



Santa Monica Airport Event Permit Application

This application must be fully completed and submitted by the Lease Holder or authorized representative to Airport Administration for approval in concept and site plan check by the Airport Director prior to making arrangements with other City offices.

- Airport Administration – approval in concept and review of site plan.

Approval date: _____ Approved by: _____

Below are the City offices to contact for Permit approval:

- Operations Office of the Santa Monica Airport - regarding airside security requirements and/or aircraft movement.

Approval date: _____ Approved by: _____

- Santa Monica Fire Department - to determine safety requirements including provisions for a Fire Safety Officer if one is deemed needed by SMFD.

Approval date: _____ Approved by: _____

- Operations Office of the Santa Monica Police Department - regarding security requirements and/or hiring of officers.

Approval date: _____ Approved by: _____

- Santa Monica Resource Recovery and Recycling Division - regarding zero waste management and recycling plans for the event.

Approval date: _____ Approved by: _____

- Community Events - A City of Santa Monica Event Permit may also be required.

Approval date: _____ Approved by: _____

- Santa Monica Business Licensing - To obtain a City of Santa Monica business license.

Approval date: _____ Approved by: _____

- Airport Business Office - review of application and issuance of permit.

List of contacts on page 12

GENERAL EVENT INFORMATION

Name of Event _____

Event Location/Address/Space/Area

Date(s) of Event _____

Actual Event Hours: Start Time _____ am/pm End Time _____ am/pm

Set-Up Date _____ Start Time _____ am/pm Stop Time _____ am/pm

Strike-down Date _____ Start Time _____ am/pm Stop Time _____ am/pm

Description of the event (Use additional paper if necessary)

Expected Attendance per Day: Participants _____ + Spectators _____ = Total _____

Is the event open to the public? No Yes

Is it ticketed? No Yes

Is there an admission charge? No Yes

If you answered yes to any of the questions above, please explain how admission will be managed?

APPLICANT INFORMATION

Company/Organization _____

Representative/Agent _____

Address _____

Phone Number _____ Fax Number _____

Mobile Number _____ E-Mail _____

Location Contact Name and Number _____

PROMOTER AND/OR EVENT PLANNER INFORMATION

Company/Organization _____

Representative/Agent _____

Address _____

Phone Number _____ Fax Number _____

Mobile Number _____ E-Mail _____

Location Contact Name and Number _____

SPONSOR INFORMATION

Event Sponsor _____

Sponsor's product(s) description _____

Will Sponsor's name appear on event publicity? No Yes

Will Sponsor's products be available at the event? No Yes, see below

Sponsor's products be: Free Sold

Will Sponsor's name appear on event signage? No Yes

PUBLICITY

*Balloons, streamers or other items deemed hazardous to air navigation are prohibited.

Will signs be used during the event? No Yes, see below

Description of signage

Where signs will be located?

How the signs will be mounted?

Other than signage, how will the event be publicized?

Invitation only Radio Television Print Social Networking Other, see below

Will there be live or other media coverage during the event? No Yes, see below

Description of media coverage

REVENUE

Will funds be raised at the event No Yes, see below

Ticket Sales Food/Beverage Auction of goods
 Solicitation of donations Retail Sales, see below

What will be the number and type of retail concessionaires?

Other

SITE Plan

A detailed, legible site plan to scale must be attached to this application.

Please show specific location of: alcoholic/nonalcoholic concession area; food concession/preparation area; portable toilets; first aid facilities; tables/chairs, fencing, barriers and/or barricades; generators and/or source of electricity; tents and canopies; booths, exhibits, displays, or enclosures; scaffolding, bleachers, platforms, stages, grandstands, or other structures; vehicles/trailers; trash containers and dumpsters; valet route, parking sites, proximity to other building/structures, exit openings and pathways, and other related event components not covered in application.

EVENT CONFIGURATION

Which of the following will you be constructing or assembling?

- Stages (how many? ____ height: ____ inches)
- Bleachers or other seating
- Canopy (open sides) in excess of 700 sq.ft. area
- Tents in excess of 400 sq.ft.
- Structure in excess of 120 sq.ft. area
- Displays or other structures (describe below)

*Santa Monica Building and Safety may require an inspection, building permit and/or engineer drawings for: electrical work; bleachers; stages/platforms over 30 inches in height; tents/canopies over 25 feet in height or 50 feet in any direction or over 2,500 square feet. Please contact Santa Monica Building and Safety.

VEHICLE PARKING

Will parking be accommodated upon the leasehold only? No, see below Yes

The following City parking lots will be needed for the event (see attached maps):

- 2900 Lot 3000 Lot 3013 Lot 3026 Lot 3050 Lot SM College Lot
- Other: _____

***Parking in designated assigned tenant parking spaces strictly prohibited.**

How will traffic access, regress, and security be managed?

FIRST AID

Will there be designated facilities for first aid? No Yes

Where will the first aid station be located?

FOOD AND BEVERAGE SERVICE

Will food and/or non-alcoholic beverages be served on-site? No Yes, see below

Name of caterer _____

Will food be cooked on-site? No Yes, see below

Describe set-up

If not using a professional caterer, describe food/beverage handling, preparation, distribution and clean-up procedures.

*Food preparation generally requires a permit from the County Health Department.

ALCOHOL

Will alcoholic beverages be served and/or sold? No Yes, see below

Describe service area and security arrangements to ensure consumption/access by persons 21 years or older only.

*Event permit will be contingent upon applicant securing required permit from State of California Alcoholic Beverage Control (ABC).

