Special Events

Fundraisers, Races/5k Run, Festivals, Performances, Car Show, Celebrations, Dedications and More.

Event Requirements

[Special Event Permit Required for Any Event 200 Persons or More]

- # of Anticipated Attendance
- # of Anticipated Event Staff
- # of Days of the Event

- Additional Stage/Platform
  - # of Additional Stages/Platforms:
- Stage Vendor/Organization/Company:
- Requested Use of Parking Lot
  - # of Spaces Requested:
  - # of Security Persons:
- Plot Plan (map of event site)

Date Submitted to Recreation Office:
- Fire Dept. Public Assembly Permit
  - Contact #213.978.3640 or 213.978.3570
- LAPD Special Event Traffic Permit
  - Contact # 323.913.4652

Event Insurance
Verified In LACity KwikComply System
City of Los Angeles – CAO Risk Management
Phone: (213) 978-7475 (RISK)
Email: CAO Risk Management

Trash/Refuse Removal
Vendor Contact:
Delivery/Pick Up Dates:

Portable Restrooms
1 Mobility Accessible and 1 Regular per 200 persons
Vendor Contact:
Delivery/Pick Up Dates:

Power/Generator
Vendor Contact:
Delivery/Pick Up Dates:

Security
Vendor Contact:

Car Show/Vehicle Show
- # of Vehicles for Show
  - $ Entry Fee
Prize Type:

Professional Entertainment
Type of Entertainment:
Name of Entertainment:

Fee for Entertainment:

For Each Section Attach Additional Information As Needed

Event at Point Fermin Band Shell

Web Site
Www.laparks.org/parks

Email
Angelsgate.recreationcenter@lacity.org

Phone
(310) 548-7705

Mayor — Eric Garcetti
Councilmember Joe Buscaino, 15th District

Board of Recreation and Park Commissioners
Sylvia Patsasouras , President
Lynn Alvarez, Vice President
Joseph Halper, Member
Nicole Chase, Member
Pilar Diaz, Member

Administration
Michael A. Shull, General Manager
Anthony-Paul (AP) Diaz Esq., Executive Officer
Ramon Barajas, Assistant General Manager
Vicki Israel, Assistant General Manager
Sophia Pina-Cortez, Assistant General Manager

Pacific Region
Randy Kolly, Superintendent
Kent Hessagave, Construction Maintenance Supervisor II
Raul Leon, Principal Grounds Maintenance Supervisor II
Carolyn James, Principal Recreation Supervisor II

Harbor District
Leslie Perez, Recreation Supervisor
Bill Lopez Jr., SR. Park Maintenance Supervisor

Pt. Fermin Maintenance District
Julio Hernandez, Park Maintenance Supervisor

Angels Gate Park Complex—Full Time Staff
Joe Stackhouse, Senior Recreation Director II
Maxine Hall, Senior Administrative Clerk

Angels Gate Park Complex—Part Time Staff
Maria Kunc, Anthony Rodin, Yen WBiams,
Brenda Bellomo, Diana Nevarez, Enice Rivers

For-Profit Agency/Company Sponsors

Non-Profit (501c3) Agency /Company
Non-Profit Letter and Tax ID are Required for each.
Name & Type of Non-Profit:

Contact Person:
Contact #:

Is Event a Fundraiser
$ Donation Amount
Name of : Non-Profit / Charity / Program / Business Funds are for

Co-Sponsorship with Council Office:
Council Deputy:

Contact #:

Co-Sponsorship with:
Department of Recreation and Parks
Staff Person:

# of Booths/Tent/Canopies: Total
- # of Any Non-Profit Organizations
- # of Any For-Profit Agency/Company
- # of Sales Booths/Tent/Canopies
- # of Any Non-Profit Organizations
- # of Any For-Profit Agency/Company
- # of Food Sales Booths/Tent/Canopies

County Health Permit Number:
Hot Water Sink Vendor Contact:
Delivery/Pick Up Dates:

Total # of Tents
Dimensions/Size(s)

Total # of Canopies/Booths
- # of Tents
- Dimensions/Size(s)
Ten Vendor Contact:
Delivery/Pick Up Dates:

Day of Event Contacts:
Name: Number:
Name: Number:

NO EVENT SET UP UNTIL PARK MONITOR ARRIVES
**SMOKING AND VAPING**

Smoking/vaping is **NOT PERMITTED** on any City of Los Angeles Department of Recreation and Park facility grounds (LAMC 57.23).

**REVOCATION OF PERMIT**

All park events are the responsibility of the Permit Holder. Any damage to the park property, violations or citations are grounds for revocation of permit, forfeiture of deposit and denial of future permit requests.

