



# SPECIAL EVENT APPLICATION

City of Lake Forest  
100 Civic Center  
Lake Forest, CA 92630  
(949) 461-3451

**Date Submitted:** \_\_\_\_\_ **Date of Proposed Event:** \_\_\_\_\_

**Applicant Name** (or head of organization or business Applicant): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone (if applicable): \_\_\_\_\_

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

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

**Proposed Event Location/Route:** \_\_\_\_\_

**Proposed Hours of Event including set up & clean up:** \_\_\_\_\_ to \_\_\_\_\_

**Estimate of # People Attending:** \_\_\_\_\_

Please Circle One: The Applicant will/will not be present on the day of the Special Event.

**Event Organizer** (if different from Applicant): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Please Circle One: The Event Organizer will/will not be present on the day of the Special Event.

**Alternate Contact Person:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Description of Proposed Special Event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS PROPOSED SPECIAL EVENT WILL REQUIRE/UTILIZE THE FOLLOWING (CHECK ALL THAT APPLY):**

- Small Tent (\_\_\_ x \_\_\_)
- Small Booth (\_\_\_ x \_\_\_)
- Mechanical Amusement; Park Rides
- Small Canopy
- Small Balloons
- Streamers
- Food/Beverage

**THIS PROPOSED SPECIAL EVENT CAN BEST BE CHARACTERIZED AS A/AN (CHECK ALL THAT APPLY):**

- Carnival, Fair, Festival, Circus, Etc.
- Parade (as defined in Chapter 5.05 of the Lake Forest Municipal Code)
- Public Assembly (as defined in Chapter 5.05 of the Lake Forest Municipal Code)
- Motorized Vehicle Races or Contests
- Promotional or Fundraising Activities
- Outdoor Shows, Craft Fairs, Exhibitions, Etc.
- Soapbox Derbies (or other similar events)

**This proposed event will require full or partial street closure, which occurs on a City street, sidewalk, alley, or other public right-of-way, and/or which is likely to obstruct, delay or interfere with the normal flow of vehicular traffic.**

**Please check one: Yes  No**

*If yes, please answer the following questions:*

What is the Assembly Point and Assembly Time for the Special Event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the Location of Disbanding Area and Disbanding Time for the Special Event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which Parts of Which Streets Will Be Traveled for the Special Event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Number of Persons who will be observing the Special Event: \_\_\_\_\_

**This proposed event involves some type of Expressive Activity (as defined in Chapter 5.05 of the Lake Forest Municipal Code). Please check one: Yes  No**

If yes, please briefly describe the Expressive Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO MY SPECIAL EVENT PERMIT (WHERE APPLICABLE):**

- Yes  N/A Proof of an Insurance Policy for the Special Event that Complies with Section 5.05.140(A) of the Lake Forest Municipal Code.
- Yes  N/A Type and Estimated Number of Vehicles, Animals or Structures Used at the Special Event.
- Yes  N/A Provision and/or Operation of First Aid or Emergency Aid Stations at the Special Event.
- Yes  N/A Provision and/or Operation of Sanitary Facilities, Including Handicap Accessible Facilities.
- Yes  N/A The Type of Security or Other Arrangements that will be Provided: (1) to Ensure that Participants are Properly Directed; and (2) to Ensure the Prevention of Unlawful Conduct by Participants and Attendees.
- Yes  N/A Anticipated Parking Needed and Parking Plan for the Special Event.
- Yes  N/A Proposed Seating Plan for the Special Event, if Applicable, and the Maximum Legal Occupancy of the Proposed Premises.
- Yes  N/A Security Plan, Including the Provision and Use of Traffic Cones or Barricades for Control of Pedestrian and Vehicular Traffic.
- Yes  N/A Will you have amplified sound (speakers, instruments, or other noises)? If so, please provide a detailed description of the sound, location of sound and time/duration.  
\*Note, a noise control plan must be attached if amplified sound is requested. Amplified sound may be denied at the review and discretion of the City Manager, per Municipal Code Chapter 11.16.
- Yes  N/A Detailed Floor Plan and Site Plan of the Premises Showing the Building Exterior and Interior, including Parking Spaces, Amusement Ride Locations, Seating Arrangements, Fire Exits, and the Dimensions of Each Portion with the Layout of the Special Event.
- Yes  N/A Trash and Litter Collection and Off-Site Disposal Plan.
- Yes  N/A The Manner of Providing Notice of the Permit Conditions to Permit Participants and Those Businesses or Residents Who May Be Directly Affected by the Conduct of the Special Event.
- Yes  N/A Any other information you believe is pertinent to your application. Please give a brief description: \_\_\_\_\_

