APPLICATION FOR CITY OF BEVERLY HILLS PERMIT
SPECIAL EVENTS

PLEASE NOTE THAT THE INFORMATION BELOW MUST MATCH THE INFORMATION PROVIDED ON THE CERTIFICATE OF INSURANCE**.

*Applicant must provide a certificate of insurance, reflecting proof of general liability (or general aggregate) insurance coverage of $2M and naming the City of Beverly Hills as additional insured.

Organization Name: ____________________________________________
Billing Address: ________________________________________________
City: __________________________ State: _________ Zip: ____________
Phone#: ________________________________________________________

On Site Production Contact (Name): ____________________________ Mobile #: __________________
Email Address: ________________________________________________

COVID-19 Compliance Officer (Name): ____________________________ Mobile #: ________________

EVENT TITLE: __________________________________________________

LOCATION:
Venue:  □ Indoors  □ Outdoors  □ Both  Expected Attendance: ___________

ELEMENTS*:

- Generator  □ Tent/Canopy  □ Valet Parking  □ Celebrities
- Amplified Sound  □ Car Display  □ Food/Alcohol  □ Media
- Lighting/Effects  □ Rides  □ Oven/BBQ  □ Animals
- Outdoor Dining  □ Sidewalk Closure  □ Ticket Sales  □ Security
- Drone  □ Rope/Stanchions  □ Vinyl/Decal  □ Parking Meters
- Food Truck  □ Balloon/Floral Arch  □ Step and Repeat  □ Car Rally

Filming & Special Events 455 N. Rexford Drive Beverly Hills, California 90210
Telephone: (310) 285-2408 Fax: (310) 273-0972
Magdalena Davis: CBH-eventpermits@beverlyhills.org
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EVENT SETUP:

Dates: ___________ ___________ Hours: ___________ p.m. ___________ p.m.
(from) (to) (from) (to)

Describe preparation activity/sidewalk setup: ______________________________________

EVENT:

Dates: ___________ ___________ Hours: ___________ p.m. ___________ p.m.
(from) (to) (from) (to)

Describe event activity: __________________________________________________________

EVENT BREAKDOWN:

Dates: ___________ ___________ Hours: ___________ p.m. ___________ p.m.
(from) (to) (from) (to)

Describe breakdown activity: ____________________________________________________

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: ________________________________________

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ADDITIONAL INFORMATION: ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

PLEASE NOTE THAT A CANCELATION FEE (50% OF SPECIAL EVENT FEE PLUS ANY
RUSH/RIDER FEES IN FULL) WILL BE ASSESSED SHOULD THE FILMING & SPECIAL
EVENTS OFFICE RECEIVE NOTICE OF CANCELATION WITHIN LESS THAN 48
BUSINESS HOURS (2 BUSINESS DAYS) PRIOR TO SPECIAL EVENT ACTIVITY.

4-HOUR MINIMUMS FOR CITY PERSONNEL (IF APPLICABLE) WILL BE ASSESSED
SHOULD SPECIAL EVENT 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 the above information is true and correct to the best of my knowledge
and any edits must be made in writing. I 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

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