IRS 501(c)(3) tax exemption letter is required.** Tax ID #: \_\_\_\_\_

Will your event support any local charities?  Yes\*  No

**\*If yes, please list local charities supported below:**

\_\_\_\_\_

\_\_\_\_\_

Estimated expense of event: \$ \_\_\_\_\_

Estimated revenue of event: \$ \_\_\_\_\_

**Please list any professional event organizer, event service provider, or commercial fundraiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.**

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_



# 4. CONCESSIONAIRES

**FOOD**

All food service must follow County of Los Angeles Department of Public Health regulations. Contact the County of Los Angeles Department of Public Health for requirements (888) 700-9995.

All food vendors must provide the City of Lancaster with copies of the following:

- Health Permit—(TFF Temporary Food Facility Permit)
- Liability Insurance (must meet City requirements)
- City of Lancaster Business License or Special Event Temporary License

Does your event include food concessionaires and/or preparation areas?    Yes\*    No

Do you or your concessionaires intend to cook food in the event area?    Yes\*    No

\*If yes, please specify method:    Gas    Electric    Propane    \*Other

\*If other, please describe: \_\_\_\_\_

\*If yes, tents and canopies need to be Fire Department approved, all cooking areas are to be equipped with 2A10BC Fire Extinguisher.

**NON-FOOD**

All non-food vendors must provide the City of Lancaster with copies of the following:

- Liability Insurance (Must meet City requirements) - See Section VII
- City of Lancaster Business License or Special Event Temporary License

Will non-food items or services be sold at your event?    Yes\*    No

\*If yes, please list types of items or services sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list the number and size of booths:**

Food Booth                    # \_\_\_\_\_                    Size \_\_\_\_\_

Beverage Booth                # \_\_\_\_\_                    Size \_\_\_\_\_

Display / Information        # \_\_\_\_\_                    Size \_\_\_\_\_

Game / Activity Booth        # \_\_\_\_\_                    Size \_\_\_\_\_

Sales Booth                    # \_\_\_\_\_                    Size \_\_\_\_\_

Will your vendor booth(s) require access to potable water?    Yes\*    No

\*If yes, what is your water plan for vendor booths?  
 \_\_\_\_\_  
 \_\_\_\_\_

Will your vendor booth(s) require power?    Yes\*    No

\*If yes, what is your power plan for vendor booths?  
 \_\_\_\_\_  
 \_\_\_\_\_

## 5. ALCOHOL

Alcohol beverage service requires permission and approval of City of Lancaster, Parks, Arts, Recreation and Community Services Department. Alcohol Beverage Control (ABC) Permit is required.

Will there be alcohol?  Yes\*  No

\*If yes, what type(s)  Beer  Wine  \*Other

\*If other, please describe: \_\_\_\_\_

\*If yes, you will be required to provide additional liquor/host liquor insurance coverage. See Section XXII - Insurance Requirements.

Will alcohol be:  Sold  Included in Price  No Alcohol

Describe your alcohol management strategies. How will alcohol be distributed and monitored?

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## 6. ENTERTAINMENT AND RELATED ACTIVITIES

All venues will have sound level requirements / restrictions set by the City of Lancaster.

### Entertainment

Will there be musical entertainment features at your event?  Yes\*  No

\*If yes, complete the following information or provide an attachment listing all bands / performers, types of music, sound check and performance schedule.

Number of Stages: \_\_\_\_\_ Size of Stages: \_\_\_\_\_

Total Number of Performing Groups / Bands: \_\_\_\_\_

Type of Performers / Bands: \_\_\_\_\_

Will there be a professional sound engineer?  Yes\*  No

\*If yes, what company will you be using? \_\_\_\_\_

Please describe the sound equipment that will be used for your event:

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Describe how you will provide power for entertainment:

Will sound check be conducted prior to the event?  Yes\*  No

\*If yes: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will sound amplification be used?  Yes\*  No

\*If yes: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Do you plan to have an audience dance component to either live or recorded music?  Yes\*  No

\*If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

**Related Activities:**

Will inflatables, rides, or similar devices be used at your event?  Yes\*  No

\*If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

**\*YOU WILL BE REQUIRED TO PROVIDE ADDITIONAL INSURANCE FOR INFLATABLES, CARNIVAL, OR PONY RIDES, PETTING ZOOS OR ANY SIMILAR DEVICES.**