ACCESSIBILITY

Description of accessibility plan

*The City of Santa Monica's Community Events Office provides an accessibility checklist to assist the event organizer in providing an accessibility plan.

*It is the event organizers' responsibility to comply with all City, County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). The ADA mandates equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection.

ENVIRONMENTAL

Provide needs and provisions for the following services:

Electrical

Water

Solid Waste Management

Describe plans for clean-up, collection and disposal of refuse, and recycling

*Contact the Santa Monica Resource Recovery and Recycling Division regarding zero waste management and recycling plans for the event.

Restrooms/toilets

Location and quantity that will be provided including portable toilets

*Los Angeles County Health Department recommends one chemical toilet for every 250 men and two chemical toilets for every 175 women. At least 10% of toilets must be accessible to disabled persons. All restrooms must be properly illuminated.

FIRE SAFETY

Will the following be used as part of this event? If yes, please describe below.

- Tents How many? _____ Canopies How Many? _____
- Generators How Many? _____ Size/type? _____
- Special Effects

*Santa Monica Fire Department personnel may be required at your event, please contact the Santa Monica Fire Department.

SECURITY/POLICE

Will you be hiring a private security company? No Yes, see below

Name of company _____

Will any security guards be armed? No Yes, see below
How many? _____

*Santa Monica Police Department personnel may be required at your event, please contact the Operations Office of the Santa Monica Police Department.

SPECIAL ACTIVITIES

Will the event require the use of aircraft No Yes, see below

*The Office of Operations at Santa Monica Airport requires a detailed site specific plan for the use of any type of aircraft – static or moving, please contact the Santa Monica Airport Operations Office.

Will the event require a closure of active aircraft movement areas (taxiway closures) that calls for an issuance of a NOTAM? No Yes, see below

Please describe the area of closure with the date, time and duration

Will entertainment be provided at this event? No Yes, see below

Describe in detail (include hours and numbers) any use of live or otherwise amplified music, performances, presentations or other entertainment as well as any activity that generates fumes, smoke or loud noise

FILMING

Will the event be filmed or taped? No Yes, see below

Briefly describe the filming/taping activities

*A film Permit may be required, please contact the Airport's Business Office.

BUSINESS LICENSE

All supply and service providers (caterer, promoter, security, valet, rental companies, etc.) will be required to obtain a Santa Monica Business License.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Event organizer will be required to execute an Indemnity and Hold Harmless Agreement.

I hereby attest under penalty of perjury that the above information provided by me is true and complete to the best of my knowledge and that I am authorized to represent the applicant(s) organization/group(s).

_____ Signature of Leaseholder Representative	_____ Date
_____ Print Name	_____ Title
_____ Signature of	_____ Date
_____ Print Name	_____ Title

INDEMNITY AND HOLD HARMLESS AGREEMENT

_____ (Hereinafter Indemnitor), in consideration of the City' s permission to _____ on _____, 2012 agrees to the terms and conditions as follows:

Indemnitor shall indemnify, defend and hold harmless the City, its Council, Boards, Commission, Officers, agents, servants and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including reasonable attorney' s fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the event, services or work conducted or performed by Indemnitor.

Indemnitor shall indemnify, defend and save harmless the City, its Council, Boards, Commissions, Officers, Agents, servants and employees from and against any and all claims and losses, whatsoever, including reasonable attorney' s fee accruing or resulting to any and all persons, firms or corporations furnishing or supplying work, services, material, equipment or supplies in connection with the event, services or work conducted or performed by Indemnitor and arising out of such activities, and from any and all claims and losses, whatsoever, including reasonable attorney' s fees accruing or resulting to any person, firm or corporation for damages, injury or death arising out of Indemnitor' s operations.

IN WITNESS WHEREOF, this Agreement is executed on this _____ day of _____, 2012.

INDEMNITOR:

By: _____
Signature

Print Name _____ Title _____

Organization _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

_____ (Hereinafter Indemnitor), in consideration of the City's permission to _____ on _____, 2012 agrees to the terms and conditions as follows:

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Indemnitor shall indemnify, defend and save harmless the City, its Council, Boards, Commissions, Officers, Agents, servants and employees from and against any and all claims and losses, whatsoever, including reasonable attorney's fee accruing or resulting to any and all persons, firms or corporations furnishing or supplying work, services, material, equipment or supplies in connection with the event, services or work conducted or performed by Indemnitor and arising out of such activities, and from any and all claims and losses, whatsoever, including reasonable attorney's fees accruing or resulting to any person, firm or corporation for damages, injury or death arising out of Indemnitor's operations.

IN WITNESS WHEREOF, this Agreement is executed on this _____ day of _____, 2012.

INDEMNITOR:

By: _____
Signature

Print Name _____ Title _____

Organization _____

Contact List

**Santa Monica Airport Administration:
Airport Director (310) 458-8591**

**Airport Business Office:
(310) 458-8591**

**Office of Operations Santa Monica Airport:
(310) 458-8591**

**Santa Monica Fire Department:
Fire Marshall (310) 458-8915**

**Operations Office of the Santa Monica Police Department:
(310) 458-8461**

**Santa Monica Resource Recovery and Recycling Division:
(310) 458-8596**

**Community Events:
(310) 458-8573**

**Santa Monica Business Licensing:
(310) 458-8745**

**Santa Monica Building and Safety:
(310) 458-8355**

**County Health Department:
(310) 665-8450**

**State of California Alcoholic Beverage Control (ABC):
(310) 412-6311**