Circus / Carnival Permit Application

The undersigned hereby makes application to the City of Gardena, as required under the provisions of the Gardena Municipal Code Section 5.04.160 to engage in the Circus / Carnival event described below. Please check the appropriate special event permit you are applying for:

Section 1

Business Name	Phone No.
Business Address	
Name of Applicant	
Applicant is: ☐ An Individual ☐ Partnership ☐ Association ☐ Corporation ☐ Other:	

Section 2
If the applicant is an individual, complete the following personal information about the applicant.

Residence Address		Phone No.
Business Address		
Driver's License No.	Date of Birth	Social Security No.

Section 3

If the applicant is not an individual then complete the following information about each principal officer of the corporation, or each director of the association, or each partner of a partnership. Please list each stockholder owning more than 10% of the stock of the corporation (attach a separate sheet if necessary)

Name		Title
Residence Address		
Business Address		
Title or Nature of Interest		
Driver's License No.	Date of Birth	Social Security No.

Name		Title
Residence Address		
Business Address		
Title or Nature of Interest		
Driver's License No.	Date of Birth	Social Security No.

Section 4

Event Title	
Describe the proposed event in detail	
Admission	
Anticipated Attendance: Total Per Day	Anticipated Participants
Location Description	
Is this an Annual Event? ☐ Yes ☐ No	If yes, how many years has this event been held?
Number of Amusement Devices (if applicable, attach a location list)	

Additional Elements (Check all that apply):

☐ Amplified Sound
☐ Street/Lane Closure
☐ Tent
☐ Generator/Electrical Source
☐ Games/Rides
☐ Barricades
☐ Food Sales
☐ Animals
☐ Restrooms
☐ Alcohol Consumption
☐ Dance
☐ Signs/Banners Vendors
☐ Other_____

Describe where you will be parking the vehicles for the event

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			

Private Security		
Name of Firm		
Address		
Contact Person		Phone No.
License No.	Number of Guards	Armed? ☐ Yes ☐ No

Explain in detail any past experience applicant(s) have had in connection with the proposed event
Name, address, and phone numbers of each person who will have authority or control over the proposed event and their job title:
Name and phone number of emergency contact person
Has any permit ever been revoked or denied applicant in the past? ☐ Yes ☐ No If yes, explain in detail the circumstances of such revocation or denial and give name and address of the governmental agency:
Mailing address where any required notice should be sent

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. 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.

The undersigned applicant understands that the application will be considered by the City Council or by the Community Development Director only after a full investigation and report has been made by the Police, Fire, Building & Safety, and Planning of the City of Gardena and other outside government agencies as may be required.

The undersigned applicant understands and agrees that any business or activity conducted or operated under any permit and license 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 5.04.160(I) or Section 5.04.240 of the Gardena Municipal Code.

I, _____ declare under penalty of perjury that the statements contained in the attached Application for the Circus / Carnival 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	

City Use Only

Documents Required:

- ☐ Department of Justice Permit — Received _____
- ☐ ABC License with Conditions — Received _____
- ☐ Insurance Certificate — Received _____
- ☐ Bond — Received _____
- ☐ Temporary Use Permit — Received _____
- ☐ Conditional Use Permit — Received

Action Check List

	Event Element	Inspection Required	Action Required
☐	Sound Permit		
☐	No Parking		
☐	Lane Closure		
☐	Street Closure		
☐	Barricades		
☐	Tent		
☐	Vendors		
☐	Food Preparation		
☐	Cooking Equipment		
☐	Notifications		
☐	Insurance Certificate		
☐	Generator		
☐	Games/Rides		
☐	Restrooms		
☐	Parks		
☐	Repeat Event		
☐	Animals		
☐	Private Property		
☐	Public Property		
☐	Stages, rings, cages		
☐	Inflatables/balloons (over 15 ft height)		
☐	Temp fencing over 7 ft		
☐	Other		