



BEVERLY CANON GARDENS PERMIT GUIDELINES

1. Permits for events or film/photo activity only will be issued for use of any portion of the Gardens (except for the colonnade areas).
2. Permits will be issued to Beverly Hills residents and non-residents, as well as businesses that meet the following criteria:
 -) The business has a current Beverly Hills business tax registration for commercial activity if approved.
3. There will be a maximum of 20 dates available each calendar year (exact dates to be determined; weekend and weekday dates are available).
4. There will be a maximum of 10 Saturday dates and 10 Sunday dates available; permits will not be issued for the same date or for the same weekend (no back-to-back events on the same weekend will be allowed).
5. No more than three permits (dates) will be issued to one applicant in a six month period.
6. Only one date per permit application.
7. Permit hours (with a 4-hour minimum) include setup and strike of any rentals. All event and film/photo activities, including striking, must conclude by 10pm.
8. Maximum capacity of turf area is 200 people; permits for events that exceed this amount require approval by City of Beverly Hills staff.
9. Smoking is prohibited in the Gardens.
10. The following is prohibited unless authorized as part of a special permit issued by the City: selling any goods, wares, merchandise, foodstuffs, refreshments or other kinds of property or services.
11. Only free-standing lights and decorations may be used. Lights, decorations or other objects may not be attached to trees.
12. Only sandbags may be used to secure tents/canopies. Staking into the ground is prohibited.
13. Alcohol is allowed with confirmed California Alcohol Beverage Control (ABC) license and appropriate security.
14. A park ranger will be on site from setup start time until the end of the event (including breakdown/clean-up period). **Setup may not commence until ranger is present.**
15. The colonnades along Gardens may not be closed to public access at any time. Gardens may be cordoned off for restricted access, but colonnades must remain open.
16. A Certificate of Insurance naming the City of Beverly Hills as an additional insured for said event is required in the amount of \$2,000,000.
17. \$1,000 refundable security deposit is required and must be provided in the form of a cashier's check.
18. Permits are nontransferable.
19. Permit fee must be paid in full for desired date to be considered "reserved" for applicant.
20. Permit dates may be rescheduled if alternate date is available. A 10% rescheduling charge (10% of permit fees) will be applied.
21. Cancellations: Permit user must notify the Filming & Special Events office of cancellation at least 10 days prior to reserved date. No refunds will be issued for events cancelled less than 10 days prior to scheduled event date. Refunds will be subject to a 10% cancellation fee.
22. Rehearsals, if required, must be scheduled in advance for a maximum two hour block of time only. A park ranger will be assigned to monitor the rehearsal activity. Applicant will be responsible for additional costs for park personnel.
23. **A mandatory walkthrough will be scheduled with City staff and applicant one month prior to event.**

APPLICANT'S INITIALS _____