



# 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\*:**

- |   |  |  |   |
|---|--|--|---|
| <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"/> Car Display         | <input type="checkbox"/> Food/Alcohol    | <input type="checkbox"/> Media          |
| <input type="checkbox"/> Lighting/Effects | <input type="checkbox"/> Rides               | <input type="checkbox"/> Oven/BBQ        | <input type="checkbox"/> Animals        |
| <input type="checkbox"/> Outdoor Dining   | <input type="checkbox"/> Sidewalk Closure    | <input type="checkbox"/> Ticket Sales    | <input type="checkbox"/> Security       |
| <input type="checkbox"/> Drone            | <input type="checkbox"/> Rope/Stanchions     | <input type="checkbox"/> Vinyl/Decal     | <input type="checkbox"/> Parking Meters |
| <input type="checkbox"/> Food Truck       | <input type="checkbox"/> Balloon/Floral Arch | <input type="checkbox"/> Step and Repeat | <input type="checkbox"/> Car Rally      |

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**EVENT SETUP:**

a.m. a.m.

Dates: \_\_\_\_\_ Hours: \_\_\_\_\_ p.m. \_\_\_\_\_ p.m.  
(from) (to) (from) (to)

Describe preparation activity/sidewalk setup: \_\_\_\_\_  
\_\_\_\_\_

**EVENT:**

a.m. a.m.

Dates: \_\_\_\_\_ Hours: \_\_\_\_\_ p.m. \_\_\_\_\_ p.m.  
(from) (to) (from) (to)

Describe event activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT BREAKDOWN:**

a.m. a.m.

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 CANCELTION FEE (50% OF SPECIAL EVENT FEE PLUS APPLICATION PROCEESING FEE AND ANY APPLICATION REVISION FEES AND AFTER HOURS SERVICE FEES IN FULL WILL BE ASSESSED SHOULD THE FILMING & SPECIAL EVENTS OFFICE RECEIVE NOTICE OF CANCELTION 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		