Will you be displaying signs or banners for decorative purposes within the event grounds?  Yes\*  No

\*If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

**Locations of signs and/or banners and methods to display or hang signs and/or banners must be approved by City.**

Will your event include any opportunity drawings?  Yes\*  No

\*If yes, please describe: \_\_\_\_\_

## 7. TRAFFIC CONTROL, PARKING AND SHUTTLE PLAN

**All events scheduled in the public right-of-way should be held on streets which have the least impact on vehicular and pedestrian traffic, which creates the least inconvenience for merchants and/or residents in the area.**

Will you need to request the closure of streets?  Yes\*  No

**\*If yes, list any street / alley closure as a result of this event. Include street name(s) with points of closure, date (s) and times of requested closing and re-opening. Must include closures on event map.**

Street(s) \_\_\_\_\_  
 Date(s) \_\_\_\_\_  
 Closure Time: \_\_\_\_\_ Re-Open Time: \_\_\_\_\_

Will your event involve the use of a parking / shuttle plan?  Yes\*  No

**\*If yes, please provide the locations for pick up and drop off. Include date(s), times, and company used for parking / shuttle plan.**

Pick Up Location: \_\_\_\_\_ Drop Off Location: \_\_\_\_\_  
 Date(s) \_\_\_\_\_  
 Times of Service: \_\_\_\_\_ to \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Does this event involve a MOVING ROUTE (e.g. run, walk, march, parade, etc.) along street(s) or sidewalk areas?

Yes\*  No

**\*If yes, attach a detailed map of proposed route(s). Indicate the direction of travel and provide a written narrative to explain your route.**

## 8. POWER AND LIGHTING

If portable power / generators are used, they must meet Building and Fire Safety regulations and may require grounding and inspection. The City of Lancaster may advise event applicant on placement of power / generators to meet grounding requirements as well as barriers around each generator.

Please contact the Building and Safety Division for more information at (661) 723-6144.

Does your event include the use of generators?  Yes\*  No \*If yes, please show on event map.

\*If yes, for what purposes? \_\_\_\_\_

Number of generators anticipated? \_\_\_\_\_

Size of generator(s): \_\_\_\_\_

Does your event include the use of special lighting?  Yes\*  No

\*If yes, please describe: \_\_\_\_\_

Does your event include the use of lighting towers?  Yes\*  No

\*If yes, please describe and show location(s) on event map: \_\_\_\_\_

## 9. MEDICAL AND ACCESSIBILITY PLAN

**YOU MAY BE REQUIRED TO PROVIDE MEDICAL SERVICES, A FIRST-AID STATION AND/OR CERTIFIED EMT's.**

All events must meet accessibility standards set by the City, County, State and Federal Government. It is the responsibility of the event applicant to be aware of these regulations.

Please describe how you will provide the following:

Clear path of travel throughout event venue: \_\_\_\_\_

Disabled parking and/or transportation plan: \_\_\_\_\_

Food, beverage and vending areas ADA accessible: \_\_\_\_\_

These details are intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

# 10. Marketing, Public Relations and Sponsors

Events cannot be marketed or promoted until the event is approved by City staff.

Will this event be marketed, promoted, or advertised in any manner?  Yes\*  No

\*If yes, please describe: \_\_\_\_\_

Will there be live media coverage during the event?  Yes\*  No

\*If yes, please identify the location: \_\_\_\_\_

Will media vehicles be parked within the event venue?  Yes\*  No

\*If yes, please describe location and safety prevention measures (e.g. external cables, power source, generators): \_\_\_\_\_

If your event is approved, copies of press releases will be requested for review.

Will you be distributing promotional flyers or items?  Yes\*  No

\*If yes, please submit a copy of the flyer/items and describe distribution plan: \_\_\_\_\_

\_\_\_\_\_

Will you be soliciting sponsors for the event?  Yes\*  No

\*If yes, please list major or potential sponsors: \_\_\_\_\_

\_\_\_\_\_

# 11. SANITATION

The City of Lancaster will advise the event applicant in regards to the need of sanitation services (TO INCLUDE TRASH, RECYCLING, AND PORTA-POTTIES) based on information provided in the event application. Information considered includes event size, length of time and details of use.

