



CITY OF BEVERLY HILLS Residential Special Event CHECKLIST

[PLEASE NOTE: Block Parties require a permit, and a separate Neighborhood Block Party Application and Guidelines are located at www.beverlyhills.org/BlockParty.]

2015

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____

Event Contact (On-site): _____ Mobile #: _____

EVENT TITLE: _____

LOCATION: _____

Venue: Indoors Outdoors Both Expected Attendance: _____

ELEMENTS (* Items with an asterisk may require a permit) **

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Generator * | <input type="checkbox"/> Tent/Canopy * | <input type="checkbox"/> Valet Parking* | <input type="checkbox"/> Celebrities |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Animals | <input type="checkbox"/> Temporary Kitchen* | <input type="checkbox"/> Media |
| <input type="checkbox"/> Special Lighting | <input type="checkbox"/> Special Effects | <input type="checkbox"/> Food Truck | <input type="checkbox"/> Security |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Amusement Ride/Bounce House/Slide/etc. | |
| <input type="checkbox"/> Fundraising* event/activity for: _____ | | | |

****You may be asked to submit a diagram, plotting specific locations of equipment, tents/canopies, barricades, hedgerows, exits, etc.**

EVENT SETUP:
Dates: _____ (from) _____ (to) Hours: _____ (from) _____ (to) a.m. p.m. a.m. p.m.

Describe preparation activity/sidewalk setup: _____

EVENT:
Dates: _____ (from) _____ (to) Hours: _____ (from) _____ (to) a.m. p.m. a.m. p.m.

Describe event activity: _____

EVENT BREAKDOWN:
Dates: _____ (from) _____ (to) Hours: _____ (from) _____ (to) a.m. p.m. a.m. p.m.

Describe breakdown activity: _____

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PARKING REQUIREMENTS:

Short-Term Valet Parking Permit

If you require valet parking for a single event in a residential or commercial area of the City, the valet company you hire needs to be a company that is authorized to work in the City of Beverly Hills. The valet company is also required to obtain a valet parking permit on behalf of the resident or business.

Go to "Valet Parking Permits" on www.beverlyhills.org for additional information.

Daytime & Evening Parking Exemptions

Daytime/Evening parking exemptions may be used to accommodate guests, workers, or large events that require on-street parking. Parking exemptions do not exempt vehicles from street cleaning, areas posted for no parking, parking meters, and alleys. Go to "Daytime & Evening Parking Exemptions" on

www.beverlyhills.org for additional information.

Number of vehicles _____ Types of vehicles _____

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

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

ADDITIONAL INFORMATION: _____

For any questions or assistance regarding information and/or permits related to special events, please call the Filming & Special Events Permit Office at: **310.285.2408** (BMiller@beverlyhills.org OR SLipke@beverlyhills.org).