



Special Event Permit Application (CDD)

City of Rolling Hills Estates

APPLICATION & PLOT PLAN

The completed application form and a dimensioned plot plan indicating the following information is required at the time of filing:

- Location and dimensions of property lines in relation to adjacent public streets.
- Location of existing buildings.
- Location of temporary tents, stages, trailers, electrical or mechanical equipment, trash receptacles, and signs. (See page 5 – *Temporary Tent Structure over 400 sq. ft. Submittal Requirements*)
- Existing on-site parking and circulation layout, and the total number of available on-site parking spaces.
- Total number and location of the parking spaces to be used for the proposed event.
- Location of required safety devices such as portable fire extinguishers, no smoking signs, and emergency exits.
- If the proposed event is a Christmas tree lot, indicate the location of tree storage areas, public activity areas, fenced areas, and distances between tree displays to parking areas and temporary structures as required by the Los Angeles County Fire Department.
- Any other information found by the Community Development Department to be necessary for the review of the application.
- Please include a Traffic Control Plan (TCP). A TCP is required for events that disrupt roadways/traffic flow in any way.

PERMIT ISSUANCE

If all the requirements of Chapter 17.78 are satisfied, the Community Development Director will issue a Special Event Permit within ten (10) days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

STANDARDS AND REQUIREMENTS

The proposed event must comply with the standards and criteria as listed in Chapter 17.78 of the Rolling Hills Estates Municipal Code. A copy is available upon request or visit, www.rhe.city/municipalcode.

SPECIAL EVENT PERMIT FEES

The City's Special Event Permit fee is **\$916.87**. The permittee will be responsible for paying any applicable Los Angeles County Sheriff, Los Angeles County Fire, or other Los County department service charges incurred in connection with or due to the permittee's activities under the permit. (RHEMC Section 17.78.100)

OTHER PERMITS

Approval of a Special Event Permit may require the following permits to be obtained (additional fees may apply):

- A Business License from the Administrative Services Department, <http://www.rhe.city/businesslicense>;
- Permits from the Building and Safety Division for temporary power and/or structures; and
- Permit from the County of Los Angeles Fire Department – Public Assemblages and Event Declaration, <https://www.cognitofirms.com/LosAngelesCountyFireDepartment/PUBLICASSEMBLAGESEVENTDECLARATION>.

Parts I, II, III and IV to be completed by the Applicant. Please print or type.

I. BUSINESS OWNER INFORMATION/PROPOSED EVENT LOCATION

Name of Applicant	Phone No.	E-mail
Company/Organization Name	Address	
Property Owner Name	Phone Number	E-mail
PROPERTY ADDRESS (PROPOSED EVENT LOCATION)		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		

II. EVENT AND SITE INFORMATION

Check type of approval requested:

<input type="checkbox"/> Outdoor Markets/Fairs <input type="checkbox"/> Outdoor Concerts/Carnivals <input type="checkbox"/> Temp. Outdoor Sales (in conjunction w/retail store) <input type="checkbox"/> Weddings/Large Party's <input type="checkbox"/> Pumpkin or Christmas Tree Sales Lot <input type="checkbox"/> Other: _____	Will alcoholic beverages be served: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attached is the approval from the California Department of Alcoholic Beverage Control (ABC): <input type="checkbox"/>
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Includes Amplified Sound Security # of Guards: _____ Armed Unarmed

Describe the proposed event: _____

Event Date:	From:	To:	Hours:	From:	To:
Set-up Date(s):	From:	To:	Break-Down Date:		

Site Information:

Zoning	Total Lot Area (in sq. ft)	Total Parking Spaces On-Site	# of Parking Spaces Displaced by Event
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Fees:

Special Event Permit Fee: **\$916.87** Other Fees: _____ Total: _____

III. STANDARDS AND REQUIREMENTS

By signing this application form, I as the applicant/business owner and/or property owner, hereby acknowledge that I have read and agree to comply with all applicable City standards regulating the proposed temporary use(s) and the conditions of approval:

a. If the location of the proposed event is within an existing private property. The proposed event will not disrupt traffic or circulation of traffic within a parking lot or within the vicinity as determined by consideration of the location and design of on-site driveways; the on-site parking and circulation, including

III. STANDARDS AND REQUIREMENTS (cont'd)

pedestrian movements; and the on-site lighting and traffic signage in relation to the location of the proposed event.

- b. If the event will be held in the City’s public right-of-way, the site plan will be reviewed by the Public Works Department and may require a separate Public Works Permit.
- c. If the event will disrupt traffic flow in any way, a Traffic Control Plan is required to be submitted and approved prior to permit issuance.
- d. The proposed event will not be materially detrimental to the public welfare or to the property of other persons located in the vicinity.
- e. Unless otherwise approved, the proposed event will not cause a shortage of parking for or restrict access to the existing uses.
- f. All temporary structures, equipment and debris will be removed and the area will be cleaned and restored to its original condition by the end of the “break-down” date noted in Section II of the application.
- g. The Community Development Director may impose additional conditions to the approval of the Special Event Permit to insure the preservation of the public peace, safety, health and general welfare.
- h. Any violations of Chapter 17.78, other applicable Sections of the Rolling Hills Estates Municipal Code, and/or conditions of approval may result in enforcement actions, immediate suspension of the issued Special Event Permit and the denial of an application for such future event permits by the operator and/or property owner.

