APPLICATION FOR PARK/FACILITY EVENT

City of Burbank- Park, Recreation and Community Services Department
150 N. Third Street, 3rd Floor Burbank, CA 91502 (818)238-5300

INSTRUCTIONS:

- Must apply in person. All areas must be filled out completely. Faxes not accepted.
- Check or Money Order ONLY (2 Checks: Please submit Deposit Check separate from other fees) **NO CASH!**
- **CHANGES, CANCELLATIONS, AND/OR RESCHEDULING MUST BE DONE IN WRITING BEFORE YOUR DEADLINE.**
- All documents, as required from the Department, including but not limited to: hired services, certificate of insurance, additional insured endorsement, proof of Burbank Business License and Site Plan, are due: **BEFORE 5:00 PM on** _____ **(Deadline)**

APPLICANT INFORMATION:

Name: _____
Title: _____
Name of Organization: _____
Address: _____
City: _____ Zip: _____
Phone #: _____ Cell #: _____
Fax #: _____
Email Address: _____
Contact person day of event: _____
Contact person phone#: _____
Contact person cell phone #: _____

Does organization have non-profit 501 © (3) status?
[ ] YES [ ] NO Federal I.D. #_____

EVENT INFORMATION:

Park/ Facility: _____
Park area #: _____ or Room #: _____
Event Date(s) Event Hours*
_____ From___:___ To___:___
_____ From___:___ To___:___
Event description: _____
_____

Is event open to Public? [ ] YES [ ] NO
Will there be a donation fee? [ ] YES [ ] NO $_____
Are over 70% of participants Burbank Residents? [ ] YES [ ] NO _____%
Will event include vehicles? [ ] YES [ ] NO #_____
Are you obtaining a street or lane closure permits? [ ] YES [ ] NO

*Hours to include set-up and strike-down.

Attendance per day:

[ ] 1-25
[ ] 26-50
[ ] 51-100
[ ] 101-150
[ ] 151-199
[ ] 200-250
[ ] 251-300*
[ ] 301-400*
[ ] 401-500*
[ ] 501-600*
[ ] 601-700*
[ ] 701-800*
[ ] 801-900*
[ ] 901-1000*
[ ] 1001-4999*
[ ] 5000 +*

*Portable restrooms required for groups of 250+

Application for:

[ ] Birthday party
[ ] Picnic
[ ] Car Show
[ ] Festival
[ ] Fundraiser
[ ] Parade
[ ] Live Music
[ ] Art Show
[ ] Race/ Walk
[ ] Other _____

Event Involves:

[ ] Caterer
[ ] Vendors
[ ] Parking on grass
[ ] Overnight Parking
[ ] Tents/Canopies
[ ] Electricity
[ ] Music
[ ] Sale of goods/food
[ ] Moonbounce
[ ] Game Booths
[ ] Other _____

Event Publicity:

If you plan to advertise, Check all that apply:

[ ] Radio
[ ] Flyer
[ ] Print
[ ] Television
[ ] Internet
[ ] Other _____

ENTERTAINMENT:

Will there be music during the event? [ ] YES [ ] NO
**Amplified sound issued by special permit ONLY.
Hours of music: From_____:_____ To_____:_____
Type of entertainment: [ ] Dancers [ ] Singers [ ] Bands
[ ] Boom Box [ ] Other _____

TRANSPORTATION MANAGEMENT:

Are you hiring a valet service? [ ] YES [ ] NO
Number of vehicles (staff and guests) expected _____
Describe parking plans (specify parking location, shuttle service, etc.)_____
_____

POLICE/SECURITY:

Will you be providing security? [ ] YES [ ] NO Total number of personnel to be used:_____
Will you be hiring a private security company? [ ] YES [ ] NO If yes, name of company:_____

SIGNAGE:

What type of signage are you proposing to have at your event?_____
Where and how will it be mounted? _____

Signature: **Date:**

SERVICE PROVIDERS: Check all that apply. If a service provider is serving alcohol they must obtain a permit.

