

**DEPARTMENT of COMMUNITY DEVELOPMENT**1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / [WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG) / PHONE (310) 217-9530

## Temporary Event Permit Application

The undersigned hereby makes an application to the City of Gardena, as required under the provisions of the Gardena Municipal Code Section 18.60.050 to engage in the temporary event described below. An application for a Temporary Event Permit shall be filed by the owner, lessee, or other person having the right to the possession of the land for which the permit is sought.

### Section 1

Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Authorized Individual <input type="checkbox"/> Other:	
Name of Applicant	Phone No.
Applicant Address	
Email Address	
Location Address	Date(s) of Event
Business Name	Business Address
Driver's License No.	Date of Birth
If the applicant is an authorized individual, attach a copy of the supporting documents.	

### Section 2

If the applicant is not the owner of the land for which the permit is sought, please provide the owners(s) information, along with an authorization letter from the property owner.

Name	Phone No.
Residence Address	
Business Address	
Email Address	

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Event Title

Type of Event:

<input type="checkbox"/> Grand Opening	<input type="checkbox"/> Special Event	<input type="checkbox"/> Outdoor Sales Event
<input type="checkbox"/> Certified Farmer's Market	<input type="checkbox"/> Non-Certified Farmer's Market	<input type="checkbox"/> Seasonal Sales Lots
<input type="checkbox"/> Food Distribution	<input type="checkbox"/> Walk-up Food Distribution	<input type="checkbox"/> Seasonal Sales Lots

Describe the proposed event in detail (attach additional sheets if needed)

Anticipated Attendance: Total\_\_\_Per Day \_\_\_\_

Location Description

Is this an Annual Event? ☐Yes ☐No

If yes, how many years has this event been held?

Additional Elements (Check all that apply):

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Amplified Sound              | <input type="checkbox"/> Games/Rides | <input type="checkbox"/> Restrooms            |
| <input type="checkbox"/> Street/Lane Closure          | <input type="checkbox"/> Barricades  | <input type="checkbox"/> Alcohol Consumption  |
| <input type="checkbox"/> Tent                         | <input type="checkbox"/> Food Sales  | <input type="checkbox"/> Dance                |
| <input type="checkbox"/> Generators/Electrical Source | <input type="checkbox"/> Animals     | <input type="checkbox"/> Sign/Banners/Vendors |
| <input type="checkbox"/> Private Security             | <input type="checkbox"/> Other _____ |   |



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### Section 3 (continue)

Describe how you will clean-up after the event			
Date/Time (for each day)	Date	Time	Day of the Week
Setup			
Event Starts			
Event Ends			
Dismantle			

### Section 4

Required Information must be attached to this application.

A detailed site plan/route map (drawn to scale or dimension) of your premises must be attached to this application, which clearly shows the layout of the event and the event's location including off-street parking. The plan is to be submitted on an 8 ½" x 11" sheet of paper. The layout must show the location of the requested event with street names and/or area names and related equipment, as well as the other pertinent features of the event, such as seating (scaffolding and/or bleachers), stages, exits, street/lane closures with the direction of the traffic, ride areas, fences and/or barricades, equipment, cooking areas, generators and other sources of electricity, temporary structures, and all other event components and fixtures not already listed.



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The undersigned applicant(s) understands and agrees to the following. No application shall be accepted and processed unless all of the required information is provided and completed, as required under the provisions of the Gardena Municipal Code Section 18.60.050. The filing fee established by the City Council resolution to defray the costs incurred by the city in processing the temporary event permit application. The applications which are filed within the following time frames shall be acted upon by the Director at least one day before the scheduled event. The applications for temporary events are filed a minimum of 10 business days before the desired start date. The application may be considered by the Community Development Director only after full investigation and report has been made by the Police, Fire, Building & Safety, Planning, and Health Departments of the City of Gardena.

The undersigned applicant understands and agrees that any business or activity conducted or operated under any permit issued under the application, must and shall be operated in full conformity with all laws of the State of California and the laws and regulations of the City of Gardena applicable thereto, and that any violation of any such laws or regulations in said place of business, or in connection therewith, shall render any permit and license therefore subject to cancellation or revocation, pursuant to Section 18.60.110 of the Gardena Municipal Code.

I, \_\_\_\_\_ declare under penalty of perjury that the statements contained in the attached Application for Temporary Event Permit are true and correct to the best of my knowledge and belief and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for the refusal to issue or revocation of a permit and/or license hereunder.

Signature of Applicant(s)	Date
Print Name	

**INDEMNIFICATION** In consideration of being granted a Temporary Event Permit, and to the full extent permitted by law, the undersigned, (SIGN NAME HERE) \_\_\_\_\_ hereby agrees to defend, indemnify, and hold free and harmless the City of Gardena, its elected officials, officers, employees, and agents, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs and any and all other costs of defense, incurred as a consequence of, arising out of, or in any way attributable to, the granting of a Temporary Event Permit.

The undersigned hereby represents that he or she has read and fully understands that by signing this Agreement, important legal rights are being waived and legal obligations are being assumed. If signing as a representative, the undersigned further represents that he or she is fully authorized to enter into this Agreement on behalf of each and every person, group, business and/or organization to which the Temporary Event Permit is being issued.

<b>Authorization</b> Applicant/Property Owner	Signature
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- |   |                |
|---|----------------|
| <input type="checkbox"/> Certified Farmers Market Documents | Received _____ |
| <input type="checkbox"/> Department of Justice Permit       | Received _____ |
| <input type="checkbox"/> ABC License with Conditions        | Received _____ |
| <input type="checkbox"/> Insurance Certificate              | Received _____ |
| <input type="checkbox"/> Bond                               | Received _____ |

Other \_\_\_\_\_

**Action Check List:**

Event Element		Inspection Required	Action Required
<input type="checkbox"/>	Sound Permit		
<input type="checkbox"/>	No Parking		
<input type="checkbox"/>	Lane Closure		
<input type="checkbox"/>	Street Closure		
<input type="checkbox"/>	Barricades		
<input type="checkbox"/>	Tent		
<input type="checkbox"/>	Vendors		
<input type="checkbox"/>	Food Preparation		
<input type="checkbox"/>	Cooking Equipment		
<input type="checkbox"/>	Notifications		
<input type="checkbox"/>	Insurance Certificate		
<input type="checkbox"/>	Generator		
<input type="checkbox"/>	Games/Rides		
<input type="checkbox"/>	Restrooms		

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Event Element		Inspection Required	Action Required
<input type="checkbox"/>	Parks		
<input type="checkbox"/>	Repeat Event		
<input type="checkbox"/>	Animals		
<input type="checkbox"/>	Private Property		
<input type="checkbox"/>	Public Property		
<input type="checkbox"/>	Stages, rings, cages		
<input type="checkbox"/>	Inflatables/balloons (over 15 ft height)		
<input type="checkbox"/>	Temp fencing over 7 ft		
<input type="checkbox"/>	Other		