Additional requirements for pumpkins or Christmas trees sales:

- a. No permit will be issued prior to September 1st for a pumpkin lot and November 1st for Christmas tree lot.
- b. Site preparation and set-up for the sales lot will not commence prior to September 20th for a pumpkin sales lot and November 15th for a Christmas tree sales lot.
- c. Sales operations to the public for a pumpkin lot will begin no earlier than October 10th and end no later than October 31st.
- d. Sales operations to the public for a Christmas trees lot will begin no earlier than the day after Thanksgiving and end no later than December 25th.
- e. The proposed sales operation is conducted between the hours of 9:00 a.m. to 10:00 p.m. daily.

APPLICANT/BUSINESS OWNER		PROPERTY OWNER	
Print Name		Print Name	
Signature	Date	Signature	Date

IV. HOLD HARMLESS AGREEMENT

In consideration of the undersigned applicant being issued a Special Event Permit in the City of Rolling Hills Estates, it agrees to defect, indemnify and hold the City of Rolling Hills Estates, California, harmless of any and all claims or lawsuits arising from the applicant’s activities within the City.

The undersigned represents that he/she has the authority to execute this agreement.

NAME: _____

COMPANY/ORGANIZATION: _____

SIGNATURE: _____ **DATE:** _____

V. FOR CITY USE ONLY – DO NOT WRITE BELOW THIS LINE

Plot Plan Attached Certificate of Insurance Attached Hold Harmless Agreement Attached
 Other Information Attached: _____

Fee Amount (Total from Page 2):	Date of Acceptance:	Accepted By:	Check/CC Authorization No.:
			CASH: <input type="checkbox"/>

Fire Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Fire Dept. Remarks: _____

Sheriff's Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Sheriff's Dept. Remarks: _____

Building Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Building Dept. Remarks: _____

Community Services Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____ Date: _____
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Community Services Dept. Remarks: _____

CA Department of Alcoholic Beverage Control (ABC) Approval Verification (if applicable):

STAFF ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)

- The applicant has satisfied all the standards and requirements of the Permit. Therefore, staff recommends approval of the Special Event Permit subject to Standard and Requirements contained in Section III of this approval.
- The application does not meet the standards and requirements for issuance of a Special Event Permit and therefore staff recommends denial. The following standards/requirements were not met:

Notes: _____

Assessment Made By:		
Name	Title	
COMMUNITY DEVELOPMENT DEPARTMENT APPROVAL		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions (See Notes Above)	<input type="checkbox"/> Denied (See Notes Above)

Staff Name/Title

Signature

Date

Decisions pertaining to a Special Event Permit are appealable to the City Manager within (15) calendar days following the above date of the approval or denial.

REQUIREMENTS FOR TEMPORARY TENT STRUCTURES OVER 400 SQUARE FEET

The following conditions must be met based on the 2022 California Building Code and California Fire Code:

- Site plan showing all structures, address Disabled Access requirements for parking, restrooms, and seating.
- Temporary tents and canopies and their appurtenances shall be adequately braced and anchored to prevent weather related collapse. Documentation of structural stability shall be furnished to the Building Official.
- The sidewalls, drops and tops of temporary tents and canopies shall be composed of flame-resistant material or shall be treated with a flame-retardant in an approved manner.
- Temporary tents or canopies shall have a permanently affixed label bearing the following information:
 - Identification of temporary tent or canopy size and fabric or material type.
 - For flame-resistant materials, the necessary information to determine compliance with this article (Article 32) or Section 1103 as applicable.
 - For flame-retardant-treated materials, the date that the temporary tent or canopy and other combustible materials were last treated with an approved flame retardant.
- Floor plan of the tent delineating the following requirements of Article 32:
 - Portable Fire Extinguishers to be located per the Fire Chief prior to occupancy.
 - Seating arrangement plan (if applicable).
 - Delineate the location of any heating/cooking equipment on the floor plan. Tents containing cooking equipment shall be located a minimum of 20 feet from other tents membrane structures or canopies.
 - Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet from temporary membrane structures, tents or canopies.
 - Delineate the exits (2 required if occupant load is 10 to 199, 3 required if occupant load is 200-499).
 - Exit signs when occupant load is 50 or more (illuminated if occupant load is more than 100).
 - Exits in tents are required to be a minimum of 72 inches in width per exit.

Note:

- Electrical permit required for all portable generators.

**CITY OF ROLLING HILLS ESTATES
STANDARDS FOR INSURANCE FOR SPECIAL EVENTS**

Commercial General Liability (or Comprehensive) and Property Damage Insurance Coverage required for all persons performing work or organizations holding Special Events on Public Right-of-Way or other publicly owned properties.

Automobile Liability (if the event will be using automobiles, trucks, etc. as part of the event)

Liquor liability or liquor legal liabilities (required for events where alcohol will be sold)

COMMERCIAL GENERAL LIABILITY (OR COMPREHENSIVE)	\$1,000,000	Per occurrence for bodily, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this event or the general aggregate limit shall be twice the required occurrence limit.
AUTOMOBILE LIABILITY	\$1,000,000	Per accident for bodily injury and property damage.
LIQUOR LIABILITY OR LIQUOR LEGAL LIABILITIES	No less than \$1,000,000	Per occurrence.

* May NOT substitute “each accident” for “each occurrence”

Insurance MUST name the City of Rolling Hills Estates as an additional insured using the following wording EXACTLY, and insurance certificate MUST show:

“CITY OF ROLLING HILLS ESTATES AND ITS APPOINTED AND ELECTED OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS AS ADDITIONAL INSURED”

* Must have 30-day cancellation clause.

Permittee shall furnish the City with original certificates and endorsements effecting covered required by this clause.