



Application for Parade/Special Event Permit

For **Rules and Regulations** regarding Parades and Special Events in the Public Right-of-Way, please see [§4.05](#) of the Municipal Code. For more information, please contact the City of La Cañada Flintridge Administration Department at (818) 790-8880.

APPLICANT

- 1. **Authorized Representative:** Enter name
- 2. **Address of Representative:** Address, City, State, Zip
- 3. **Phone of Representative:** Phone 4. **During the Event:** Phone
- 5. **Email Address of Representative:** Email Address

EVENT INFORMATION

- 6. **Event Name:** Enter name
- 7. **Organizer or Sponsor:** Enter name
- 8. **Organizer or Sponsor Contact Name:** Enter name
- 9. **Organizer or Sponsor Contact Phone Number:** Phone
- 10. **Purpose:** Enter purpose
- 11. **Description:** Description

DATE & TIME

- 12. **Date**

Date of Event	Start Time	End Time	Estimated Attendance
<u>Enter date</u>	<u>ex: 8:00 AM</u>	<u>ex: 8:00 PM</u>	<u>Choose</u>

- 13. **Does the event require additional dates?** Yes No
- 13a. **If so, include additional dates, start times, and end times.** Provide a description

LOCATION

- 14. **Describe the proposed route of the event, including the start point and the end point.**
In addition to the description, attach a map depicting the route.
- Provide a description

LOCATION

15. Will both sides of the street be used? Yes No

15a. If “No”, what portion of the street(s) will be used?

Provide a description

16. Street(s)/areas that will be utilized as an assembly area:

Provide a description

17. Street(s)/areas that will be used as the disassembly area:

Provide a description

Time of Assemble:

Time of Disassembly:

ex: 8:00 AM	ex: 8:00 AM
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VEHICLES

18. Vehicles

Provides details on the vehicles and/or transportation plan

Provide a description

Number of Vehicles	Type of Vehicles	Minimum Speed of Parade Units	Maximum Speed of Parade Units
Select #	Type	Speed	Speed

19. Will vehicles be ridden? Yes No

ANIMALS

20. Animals

Describe any animal involved in the event.

20a. Will animals be used in the event? Yes No

20b. If “Yes”, indicate the number and type of animals

Type of Animal	Number of Animals
Type	Select #
Type	Select #

21. Will animal-drawn vehicles be used? Yes No

22. Has the Pasadena Humane Society (PHS) been contacted for review? Yes No

If “Yes”, please attach a copy of the PHS report.

VENDORS

23. Vendors:

Provide details for vendors that will be used.

23a. Will vendors be authorized?

Yes No

23b. If “Yes”, please complete the information below for each authorized street vendor:

Vendor Name	Address	Phone #	City’s Business License Number (5-digits)
Name	Address, City, State, Zip	Phone	License #
Name	Address City, State, Zip	Phone	License #
Name	Address City, State, Zip	Phone	License #

24. Will alcoholic beverages be sold?

Yes No

If “Yes”, please attach a copy of the liquor license issued by California Alcoholic Beverage Control.

25. Will food be sold?

Yes No

26. Will food be prepared and/or cooked at the event site?

Yes No

26a. If “Yes”, please provide the Los Angeles County Health Department permit number.

Permit Number:	License #
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SPECTATORS & FACILITIES

27. Estimate Number of Spectators: Choose

28. Spectator Parking:

Indicate location and number of spaces which have been set aside for spectator parking.

Location	Spaces
List Location	Choose
List Location	Choose

29. Restroom Facilities:

Location	Number
List Location	Select #
List Location	Select #

30. First Aid Stations:

Location	Number
List Location	Select #
List Location	Select #

31. Other Sanitation or Health Facilities:

Type	Location(s)	Number
List Type	List Location	Select #
List Type	List Location	Select #

32. Will recording or sound equipment be used? Yes No

32a. If “Yes”, please describe.

Type of Equipment	Purpose	Period of Use
Type	Type	ex: 8:00 AM-8:00 PM

33. Will lighting, banners, signs, or other attention-getting devices be used? Yes No

33a. If “Yes”, please describe.

Provide a description

34. Will any structures (either permanent or temporary) be placed/erected in a City street, sidewalk, park or other public right-of-way? Yes No

34a. If “Yes”, please describe.

Provide a description

35. Please describe any other unique, unusual or extraordinary activity associated with your event that you feel the City ought to be aware of:

Provide a description

36. Permit Application Fee: A nonrefundable application fee of **one hundred dollars (\$100.00)** to cover administrative costs must be provided by the applicant when the application is submitted.

37. Fee Waiver: Eligible applicants wishing to have the Parade/Special Event permit fees and/or costs waived may submit a letter to the “City of La Cañada Flintridge” requesting for a waiver of fees and/or costs associated with the permit. To determine fee waiver eligibility and description of fees and costs, please see [§4.05.055](#) of the Municipal Code.

38. Acknowledgments: *(Please initial in agreement next to each statement on the right)*

- A. I understand that a permit is required to engage in or conduct any parade or special event as stated in [§4.05.020](#) of the Municipal Code. Initial

- B. I understand that a \$100.00 nonrefundable application fee is required and is included with the application to cover administrative costs of processing the permit and coordinating various city services as stated in [§4.05.050](#) of the Municipal Code. Initial

- C. I understand that if any city services are required for the parade or special event, I agree to reimburse the City, upon receipt of an invoice from the City, the actual costs for providing such services as stated in [§4.05.050](#) of the Municipal Code.

City services include but are not limited to, costs incurred for traffic engineer review, traffic control devises, and Los Angeles County Sheriff’s Department fees. Initial

- D. I understand that if the use of any City property, excepting sidewalks or streets, all fees shall be paid prior to the commencement of the parade o special event as required by [§4.05.050](#) of the Municipal Code. Initial

- E. I understand that failure to provide complete and accurate information can result in the cancellation of an approved permit. Initial

- F. I have full knowledge off, and will comply with the City’s Regulation of Parades and Special Events in the Public Right-of-Way as stated in [§4.05](#) of the Municipal Code, and have contacted the City with any questions prior to submitting the application. Initial

- G. I understand that any violation of the City’s Municipal Code or any conditions set forth in the permit will result in the automatic dismissal of any held permit as stated in [§4.05.170](#). Initial

- H. I understand that violations of section [§4.05.160](#), [§4.05.163](#) or [§4.05.165](#) of the Municipal Code shall be considered an infraction. Any violation of the provisions of any other section of the [§4.05](#) Municipal Code shall be guilty of a misdemeanor. Initial

- I. The event organizer/sponsor agrees to indemnify, defend, and hold harmless the city of La Cañada Flintridge, its officers, agents, and employees from and against any and all liability, and expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death or property damage arising from any negligent or intentional act or omission by permittee or event organizer/sponsor, its subcontractors, officers and employees, in the conduct of the parade or special event. Initial

I, as undersigned, have read the **Rules and Regulations** and hereby agree to abide by them. I am authorized to apply for this permit on behalf of the listed event organizer. I further agree and understand that violations of the rules and regulations set forth could result in a suspension of the reserved facility.

Name: *(Printed)* Responsible Party Name **Date:** Enter date

Signature: Click or tap here to enter text.

Address: Address, City, State Zip

Phone: Home Phone **Email Address:** Email Address

Please submit completed application to Christina Nguyen, Management Analyst via email at cnnguyen@lcf.ca.gov.