[ ] Hired Services [ ] Food/Beverage Sales [ ] Sales of Goods [ ] Opportunity Drawing
[ ] Auction [ ] Solicitation of Donations [ ] Exhibitors [ ] Other_____

Name of service provider/vendors: Service provided/products sold:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

[ ] YES [ ] NO Have your vendors obtained a City of Burbank business license for your event?
[ ] YES [ ] NO Will there be retail sales by concessionaires in conjunction with this event? How many?_____

[ ] YES [ ] NO Will food and/or non-alcoholic beverages be served? Will it be served to the public? [ ] YES [ ] NO
[ ] YES [ ] NO Will you be bringing a barbecue or other cooking apparatus? If so, what?_____
[ ] YES [ ] NO Will you be hiring a caterer? If yes, name of caterer._____
[ ] YES [ ] NO Will food be cooked onsite?

■ YES ■ NO Will alcoholic beverages be served? If yes, please see Rule and Regulation No. 2.
Alcohol is NOT permitted at any City facility/park, with the exception of Gross Park with pre-approved permit ONLY.

BUILDING/SAFETY/FIRE: Which of the following will you be using/constructing/assembling? Check all that apply.

[ ] Tents How many?_____ Dimensions of each (X X)
[ ] Canopies How many?_____ Dimensions of each (X X)
[ ] Stages How many?_____ Dimensions of each (X X)
[ ] Generators
[ ] Cooking/Open Flame
[ ] First Aid Facilities
[ ] Bleachers, displays or other structures Describe:_____

SITE PLAN: For large groups of 250+ or specialized events.
A detailed, legible site plan to scale (1/8"=1 foot preferred) must be attached to this application. Please show specific location of the following: beverage concession areas; food concessions and food preparation areas; portable toilet facilities; first aid facilities, tables and chairs, fencing, barriers and/or barricades; generators; tents/canopies, booths, exhibits, displays, signage; scaffolding, bleachers, platforms, stages, or related structures; vehicles and/or trailers; trash containers and dumpsters; valet routes, parking sites, exit openings, and pathways, and other related event components not covered above. Additions, modifications or deletions may be required upon review. Final plan must be approved by the Director.

NON-REFUNDABLE FEES:

Rental $_____
Trash Bin(s) $ 74.53 x = _____
Ballfield $_____
Staffing $_____
Application Fee $ 15.00
Electrical Lighting $_____
Commercial Services $_____
Portable Restrooms $_____
Other Fees $_____

Total Fees $_____

REFUNDABLE FEES:
Security & Maintenance Deposit $_____
Note: Refund upon compliance or regulations and if area is left in good order.

Applicant Initial [ ]

OFFICE USE ONLY:

Park/facility available [ ] YES [ ] NO _____ Initial _____ Date
Room/cabin Available [ ] YES [ ] NO _____ Initial _____ Date
Ballfield Available [ ] YES [ ] NO_____ Initial _____ Date

PARK FACILITY PERMIT APPROVED?

[ ] YES [ ] NO _____ _____Date
Deputy Director Rec. Services
[ ] YES [ ] NO _____ _____Date
Deputy Director Park Services
[ ] YES [ ] NO _____ _____Date
Director

NOTES:

[ ] Insurance Received

RULES AND REGULATIONS GOVERNING THE USE OF

CITY OF BURBANK PARK, RECREATION AND COMMUNITY SERVICES FACILITIES

NOTE: THE PERSON REQUESTING ANY PUBLIC FACILITY AGREES TO OBSERVE ALL REGULATIONS GOVERNING ITS USE, AND FURTHER CERTIFIES THAT ALL INFORMATION HEREIN IS COMPLETE AND FACTUAL TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