**CARNIVAL RIDES AND GAME BOOTHS**

Inclusion of any rides, climbing walls, inflatable obstacle courses game booths or similar activities must be in compliance with City of Los Angeles Department of Recreation and Parks approved vendors. Additional fees and compliance guidelines may be required.

**SPECIAL Event Permit Process**

**AVERAGE TIME LINE 120 DAYS BEFORE EVENT**

- **Start Day 1**
  - Patron Submits An Application for Permit
  - Park Director Verifies Requested Date(s) Availability
  - By Day 10
  - Park Director Verifies Fees and Sends Patron an Invoice
  - By Day 20
  - Patron Pays Initial Security Deposit to Hold Date: Typically $500 — $2000
  - By Day 30
  - Patron provides copies of:
    - Public Assembly Permit from Los Angeles Fire Department (LAFD)
    - Plot Plan/Event Map
    - Insurance Bond
    - Proposed Media Outlets and Sources
    - Patron Pays 50% of Total Cost Invoiced
  - By Day 60
  - Patron receives copy of permit from Department of Recreation and Parks
  - After permit is received patron is permitted to begin Publicity of event
  - By Day 90
  - Patron provides final payment for event
  - Patron provides copies of Health Permits
  - Patron provides documents approving building/placing a structure on park property
  - Patron provides copy of vendors involved
  - **Day 120 - Event Date**
    - Meet with Park Monitor Staff Prior to Set Up
    - Event site pre set up walk through of event location
    - Post event site walk through of event location
  - Potential Delays In Event Approval or Permitting
    - Requests Alcohol Sales/Service
    - Requires LAPD Approval
    - Requires Street Services /Traffic Control
    - Patron fails to submit paperwork on time
    - Patron is erecting a structure

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**Point Fermin Park Band Shell Seats 500**

**Point Fermin Park West Side of Park**

**Point Fermin Park Band Shell Music Venue**

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**ALCOHOL, CHAMPAGNE AND OTHER SPIRITS**

Alcohol of any type: wine, beer, champagne, distilled liquors and other alcohol based beverages are **NOT PERMITTED** on any City of Los Angeles Department of Recreation and Park facility grounds (LAMC12.24). Any damage to the park property, violations or citations are the responsibility of the Permit Holder. To apply for event alcohol service please contact the Park Director. There are additional fees and requirements for submission of request.

**SMOKING AND VAPING**

Smoking/vaping is **NOT PERMITTED** on any City of Los Angeles Department of Recreation and Park facility grounds (LAMC 57.23).

**All Programs and Locations are Subject to Change with or without prior notice. Contact the Angels Gate Park Office for more Information**

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**Music and Sound Equipment**

All events are required to comply with the City of Los Angeles Municipal Codes. Volume must be kept to a 'respectable' level (see LAMC 41.57 & 115.02). If instructed to turn down the sound by a Recreation and Parks employee, compliance with the instruction is required. Any violation or citation is the responsibility of the Permit Holder.

**Electricity Power**

Electricity is not available at all event locations. Planning to bring a portable generator or battery unit is a sound option. Please plan according to your events needs.

**Disruptions Due to Weather Conditions, Police Department and/or Fire Department**

Park facilities are subject to irregularities of the outdoors, weather related problems and other disruptions. The City of Los Angeles Department of Recreation and Parks is not responsible for any outdoors, weather or other disruptions to your event. No refunds or extra time for the event will be granted for outdoors, weather or other disruptions to your event.

**Dogs and Pets**

All dogs, pets, service animals must be on a leash and under the control of their owner. Removal of all animal feces is the responsibility of the owner and Permit Holder. Any damage to the park property, violations or citations are the responsibility of the Permit Holder and/or owner.

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**Vehicles on the Park Grass are Not Permitted**

All picnic and event supplies must be carried into the park. This includes, bouncers/ jumpers, canopies, tents, bbq’s/ grills, coolers, extra tables and chairs. Any damage to the park grounds, violations or citations are the responsibility of the Permit Holder.

**No Blocking Walk Ways and Sidewalks**

All road ways, walk ways, coastal promenades and pavilion grounds are to be kept clear for all park patrons. No vehicle parking, blocking with picnic or event materials will be permitted. These areas are public walk ways or Department service roads. Violations are the responsibility of the Permit Holder.

**Canopies and Tents Are Not to Be Staked Into the Grass**

All canopies and tents for picnics and events must be weighed down with water barrels, sandbags or weights. Breakage of any water pipes or damage to tree roots are the financial responsibility of the Permit Holder.

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**Revolving Door Policy**

Publicity of event.

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**Joan Milke Flores Park Great View**

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