



SPECIAL EVENT PROCESS (Non-Park Facilities)

1. What is considered a Special Event?

The Special Event Process is required anytime an event or activity takes place on public property such as a city facility, a city street, a sidewalk, or an alley, or on private property¹ in a way that may have an impact on the public right of way (such as through increased traffic or parking demand, temporary encroachments onto adjacent sidewalks, etc.)². Examples may include outdoor concerts, festivals, markets, or sporting events such as marathons, bike races, or running events. The Special Event Process is managed by the Economic Development Division. Once initiated, the Economic Development Division will submit events to each City department who will proceed to issue respective permits, if required.

2. Where can I begin the Special Event Intake Process?

Once you have completed your Special Event Intake Form, please email it to econdev@burbankca.gov. Please note that applications for events occurring entirely within City parks or park facilities may be submitted directly to the City's Parks and Recreation Department.

More information is available here: <https://www.burbankca.gov/web/parks-recreation/park-permits>.

3. When should I submit my Special Event Intake Form?

Information for a planned special event shall be submitted to the Economic Development Division at least ninety (90) days prior to the start of the event.³

4. Is there a fee for the Special Event Intake Process?

There is no fee to submit a Special Event Intake Form. However, if permits are required for the event, application and processing fees are required for required permits as outlined in the Burbank Fee Resolution. Permit fees are due at the time of permit application submission via check by mail or check/credit card in person at the City department(s) issuing the permit(s). Over-the-phone payments cannot be processed. Depending on the nature of the event, permits may be required by the Public Works Department, Building Division, Parks and Recreation Department, Fire Department, and/or Police Department. This is a non-exhaustive list, and specific requirements for permits are outlined in the Burbank Municipal Code.

¹ Private property means any real property within the City which is privately owned, and which is not public property.

² Public-Right-of-Way includes streets, alleys, avenues, roads, highways, parkways, sidewalks, curbs, or boulevards dedicated or acquired as right-of-way.

³ Submitting a Special Event Intake Form does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the proposed.

5. What are the insurance requirements for a special event?

Insurance requirements are outlined in the Burbank Municipal Code for respective permits. Activities on City-owned property or public right of way will, at a minimum, require the Special Event organizer(s) to obtain liability and property damage insurance in amounts as required by the Burbank Municipal Code. It is the responsibility of the Special Event organizer(s) to maintain a COMMERCIAL GENERAL LIABILITY insurance policy with coverage not less than \$2,000,00. Insurance must include separate endorsements naming the City as an additional insured, and providing the City with at least 10 days' prior Notice of Cancellation. Specific insurance requirements will be provided as required by applicable permits, and must be approved by the City.

6. Police Presence may be required at your event.

If the event is contained all on private property, the Police Department will determine if an off-duty Police Officer is required. If no Police Officer is needed, the Patrol Captain will be informed of the event. Events on public property may also require police presence, as determined by the Police Department. Police Officer presence at any event will be paid for by the Event Organizer at the rates outlined in the Burbank Fee Resolution.

7. Your event may require clearance from the Fire Department.

Fire Department will decide if an event inspection is needed for your event.

8. LA County Health Information

A Community Event Organizer permit issued by the Los Angeles County Department of Public Health is required for anyone who organizes a community event that sells or gives away food or beverages to the public. Examples of community events include street fairs and festivals, musical and artistic presentations, sporting events, ethnic celebrations, and trade shows. Community Event Organizer permit requirements are governed and determined by Los Angeles County, including time limits, fees, submittal requirements, and issuance. Note that applications submitted to the County less than 14 calendar days prior to the event (including those requesting a fee exemption) will be considered late and are subject to an additional late fee equal to 25% of the permit fee or \$50.00, whichever is greater. Event Organizers must work directly with the County to obtain a Community Event Organizer permit.

More information can be found here: <http://www.publichealth.lacounty.gov/eh/about/permit.htm>

9. Pre-Event Meeting may be required

A pre-event meeting is mandatory for events with over 1000 attendees and those planning street closures spanning more than one block.

10. Potential Event Locations

Potential event locations are the Downtown Burbank, Magnolia Park as well as City of Burbank Park facilities. For more information and to explore available park options, please visit our website at <https://www.burbankca.gov/web/parks-recreation/park-permits>.

11. Business Notification

Event holders are required to inform nearby businesses about the event in advance.



GENERAL INFORMATION

1. **Event Name:** _____
2. **Event Location (*please provide a site plan*):** _____
3. **Estimated Number of Attendees:** _____
4. **Please provide as much information about the event logistics and set-up as possible (may attach additional pages):**

5. **Event Date(s):** _____ **Event Time(s):** _____
- | | |
|-----------------------|-------------|
| Set-up Date: _____ | Time: _____ |
| Start Date: _____ | Time: _____ |
| End Date: _____ | Time: _____ |
| Dismantle Date: _____ | Time: _____ |

6. **Event Producer Name:** _____
Email: _____
Cell: _____ 24/7 Contact #: _____

Secondary Event Producer Name: _____
Email: _____
Cell: _____ 24/7 Contact #: _____

Traffic Team Member: _____
Email: _____
Cell: _____ 24/7 Contact #: _____

I/we understand and agree that this intake form does not guarantee issuance of related permits required for the event. This is an intake form only, and additional information/fees may be required prior to final approval of the event, including but not limited to separate permits and approvals issued by various City departments. If issued, I/we agree to comply with applicable permit requirements at all times. Failure to submit required permit application information/fees/insurance or abide by permit requirements may be grounds for denial of such permit(s) or revocation, and immediate cancellation of the event.

BY: _____

PRINT: _____

TITLE: _____

CONTACT PERSON (print)

PHONE

BY: _____

PRINT: _____

TITLE: _____

MAILING ADDRESS

CITY/STATE

City Contacts

PW Traffic Div. - Edward Yu 150 N. Third St.	818-238-3969
PW Land Dev./Permits - Ernesto Figueroa 150 N.Third St.	818-238-3950
PW Storm Drain - Kenneth Kozovich 150 N. Third St.	818-238-3932
PW Recycle Center - Amber Duran 500 S. Flower St.	818-238-3900
Building & Safety – Permits (Vendors) Building & Safety - Inspections 150 N. Third St., 1 st Floor	818-238-5280 818-238-5220
Police Dept. - Traffic Div. – Gina Kozai 200 N. Third St.	818-238-3105
Fire Dept./ Fire Prevention Bureau -Daniel King -Joel Petteys 311 E. Orange Grove Ave.	818-238-3382 818-238-3386
Parking - Angelica Gonzales 150 N. Third St.	818-238-5290
TMC - Eric Perez 150 N. Third St.	818-238-3950

Approval Mandatory If Checked

FOR INTERNAL USE ONLY

Attach As Needed

Estimated Expenses

P.W. Traffic _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

P.W. Storm Water _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

P.W. Recycle Center _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

CDD Parking _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

CDD Planning _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

CDD Building Official _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

Police Chief _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

Fire Chief _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

TMC _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

Deposit \$ _____

Permit No. _____

Refund \$ _____

Amount \$ _____