1) This is an application for use only. Your request is not final until approved and a Conditional Permit for Use is issued. **You must bring the final Conditional Permit for Use with you on date of your event.**
2) ALCOHOL IS NOT PERMITTED AT ANY PUBLIC FACILITY/PARK (with the exception of Gross Park with pre-approved permit only). If the Permittee is serving the alcohol, they must obtain a permit to do so. If the permittee is using a vendor to serve alcohol, the vendor must obtain the permit.
3) Applicant must be at least 18 years of age (21 for Robert Gross Park picnics with alcohol). Corporations sending a representative to apply must provide that representative with a letter of authorization on company letterhead, signed by the principal of the corporation (President or CEO) which must be presented at time of application.
4) We do not permit any type of Petting Zoos (example: Reptile Parties, Farm Animals, etc) at any public park.
5) Permit to follow when approved. Approximately 2-4 weeks are required for issuance of permit; therefore, all charges must be made in full 2-4 weeks in advance in order to ensure reservation (for large/special events see #32). NO LATE APPLICATIONS WILL BE ACCEPTED.
6) Applicant and all members of group will comply with all City of Burbank PRCS Dept. rules, regulations, and directions.
7) If a key is required for a facility, it may be picked up at the Park, Recreation and Community Services Department office before the event. A $100 (check only) refundable deposit is required. This request must be noted on your application.
8) Violations of rules and/or damage/failure to clean area used may result in withholding of deposit, revocation of permit, additional fees and may affect future reservation privileges and use.
9) Only City approved & authorized caterers may be used. They must have a Burbank Business License obtainable through License & Code Division & provide insurance. PLEASE NOTE: Catering companies must abide by the hours on your permit. If extra hours to set up and clean up are required, it is YOUR responsibility to pay the fees & request the hours no later than your deadline.

_____ Initial 10) **All information on any and all hired services (company name, Insurance Certificate of Liability and Additional Insured Endorsement, Burbank Business License) must be submitted NO LATER THAN YOUR DEADLINE.**

11) Insurance coverage (public liability and property damage) will be required for certain groups, including dog/car shows and other commercial activities. The Park, Recreation and Community Services Department Director may also require insurance in connection with any other activity or use of park property or facilities if the activity or use might cause injury or damage to persons or property.
12) Vehicles are NOT permitted on ANY park premises without special written permission from the PRCS Director.
13) The rental of any public park building or grounds for any activity shall in no way interfere with the use and occupancy of such building or grounds for public park and playground purposes, or interfere with the regular conduct of public park and playground activities as determined by the Park Recreation and Community Services Director.
14) Facilities will be vacated promptly and left in good order at the end of the approved reservation period. If facilities and/or park grounds require staff for cleaning purposes, the City retains the right to withhold any or all of the deposit. All events must conclude at least one hour prior to park/facility closing hours; additional charges and special permit required for extended hours.
15) Permit Holder assumes all liability for damage to or theft of City property available to permit holder's group during their reservation.

_____ Initial 16) **The Reservation desk must be notified NO LATER THAN YOUR DEADLINE of any changes, cancellations, or re-scheduling of event (for any reason including weather conditions). Failure to utilize date(s) on permit without giving the required notice (refer to your deadline date) will result in cancellation of reservation privileges and/or forfeiture of fees and deposits paid. Fees are not refundable. NOTE: If rain occurs on the day of your weekend picnic, you MUST call us the next working day (Monday for weekend events) to reschedule your picnic for a future date. You have up to 3 months from the original event date to reschedule with at least 2 business weeks advance notice. (for large/special events two months advance notice).**

17) No equipment/furnishings shall be removed from the premises or modified in any way without written authority from the PRCS Director.
18) Decorating of buildings should be discussed at time of filing application. Nails, Staples, and similar hardware shall not be used to attach decorative material to trees, walls or ceilings. Decorations must be removed immediately after use.
19) The kitchen facilities shall not be used by any group without specific permission.
20) All permits are subject to Department cancellation at any time. In addition to the grounds for revocation contained in Section 3-3-805.6 of the Burbank Municipal Code, any permit issued may be revoked at the discretion of the PRCS Director if the facility is actually needed for a greater service to a greater number of persons during the time period covered by the permit.
21) No permit holder shall solicit, sell, offer to sell, take orders for, or exhibit any goods, services, or merchandise for himself or on behalf of any person in any manner to any person any time in any City building, upon any property or premises under the control of the City, without written agreement with the City or its departments, as defined in Burbank Municipal Code Section 3-3-801.1.

