



**APPLICATION FOR SPECIAL EVENT**

July 1, 2017 – June 30, 2018

**CITY CLERK USE ONLY**

**Applicant Name:**  
(Please Print)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Organization**  
(Please Print)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

**Event Name:**

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ Location: \_\_\_\_\_  
End Time: \_\_\_\_\_

***Please note: application fee is not refundable. Also, any required staffing for the event is charged at full cost recovery rates unless a specific exception has been approved by the City Council. This applies to all events.***

Approximate Number of People:	FEES
<input type="checkbox"/> Parade .....	\$ 334.00
<input type="checkbox"/> 250-499 .....	\$ 389.00
<input type="checkbox"/> 500-999 .....	\$ 491.00 + \$1,000 refundable clean-up fee
<input type="checkbox"/> 1,000+ .....	\$ 1,365.00 + \$1,000 refundable clean-up fee
<input type="checkbox"/> Street Closure Permit (if applicable) ..	\$ 50

**In addition to the above fees, applicant must provide the following:**

- A certificate of insurance in an amount specified by the City, **and** an Additional Insured Endorsement naming the City of La Mesa and verifying that the applicant's insurance shall be primary and any insurance or self-insurance provided by the City shall be non-contributory. (Available through the applicant's insurance carrier.)
- A hold harmless/indemnification agreement. (Available through the City Clerk's Office.)
- Applicant must submit a traffic control plan if city property/streets will be impacted and/or used for the event. **The Engineering Division must approve the traffic control plan prior to the approval of the permit.**

**Detailed Description of Event:**

Name of Event \_\_\_\_\_

**If a PARADE, provide the following information:**

Assembly Location(s):

Dispersal Location(s):

Specific Parade Route:

Plans for Assembly:

Plans for Dispersal:

Number in Parade                      People:                      Animals:                      Vehicles:

Will any costumes, masks or unusual attire be worn?                      YES                       NO

**On-Site Contact(s) responsible for special event or parade:**

NAME	CELL/PHONE #	ADDRESS
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1)

2)

3)

Total number of security persons provided by applicant: \_\_\_\_\_  
 Describe identification marks, badges or symbols to be worn by such persons:

**WHEN THE SPECIAL EVENT IS EXPECTED TO REACH 500 OR MORE PERSONS AT ANY GIVEN TIME, TO BE DETERMINED BY THE CHIEF OF POLICE OR HIS/HER REPRESENTATIVE, THE APPLICANT, IN ADDITION TO THE ABOVE, WILL PROVIDE AND ASSURE THE FOLLOWING SERVICES:**

1. The applicant shall distribute handbills that have been approved by the Chief of Police, or his/her representative, to surrounding residences and businesses within 300 feet of the special event's perimeter at least 30 days before the event. Parades and runs may satisfy this requirement by posting notices along the proposed route. The applicant must attest in writing to the City Clerk that this requirement has been met.
2. Adequate potable water supply.
3. One toilet for every 250 persons in attendance.
4. Adequate lighting during nighttime events.

Name of Event \_\_\_\_\_

- 5. Adequate number of trash receptacles.
- 6. Adequate communications equipment for use by the monitors.
- 7. Clean-up of immediate and surrounding area properties within 24 hours of the special event.
- 8. Parking control (two hours before the start and two hours after the conclusion of the special event).
- 9. Method of regulating the number of participants. One security person for every 250 persons in attendance. Special Events utilizing La Mesa police officers, La Mesa reserve officers, and/or officers from other law enforcement agencies may be exempted from this requirement.
- 10. One copy of white background print of a map drawn to scale showing:
  - a. The location of the property concerned.
  - b. The location of all highways, streets, alleys, lots and parcels of land within 500 feet of the exterior boundaries of the proposed use.
  - c. The location of the vehicle parking area and of all other areas to be used for other uses incidental to the special event.
  - d. All interior access ways.
  - e. Access to the property.
  - f. The location and detailed plans of all buildings and structures on the premises or to be erected, including any bandstand, stage or other facility for performers.
  - g. The location of loud speakers.
  - h. The location of all toilet, medical, drinking and other facilities.
- 11. A certified check or other funds acceptable to the city in the amount of one thousand dollars shall be paid at the time of application to the City of La Mesa for clean up. If the terms of this chapter are met, the funds will be returned to the applicant within thirty days after the special event upon written request of the applicant.
- 12. Such other information as the Chief of Police may deem necessary in order to properly provide for traffic control, street and property maintenance, administrative arrangements, police and fire protection, and for the protection of public health, safety and welfare.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENTS OR INFORMATION WILL RESULT IN THE REJECTION OR REVOCATION OF MY PERMIT.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SIGNATURE OF APPLICANT/ORGANIZATION                      PRINT NAME                      DATE OF APPLICATION**

Name of Event \_\_\_\_\_

## CITY OF LA MESA USE ONLY

**COMMUNITY SERVICES DEPT: Facility Availability**

Name of Facility:

Availability: YES  NO **POLICE DEPT: Approved  Denied  Signature:**

Comments:

Method of Noticing (for over 500 people):

**PUBLIC WORKS DEPT: Approved  Denied  Signature:**

Comments:

**BUILDING DEPT: Approved  Denied  Signature:**

Comments:

**PLANNING DEPT: Approved  Denied  Signature:**

Comments:

**FIRE DEPT: Approved  Denied  Signature:**

Comments:

**ENGINEERING DEPT: Approved  Denied  Signature:**

Comments:

RECEIPT #

FEE AMOUNT: \$

DATE PAID:

PERMIT #

DATE ISSUED:

BY:

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT  
FOR SPECIAL EVENTS**

In consideration for the issuance of a Special Event Permit ("Permit") and to the furthest extent allowed by law, Permittee does hereby agree to indemnify, hold harmless and defend the City of La Mesa ("City") and each of its elected officials, officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City, Permittee or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the special event. Permittee's obligations under the preceding sentence shall apply regardless of whether City or any of its elected officials, officers, officials, employees, agents or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of City or any of its elected officials, officers, officials, employees, agents or volunteers.

Throughout the life of this Agreement, Permittee shall pay for and maintain in full force and effect all insurance as required in Exhibit A, which is incorporated into and part of this Agreement, or as may be authorized or required in writing by the City Manager or his/her designee at any time and in his/her sole discretion.

Permittee shall conduct all defense at his/her/its sole cost. The fact that insurance is obtained by Permittee shall not be deemed to release or diminish the liability of Permittee, including, without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits do not act as a limitation upon the amount of defense and/or indemnification to be provided by Permittee. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Permittee, its elected officials, officials, officers, employees, agents, vendors, concessionaires, invitees or volunteers.

City shall be reimbursed for all attorney's fees and costs incurred by City in enforcing this Agreement.

This Agreement shall survive the expiration or revocation of the Permit.

**The undersigned acknowledges that he/she (i) has read and fully understands the content of this Indemnification and Hold Harmless Agreement; (ii) is aware that this is a contract between the City and Permittee; (iii) has had the opportunity to consult with his/her attorney, in his/her discretion; (iv) is fully aware of the legal consequences of signing this document; and (v) is the Permittee or his/her/its authorized signatory.**

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number