- IF THE CITY MANAGER DENIES YOUR APPLICATION, YOU MAY APPEAL TO THE CITY COUNCIL PURSUANT TO SECTION 5.05.100 OF THE LAKE FOREST MUNICIPAL CODE. IF THE CITY COUNCIL UPHOLDS THE CITY MANAGER'S DENIAL OF YOUR PERMIT, YOU HAVE A RIGHT TO FILE A PETITION FOR WRIT OF MANDATE PURSUANT TO THE CALIFORNIA CODE OF CIVIL PROCEDURE SECTIONS 1094.6 OR 1094.8.
- THIS PERMIT MUST BE POSTED AT THE LOCATION OF THE SPECIAL EVENT. VIOLATION OF ANY CONDITION APPROVED FOR THIS SPECIAL EVENT COULD RESULT IN THE IMMEDIATE CLOSURE AND CEASING OF THE OPERATION OF THE EVENT.
- IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS, INCLUDING ENCROACHMENT PERMITS.

### INDEMNITY PROVISION

By initialing below the Applicant agrees to defend, protect, indemnify and hold the City of Lake Forest ("City"), its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of Applicant, its officers, agents, employees, guests, or invitees in connection with the permitted event or activity; the Applicant shall, at Applicant's own cost, risk and expense, defend any and all claims of legal action that may be commenced or filed against the City, its officers, agents or employees, and the Applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, agents or employees as a result of the alleged acts or omissions of Applicant or Applicant's officers, agents, employees, guests, or invitees in connection with the permitted event or activity.

Applicant's Initials \_\_\_\_\_ DATE: \_\_\_\_\_

I agree to comply with the standard conditions and special provisions attached to this application. Under penalty of perjury, if I am applying on behalf of an organization or business, I certify that I am an officer of the organization or business who is at least 18 years old.

\_\_\_\_\_  
(Applicant's Signature) DATE: \_\_\_\_\_

**STAFF NOTES**

**Special Event Park Permit for Non-Profit Org/Lake Forest Res for Groups of 51-250 people:**  
\$250.00 + \$500 Cleaning Deposit

**Special Event Park Permit for Non-Lake Forest Res/Commercial for Groups of 51-250 people:**  
\$500.00 + \$500 Cleaning Deposit

**Special Event Park Permit for Non-Profit Org/Lake Forest Res for Groups of more than 251 people:**  
\$500.00 + \$1,000 Cleaning Deposit (Commons area at Sports Park)

**Special Event Park Permit for Non-Lake Forest Res/Commercial for Groups of more than 251 people:**  
\$1,000.00 + \$1,000 Cleaning Deposit (Commons area at Sports Park)

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**FOR OFFICE USE ONLY**

Other Approvals Required and Obtained:

- |  |  |
|--|--|
| <input type="checkbox"/> Orange County Fire Department   | <input type="checkbox"/> Orange County Health Department   |
| <input type="checkbox"/> City Building Department Permit | <input type="checkbox"/> City Electrical Department Permit |
| <input type="checkbox"/> Alcohol and Beverage Control    | <input type="checkbox"/> Public Works Encroachment Permit  |

**DEPUTY CITY MANAGER APPROVAL**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY MANAGER APPROVAL**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

Copies to:    PW    CS    CM    Police    (Please circle which Department)