It will be the responsibility of the event applicant to arrange and pay for the services using a contracted sanitation company. The company information is provided below for reference:

Waste Management –Lancaster  
600 E Avenue F  
Lancaster, CA 93535  
(800) 926-9693

Andy Gump  
42209 5th Street E  
Lancaster, CA 93535  
(800) 992-7755

Please sign below confirming you have read the above statement:

X  
\_\_\_\_\_

## 12. MAP

A detailed site plan/route map must be submitted with application. Map must include details about your event, including placement of booths, first-aid facilities, porta-potties, trash / recycling, vendors, stage(s), attractions, light towers, generators, 20' fire lanes, road closures, etc. The more details provided will help expedite the approval process.

Please sign below confirming you have read the above statement:

X

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## 13. POST EVENT AGREEMENT

All applicants agree to clean and otherwise restore the event site to its pre-event condition immediately after event. The City shall conduct pre-event and post-event inspections. If the post-event condition of the site is not the same as its pre-event condition, the City shall conduct the work necessary to restore the site to its pre-event condition and shall bill the event applicant for the costs of such work.

Please sign below confirming your agreement to the above statement:

X

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## 14. HOLD HARMLESS AND INDEMNIFICATION

Event Applicant agrees to indemnify and hold harmless the City of Lancaster, its elected officials, officers, employees and volunteers against all claims, damages, losses and expenses including attorney's fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Event Applicant, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

Please sign below confirming your agreement to the above statement:

X

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## 15. AFFIDAVIT

I certify that I have read this application and state that the above information is correct, and that I am the owner, authorized agent of the owner, or other person having the legal right, interest, or entitlement to the use of the property that is the subject of this application.

I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of the permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver of the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations.

I authorize representatives of the City to enter the subject property for inspection purposes.

Print Name: \_\_\_\_\_

Signature:   X  \_\_\_\_\_

Date: \_\_\_\_\_

**Send completed application to:**

City of Lancaster - PARCS Department

Attention: **Special Event Permit**

44933 Fern Avenue

Lancaster, CA 93534

Or email at: [PARCSInfo@cityoflancasterca.gov](mailto:PARCSInfo@cityoflancasterca.gov)

Phone: 661-723-6077

## XXII. Insurance Requirements

The City of Lancaster requires a Certificate of Insurance and Additional Insured Endorsement prior to issuing a Special Event Permit. The City's insurance requirements are as follows:

General Liability: Minimum coverage is \$1,000,000 per occurrence for bodily injury, personal injury and property damage; \$2,000,000 aggregate.

You must provide an endorsement/rider naming the City of Lancaster as an additional insured.

- ◇ If moon bounce/bounce house equipment is used, the general liability limits increase to \$2,000,000 per occurrence for bodily injury, personal injury and property damage; \$5,000,000 aggregate.
- ◇ If alcohol will be served, you must have liquor liability/host liquor liability coverage. Please contact the City for the required coverage amount.
- ◇ General Liability Insurance minimum coverage amounts may change due to the size and scope of the event.

NOTE: The above insurance requirements also apply to anyone hired for or participating the event (e.g., vendors, entertainers, etc.)

The **DESCRIPTION OF OPERATIONS/LOCATION/VEHICLE/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS** section of the Certificate must provide a description of the event, the location/route and the date it will take place.

The Description of Operations box should say:

Event Name  
Location of Event  
Date of Event (must include set up and tear down dates)  
Describe type of Event  
The statement below must appear in this section:

"City of Lancaster, its elected officials, officers, employees and volunteers are included as additional covered parties, but only insofar as the operations under this contract are concerned"

The Certificate Holder section should say:

City of Lancaster  
44933 Fern Avenue  
Lancaster, CA 93534



POLICY NUMBER 6805H209983

COMMERCIAL GENERAL LIABILITY  
ISSUED DATE: 9/2/2021

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

#### **Names of Additional Insured Person(s) or Organization(s):**

Any person or organization that you agree in a written contract, on this Coverage Part, provided that such written contract was signed and executed by you before, and is in effect when the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

## **Sample Certificate Only**

#### **Location of Covered Operations:**

Any project to which an applicable written contract with the described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

**A.** Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.