CITY OF BEVERLY HILLS
SPECIAL EVENT APPLICATION

After review and approval of the application by City staff, a permit will be issued.

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____

Production Contact (On-site): _____ **Mobile #:** _____

EVENT TITLE: _____

LOCATION: _____

Venue: ☐ *Indoors* ☐ *Outdoors* ☐ *Both* *Expected Attendance:* _____

ELEMENTS*:

☐ Generator	☐ Tent/Canopy	☐ Valet Parking	☐ Celebrities
☐ Amplified Sound	☐ Car Display	☐ Food/Alcohol	☐ Media
☐ Special Lighting	☐ Rides	☐ Oven/BBQ	☐ Animals
☐ Special Effects	☐ Sidewalk Closure	☐ Ticket Sales	☐ Security

EVENT SETUP:

Dates: _____ _____ Hours: _____ a.m./p.m. _____ a.m./p.m.

(from) (to) (from) (to)

Describe preparation activity/sidewalk setup: _____

_____

EVENT:

Dates: _____ _____ Hours: _____ a.m./p.m. _____ a.m./p.m.

(from) (to) (from) (to)

Describe event activity: _____

_____

_____

EVENT BREAKDOWN:

Dates: _____ _____ Hours: _____ a.m./p.m. _____ a.m./p.m.

(from) (to) (from) (to)

Describe breakdown activity: _____

_____

Filming & Special Events 455 N. Rexford Drive Beverly Hills, California 90210 *t*(310) 285-2408 *f*(310) 273-0972

Benita Miller: bmiller@beverlyhills.org / Scott Lipke: slipke@beverlyhills.org

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PARKING REQUIREMENTS:

Number of vehicles _____ Describe types of vehicles _____

_____

Parking location (by address or specific location) of equipment vehicles

_____

Parking location (by address or specific location) for event guests

***YOU MAY BE ASKED TO SUBMIT A DIAGRAM, PLOTTING SPECIFIC LOCATIONS OF EQUIPMENT, TENTS/CANOPIES, BARRICADES, HEDGEROWS, EXITS, ETC.**

CATERING SERVICES:

Describe how food will be prepared/served: _____

ADDITIONAL INFORMATION: _____

_____

_____

_____

PLEASE NOTE THAT A CANCELATION FEE WILL BE ASSESSED, AND 4-HOUR MINIMUMS FOR PERSONNEL (IF APPLICABLE) WILL BE CHARGED, SHOULD EVENT PERMIT BE CANCELED WITH LESS THAN 24 HOURS NOTICE.

A PERMIT IS NOT ISSUED UNTIL ALL RELATED CITY PERMITS AND APPROVALS ARE RECEIVED. I hereby certify that I am aware of and agree to comply with the rules and regulations as provided for in Title 4 of the Beverly Hills Municipal Code, and restrictions listed by departments on the reverse of this page, pertaining to issuance of a permit. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes to the event may result in permit denial or assessment of additional fees. I am the authorized event organizer and/or official contact for all aspects concerning the permit.

_____	_____	_____
Applicant's Name (Please Print)	Signature	Date

_____

Title

For questions regarding the application process, please call (310) 285-2408. Rev: 8/2015

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