



## Special Use Permit

Date and time of Event: \_\_\_\_\_

Requested By: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Event set up and takedown time: \_\_\_\_\_

Facilities and site location requested: \_\_\_\_\_

Description of activities: \_\_\_\_\_

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Estimated Attendance (daily): \_\_\_\_\_

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|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event require setup prior to date of event?                             |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event require tents/staking?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event require setup chairs or seating structure?                        |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event require setup stage area?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event include food and beverage vendors? If yes how many? _____         |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event include merchandise vendors? If yes how many? _____               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event include an admission or participation fee? If yes how much? _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If charging admission, would Permittee require fence to control admission?                |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the Proposed event include amplified sound/music? Please describe :                  |

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will event include the need to close or control crossings of any streets? |
|                              |                             | Name of Street (s) _____ between _____ and _____                          |
|                              |                             | Date: _____ Requested time to close _____                                 |
|                              |                             | Date: _____ Requested time to reopen _____                                |

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event have a security plan?                                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the proposed event have a first aid plan?                                 |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the proposed event require power? If yes please explain electrical needs: |

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- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will there be any inflatables? If yes how many? _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will there be any dunk tanks? If yes how many? _____  |

Special Use Permit requests must be received at least three weeks prior to event date. Permittee is required to provide the City with a certificate of insurance that will cover the event. Special Use Permit approval or denial notice will be mailed, e-mailed or faxed to Permittee within 7 days of receipt of request. Permit requests not received within three weeks of event may be assessed a \$25.00 late fee. Special Use Permit approval letters will not be processed without facility reservation form and fees.

By signing below the Permittee agrees to the following:

I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. In case of general maintenance or vandalism, the picnic tables, BBQ grills, or other amenities may be removed at any time prior to the reservation date.

I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.

I agree to indemnify, defend and hold harmless the City of Hawthorne from any and all liability claims arising from the actions of myself, or my agents, employees, or clients while conducting activities under this permit on City of Hawthorne property.

I agree that I: (1) am financially responsible for any costs incurred by the City of damages to City property; (2) forfeit all fees and deposits if it is determined that false information was provided on the application; (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application for reservation.

I agree that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate refuse containers immediately after the event. Failure to do so may require the City to do so. Any trash removal expenses (for debris left at event site not placed in appropriate refuse containers) incurred by the City as a result of this event are my responsibility.

I understand that permission to hold this event/activity does not grant exclusive use of the entire park, only the areas and facilities outlined in this permit. The remaining areas and facilities are to remain open for public use.

I understand that this permit, if granted, may not be assigned without written approval and acceptance of the assignee by the Director of Parks and Recreation and City Manager. I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit.

I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department to hold this event does not imply approval of items under other agencies' jurisdictions.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

**City Staff Use Only:**

Received by with payment: \_\_\_\_\_ Date: \_\_\_\_\_