



# APPLICATION FOR USE OF PERSHING SQUARE

(PLEASE TYPE OR PRINT)



Name of organization: \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Insured Name: \_\_\_\_\_ Track4LA CA#: \_\_\_\_\_

Event Title: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Type of Event: ☐ Filming ☐ Photo Shoot ☐ Student Film ☐ Student Photo ☐ Other \_\_\_\_\_  
☐ Demonstration ☐ 1<sup>st</sup> Amendment ☐ Special Event (Private) ☐ Special Event (Public)

Type of organization: ☐ Non-profit ☐ For profit

Event description:

Please check all the boxes that apply to your permit and provide the desired information.  
\* Indicates that the anticipated location of these items need to be placed on the plot plan, on page 3.

☐ Stage \_\_\_\_\_  
Type / Size / Vendor

☐ \*Sponsors / \_\_\_\_\_  
Promotions Type & Quantity

☐ \*Entertainment \_\_\_\_\_  
Type (live performer, band, D.J. etc.)

☐ Vehicles will be unloading \_\_\_\_\_  
in the park Type & Qty (box truck, flat bed, truck, car etc.)

☐ Amplified sound \_\_\_\_\_  
Quantity of (monitors, mic's, base towers, audio board)

☐ Requesting Pershing \_\_\_\_\_  
Square Audio Staff / Equipment (Specify)

☐ Alcohol \_\_\_\_\_  
Specify type(s) and distribution method (i.e. open bar, sold, etc.)

☐ Special lighting \_\_\_\_\_  
Specify

☐ \*Table & Chairs \_\_\_\_\_  
Type, Size, Quantity

☐ Security guards \_\_\_\_\_  
Type & Qty (Private Co., Requesting Pershing Square Security)

☐ \*Toilets \_\_\_\_\_  
Type & Quantity (individual or trailer toilets / sinks)

☐ Street / Lane Closure \_\_\_\_\_  
Location(s)

☐ Providing own maintenance \_\_\_\_\_  
Company / Volunteers

☐ \*Trash disposal \_\_\_\_\_  
Method and Location (Disposal on site/off site, dumpster needed)

☐ \*Canopies \_\_\_\_\_  
Quantity

☐ \*Food Trucks(s) \_\_\_\_\_  
Quantity

☐ \*Vendor(s) \_\_\_\_\_  
Quantity

☐ \*Electrical hook-up(s) \_\_\_\_\_  
Amperes & Quantity

☐ \*Water hook-up(s) \_\_\_\_\_  
Quantity

☐ \*Animals \_\_\_\_\_  
Type & Quantity

☐ \*Generator(s) \_\_\_\_\_  
Type & Quantity

☐ Providing own fencing  
Events closed to the public or serving alcohol

☐ Requesting fencing  
Events closed to the public or serving alcohol

☐ Requesting Community Room

☐ Parking arrangements \_\_\_\_\_  
Vehicle Quantity

☐ \*On site video village

☐ \*Catering / Craft services

☐ Park Film Office Reference # \_\_\_\_\_

In the boxes below, please state which days and hours you are requesting for your event.  
Please include preparation, event time, and clean-up.  
Enter Date- MM/DD/YYYY, Enter Time- H:MM am/pm

Activity	Day of The Week	Date	Earliest Starting Time	Latest Ending Time
Preparation				
Actual Time of Event				
Clean up				

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Preparation				
Actual Time of Event				
Clean up				

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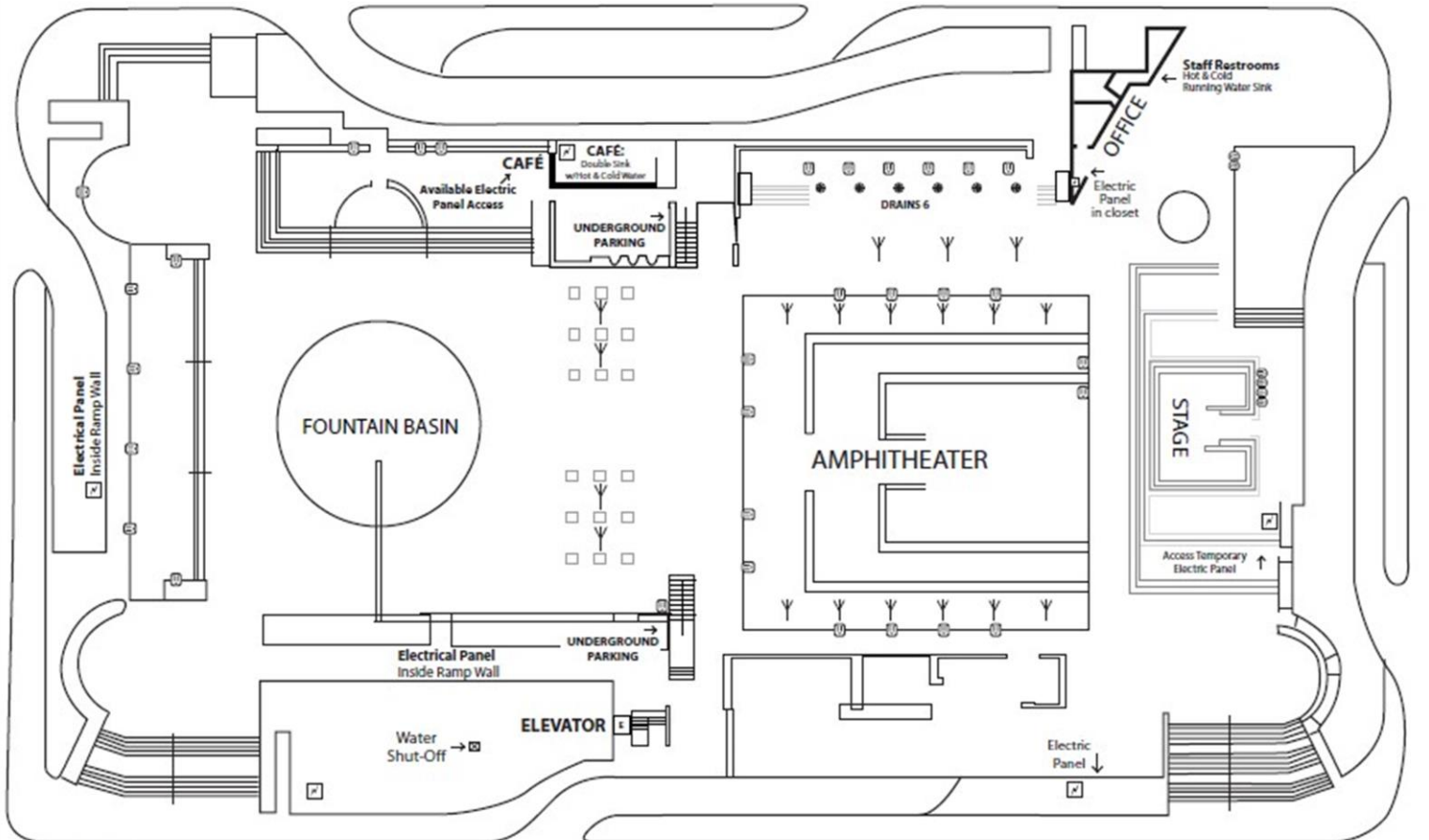
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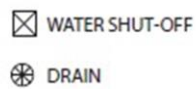
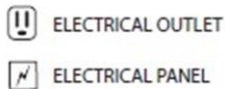
## PLOT PLAN:

Please indicate the exact location you are requesting for your permit. Please be as detailed as possible and list all set-up information. Indicate items such as: shooting location, tents, craft services, where cast and crew will be placed, tables, chairs, lighting, stage, etc.

## PERSHING SQUARE



### LEGEND:



**UNDERGROUND PARKING**  
10 WOMEN TOILETS  
10 MEN TOILETS  
W/ HOT & COLD WATER



If completing the application in Adobe Acrobat please use the tools that are provided under the comment tab (found in the top right corner of the page) to mark, on the map, the area(s) that you desire to use.

### HOLD HARMLESS CLAUSE

In consideration of the City granting the permission requested herein, Permittee agrees to indemnify and hold the City and its boards, officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid in settlement, costs and expenses, (including attorney fees) which may be incurred or arise out of the Permittee's exercise of the permission granted or from any of Permittee's activities related thereto.

Permittee acknowledges that it will use City facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury, or damages which Permittee may sustain by virtue of the exercise of the permission granted of reason for any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or other acts of nature.

Signature of Permittee

Date

Return this completed, signed and dated, application to [Pershing.Square@lacity.org](mailto:Pershing.Square@lacity.org) at least one week prior to your event.

## **INSURANCE REGISTRATION INFORMATION:**

(PLEASE FOLLOW THE INSTRUCTIONS BELOW)

Client,

Here are instructions on how to take your insurance documents and submit them to our City's Risk Management Department. Your broker will have to go to <http://kwikcomply.org> register, log in, upload, and submit the insurance documents. THE PERSHING SQUARE OFFICE CANNOT ASSIST IN THIS PROCESS. **Any questions that the agent/broker/client may have, after trying the system, should be addressed to our main line at the City's Risk Management Office 213-978-7475.** The documents are processed electronically and updated in the system immediately. Upon completion, you will be given a CA identification number which needs to be provided to our office. We can then take this CA# and verify that your insurance is registered and acceptable.

**It is the client's responsibility to upload the proper insurance documents in order to complete the permit process. IF NO INSURANCE IS SUBMITTED VIA TRACK4LA, A PERMIT CAN NOT BE ISSUED.**

**The client's responsibility to upload insurance documents, per protocol, is separate from Film LA protocol.**

**If you are requesting any waivers for the required insurance, (i.e. workers compensation), please contact the City's Risk Management Office for assistance.**

**Certificate holder:** City of Los Angeles and all of its Agencies, Boards and Departments  
200 North Main Street  
City Hall East, Ste # 1240  
Los Angeles, CA 90012

## **CHECKLIST OF THINGS TO COMPLETE PRIOR TO THE EVENT**

- Submit signed and completed permit request at least 4 weeks prior to the event.
- Deposit made by date indicated on invoice.
- Venue walk through with Pershing Square Staff.
- Register required insurance documents on [KwikComply.org](http://KwikComply.org)
  - Provide Pershing Square with CA#.
- When applicable, contact the Parks Film Office at (323) 644-6220.
  - Provide Pershing Square with the issued Parks Film Office reference number.
- Pay remaining balance by date indicated on invoice.

## **CONTACT INFORMATION**

Pershing Square Primary Office- (213) 485-1645  
Pershing Square Security Office- (213) 896-0353  
Pershing Square Parking Garage- (213) 473-5557  
LA Parks Film Office- (323) 644-6220

Facility- [Pershing.Square@lacity.org](mailto:Pershing.Square@lacity.org)  
Senior Recreation Director- [Cesar.Valera@lacity.org](mailto:Cesar.Valera@lacity.org)  
Parking Manager- [Jose.G.Flores@lacity.org](mailto:Jose.G.Flores@lacity.org)

## **BILLING / MAILING ADDRESS**

Pershing Square  
532 S. Olive  
Los Angeles, CA 90013

Only Checks and/or Money Orders are  
accepted.

Make Payable To: CITY OF LOS ANGELES