

Special Event Questionnaire

Events are accepted on a first come first serve basis, and must be approved by the Facility Director. Please send an email with the details of your event.

1. What is the name of the event?
2. What is the event for?
3. What is the date(s)?
4. What time does the event start and end?
5. How many booths?
6. Set up time/amount of days to set up.
7. Break down time (completed).
8. How many people?
9. Will you be having a stage?
10. Do you have a 501C3?
11. Will food be sold?
12. Is parking lot rental required?
13. Is there an admission charge, if so, how much?

Upon approval of the Special Event, a **Use of Facility Application** must be completed and the invoice paid in full.

Please submit the following items with the **Use of Facility Application**:

1. **Proof of Insurance (City of Los Angeles Department of Recreation and Parks as the remitter)**
2. **Plot Plan**
3. **We do not provide electricity; please let us know if a generator will be used.**