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.

1-99 attendees: $360.00	**100-299 attendees: $445.00**	**300 or more attendees: $755.00**

Section 1

Applicant is: □Owner □Lessee □Authorized Individual □ 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 form the property owner.

Name	Phone No.
Residence Address	
Business Address	
Email Address	

Section 3

Event Title

Type of Event:

☐ Grand Opening	☐ Special Event	☐ Outdoor Sales Event
☐ Certified Farmer's Market	☐ Non-Certified Farmer's Market	☐ Seasonal Sales Lots
☐ Food Distribution	☐ Walk-up Food Distribution	

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):

☐ Amplified Sound	☐ Games/Rides	☐ Restrooms
☐ Street/Lane Closure	☐ Barricades	☐ Alcohol Consumption
☐ Tent	☐ Food Sales	☐ Dance
☐ Generators/Electrical Source	☐ Animals	☐ Sign/Banners/Vendors
☐ Private Security	☐ Other _____	

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.

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.

Authorization Applicant/Property Owner	Signature

City Use Only:

Documents Required:

- ☐ Certified Farmers Market Documents Received _____
- ☐ Department of Justice Permit Received _____
- ☐ ABC License with Conditions Received _____
- ☐ Insurance Certificate Received _____
- ☐ Bond Received _____

Other_____

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		

Action Check List continues:

Event Element		Inspection Required	Action Required
☐	Parks		
☐	Repeat Event		
☐	Animals		
☐	Private Property		
☐	Public Property		
☐	Stages, rings, cages		
☐	Inflatables/balloons (over 15 ft height)		
☐	Temp fencing over 7 ft		
☐	Other		