



# Special Event Permit Application (CDD)

## City of Rolling Hills Estates

### APPLICATION & PLOT PLAN

The completed application form and a dimensioned plot plan indicating the following information is required at the time of filing:

- Location and dimensions of property lines in relation to adjacent public streets.
- Existing on-site parking and circulation layout, and the total number of available on-site parking spaces.
- Total number and location of the parking spaces to be used for the proposed event.
- Location of existing buildings and any temporary tents, trailers, electrical or mechanical equipment, trash receptacles, and signs.
- Expected number of attendants and whether Security is to be provided. Please note the number of guards and whether they will be armed.
- Location of required safety devices such as portable fire extinguishers, no smoking signs, and emergency exits.
- If the proposed event is a Christmas tree lot, also indicate the location of tree storage areas, public activity areas, fenced areas, and distances between tree displays to parking areas and temporary structures as required by the Fire Department.
- Any other information found by the Community Development Department to be necessary for the review of the application.

**Please note:** Representatives from the various City Department may make onsite visits to verify information outlined on the requested plot plan.

### PERMIT ISSUANCE

If all the requirements of Chapter 17.78 are satisfied, the Community Development Director will issue a Special Event Permit within ten (10) days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

### STANDARDS AND REQUIREMENTS

The proposed event must comply with the standards and criteria as listed in Chapter 17.78 of the Rolling Hills Estates Municipal Code. A copy is available upon request or visit, [www.rhe.city/municipalcode](http://www.rhe.city/municipalcode).

### APPEAL PROCESS

The determination of the Community Development Director for the approval of a Special Event Permit may be appealed to the City Manager by the proponent or any person who may be damaged by said determination. Such appeal will be made in writing to the City Manager within fifteen (15) calendar days of the determination of the Community Development Director. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.

### OTHER PERMITS

After approval of a Special Event Permit, the following permits (as applicable) must be obtained before opening to the public (other permits subject to additional fees):

- A Business License from the Administrative Services Department;
- Permits from the Building and Safety Division for temporary power and/or structures;
- Permits from the Fire Department for tents, canopies, and sales of Christmas trees

*SPECIAL EVENT PERMIT APPLICATION*

*Parts I, II, and III to be completed by the Applicant. Please print or type.*

<b>I. BUSINESS OWNER INFORMATION/PROPOSED EVENT LOCATION</b>			
<b>Name of Applicant</b>			
<b>Name of Business</b>			
<b>Property Address (proposed parking lot event location)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name of Business Owner</b>	<b>Phone Number</b>	<b>E-mail</b>	
<b>Mailing Address (if different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

<b>II. EVENT AND SITE INFORMATION</b>					
<b>Check type of approval requested:</b>					
<input type="checkbox"/> Outdoor Markets/Fairs	Will alcoholic beverages be served: <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Outdoor Concerts/Carnivals	If yes, attached is the approval from the California Department of Alcoholic Beverage Control (ABC): <input type="checkbox"/>				
<input type="checkbox"/> Temp. Outdoor Sales (in conjunction w/retail store)					
<input type="checkbox"/> Weddings/Large Parties					
<input type="checkbox"/> Pumpkin Sales Lot					
<input type="checkbox"/> Christmas Tree Sales Lot					
<input type="checkbox"/> Other: _____					
<input type="checkbox"/> Includes Amplified Sound	<input type="checkbox"/> Security # of Guards: _____	<input type="checkbox"/> Armed	<input type="checkbox"/> Unarmed		
<b>Describe the proposed event:</b> _____					
_____					
_____					
<b>Date(s) and Hours of Event:</b>					
<b>Date:</b>	From:	To:	<b>Hours:</b>	From:	To:
<b>Set-up Date(s):</b>	From:	To:	<b>Clean-up Date:</b>		
<b>Site Information:</b>					
Zoning	Total Lot Area (in sq. ft)	Total Number of Parking Spaces On-Site		Number Parking Spaces Displaced by the Event	
<b>Fees:</b>					
Special Event Permit Fee: <b>\$350</b>					
Other fees: _____ Total: _____					

### III. STANDARDS AND REQUIREMENTS

**By signing this application form, I as the business owner and/or property owner, hereby acknowledge that I have read and agree to comply with all applicable City standards regulating the proposed temporary use(s) and the following conditions of approval:**

- a) No person will use any existing parking lot for a temporary parking lot sales event or a temporary parking lot special event, as defined in Sections 17.78.030 and 17.78.050 respectively, without first obtaining the prior approval of a Special Event Permit.
- b) The location of the proposed event is within an existing permanent on-site business.
- c) The proposed event will not disrupt circulation on traffic within the parking lot or within the vicinity as determined by consideration of the location and design of on-site driveways; the on-site parking and circulation, including pedestrian movements; and the on-site lighting and traffic signage in relation to the location of the proposed event.
- d) The proposed event will not be materially detrimental to the public welfare or to the property of other persons located in the vicinity.
- e) The proposed event will not take up more than fifty percent of the parking lot and the ADA parking and path of travel must be provided at all times.
- f) The proposed event will not cause a shortage of parking for or restrict access to the existing uses.
- g) All temporary structures, equipment and debris will be removed and the area will be cleaned and restored to its original condition within one calendar day immediately following the last effective date of the approval for the event.
- h) The Community Development Director may impose additional conditions to the approval of the Special Event Permit to insure the preservation of the public peace, safety, health and general welfare.
- i) Any violations of Chapter 17.78, other applicable Sections of the Rolling Hills Estates Municipal Code, and/or conditions of approval may result in enforcement actions, immediate suspension of the issued Special Event Permit and the denial of an application for such future event permits by the operator and/or property owner.