Signature:	**Date:**

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22) Certain designated areas of the parks are on a reservation basis. All other areas are on a first come first serve basis.

_____ Initial

23) **Permittee assumes all risks by using the City of Burbank facilities pursuant to this permit. Permittees assumes all liability for any injuries, damages, claims, demands, causes of actions that occur during the Permittee's use of any of the City of Burbank's facilities under this Permit. Permittee will defend & indemnify the City of Burbank & its officers and employees against all claims and/or causes of action that result from the use of any of the City's facilities under this Permit. The obligation to defend the City shall occur upon the filing of any claim and shall not be dependent on the establishment of any negligence on the part of the City or Permittee. Permittee further acknowledges that prior to Permitte's use of the facilities it will inspect all facilities and all premises that it intends to use for safety.**

24) If attendance exceeds number stated additional fees may apply.

25) Inspections, building and/or fire permits, and/or engineer drawings may be required.

26) Electrical capacity in parks where available is limited based on amperage and is not intended to substitute for generators.

27) If you plan to serve food to the public, you must obtain all required permits including a Health Permit from the Los Angeles County Health Department, (818) 557-4187 Business License.

28) All hired or donated supply/service providers (caterer, rental companies, promoter, security, etc.) will be required to obtain Burbank Business License. Retail vendors and exhibitors at permitted events are exempt from having to obtain a Burbank business license.

29) Any company providing a service MUST have a Burbank Business License obtainable through the City's License and Code Division at (818) 238-5280 and must provide us with insurance forms as required by the Department prior to the event. This includes a moonbounce, party rental company, exhibitor, entertainer, clown, caterer/food delivery, or any outside service participating in your event.

30) Insurance is required for groups of 100+ persons, hired services & other circumstances per the Director's discretion. Certificate of Insurance and Separate Additional Insured Endorsement must be submitted as required by the Department.

31) Violation of rules/regulations will result in forfeiture of fees, and may have an effect on your organization's future use of park facilities.

Large/Specialized Events – All of the above rules and regulations apply in addition to the following:

32) Permit to follow when approved. Approximately 2-4 weeks are required for issuance of permit; therefore, all charges must be made in full **two months** in advance in order to ensure reservation. NO LATE APPLICATIONS WILL BE ACCEPTED.

33) **Insurance Requirement for Large/Specialized Events only.** The Permit Group must submit the following insurance documents at least **two months** prior to the event: Hold Harmless Agreement, Certificate of Insurance, Separate Additional Insured Endorsement naming the City, Providence High School (if using Carson Park), and all service providers, vendors and participants. If service providers, vendors and participants have insurance, they may submit their own Certificate of Insurance, Hold Harmless Agreement and Separate Additional Insured Endorsement form per City requirement. It is the responsibility of the Permit Group to collect all documents and submit one packet to the PRCS department. If the permit group is unable to add all service providers, vendors and participants to their insurance policy, or if those providers don't have their own insurance, they must purchase Special Events insurance through the City. The fee will vary depending on type of event, size of event, and number of service providers/vendors/exhibitor.

34) For large/specialized events, residents and business may require notification prior to an event. The notice will include a brief description of the event, date, time of event, the name of a contact person, and means for reaching the person during the event (e.g. pager, cell, phone, etc.). Notice must be approved by PRCS staff. Applicant is responsible for all mailing fees.

35) If the event includes a car show, the Permit Group will also be responsible for verifying that all cars are insured.

36) Only one large/specialized event per weekend at any park. Only one large/specialized event per month at Carson Park.

37) Robert Gross park large group events are limited to a maximum capacity of 400 people.

I have read, understood and agree to comply with the above rules/regulations established by the City of Burbank. I understand it is my responsibility to inform all members of my group of these rules & regulations and take responsibility for the group as permit holder. I also understand it is my responsibility to adhere to the deadline for changes, cancellations, re-scheduling and other information due (such as insurance forms and hired service information) and realize failure to submit these by the deadline date will result in my inability to use the facility requested or the hired service.

Print Your Name _____ **Organization:**_____ **Title:**_____

Signature:_____ **Date:**_____