**Additional requirements for pumpkins or Christmas trees sales:**

- a) No permit will be issued prior to September 1<sup>st</sup> for a pumpkin lot and November 1<sup>st</sup> for Christmas tree lot.
- b) Site preparation and set-up for the sales lot will not commence prior to September 20<sup>th</sup> for a pumpkin sales lot and November 15<sup>th</sup> for a Christmas tree sales lot.
- c) Sales operations to the public for a pumpkin lot will begin no earlier than October 10<sup>th</sup> and end no later than October 31<sup>st</sup>.
- d) Sales operations to the public for a Christmas trees lot will begin no earlier than the day after Thanksgiving and end no later than December 25<sup>th</sup>.
- e) The proposed sales operation is conducted between the hours of 9:00 a.m. to 10:00 p.m. daily.

APPLICANT/BUSINESS OWNER		PROPERTY OWNER	
Print Name		Print Name	
Mailing Address	City, State, Zip Code	Mailing Address	City, State, Zip Code
Phone Number	E-mail	Phone Number	E-mail
Signature	Date	Signature	Date

**IV. FOR CITY USE ONLY – DO NOT WRITE BELOW THIS LINE**

Plot Plan Attached    
  Certificate of Insurance Attached    
  Hold Harmless Agreement Attached  
 Other Information Attached: \_\_\_\_\_

Fee Amount (Total from Page 2):	Date of Acceptance:	Accepted By:	Check/CC Authorization No.:
			CASH: <input type="checkbox"/>

<b>Fire Dept.</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Fire Dept. Remarks:

<b>Sheriff's Dept.</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Sheriff's Dept. Remarks:

<b>Building Dept.</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Building Dept. Remarks:

<b>Community Services Dept.</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Community Services Dept. Remarks:

**CA Department of Alcoholic Beverage Control (ABC) Approval Verification (if applicable):**

**STAFF ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)**

- The applicant has satisfied all the standards and requirements of the Permit. Therefore, staff recommends approval of the Special Event Permit subject to Standard and Requirements contained in Section III of this approval.
- The application does not meet the standards and requirements for issuance of a Special Event Permit and therefore staff recommends denial. The following standards/requirements were not met:

Notes:

<b>Assessment Made By:</b>	
Name	Title

<b>Recommended By:</b>	
Name	Title

COMMUNITY DEVELOPMENT DEPARTMENT APPROVAL		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions (See Notes Above)	<input type="checkbox"/> Denied (See Notes Above)

\_\_\_\_\_  
Staff Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Decisions pertaining to a Special Event Permit are appealable to the City Manager within (15) calendar days following the above date of the approval or denial.



# Hold Harmless Agreement

City of Rolling Hills Estates

In consideration of the undersigned company/organization being issued a Special Event Permit in the City of Rolling Hills Estates, it agrees to defect, indemnify and hold the City of Rolling Hills Estates, California, harmless from any and all claims or lawsuits arising out of the company's/organization's activities within the City.

The undersigned represents that he/she has the authority to execute this agreement.

NAME: \_\_\_\_\_

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

PHONE:: \_\_\_\_\_ CELL: \_\_\_\_\_ E-mail: \_\_\_\_\_

EVENT LOCATION(S): \_\_\_\_\_

\_\_\_\_\_, Rolling Hills Estates, CA 90274

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## MAILING ADDRESS

City of Rolling Hills Estates  
ATT: Planning Department  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274

**CITY OF ROLLING HILLS ESTATES  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274**

**(310) 377-1577  
(310) 544-5292 fax**

**\* STANDARDS FOR INSURANCE FOR SPECIAL EVENTS \***

**Commercial General Liability (or Comprehensive) and Property Damage Insurance Coverage Required of All Persons Performing Work or Organizations Holding Special Events on Public Right-of-Way or Other Publicly Owned Properties**

**Automobile Liability (if the event will use automobiles, trucks, etc. as part of the event)**

**Liquor liability or liquor legal liabilities (required for events where alcohol will be sold)**

COMMERCIAL GENERAL LIABILITY (or COMPREHENSIVE)	\$1,000,000	Per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this event or the general aggregate limit shall be twice the required occurrence limit.
AUTOMOBILE LIABILITY	\$1,000,000	Per accident for bodily injury and property damage
LIQUOR LIABILITY OR LIQUOR LEGAL LIABILITIES	No less than \$1,000,000	Per occurrence.

\*May NOT substitute "each accident" for "each occurrence."

**Insurance MUST name the City of Rolling Hills Estates as an additional insured using the following wording EXACTLY, and insurance certificate MUST show:**

**"CITY OF ROLLING HILLS ESTATES AND ITS APPOINTED AND ELECTED**

**OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS AS ADDITIONAL INSURED"**

- Must have 30-day cancellation clause.

Permittee shall furnish the City with original certificates and endorsements effecting coverage required by this clause.