



SPECIAL EVENT APPLICATION

1. What is considered a Special Event?

The City of Burbank defines a special event as any event or activity taking place on private¹ or public property such as a city facility, a city street, a sidewalk, or an alley that is impacting the public right of way.² Examples include outdoor concerts, festivals, markets, or sporting events such as marathons, bike races, or running events. A special event permit is required when it's an occasional and non-recurring event. City Facility/City Property is not considered a public right-of-way. Once it is established that a permit is required, each department will proceed to issue its respective permit.

2. Where can I obtain a Special Event Application?

Applications can be found at <https://www.burbankca.gov/get-a-permit>. Once you have completed your application, please email it to econdev@burbankca.gov.

3. When should I submit my Special Event Application?

Applications for a planned special event permit shall be submitted to the Economic Development Division at least sixty (60) days prior to the start of the event.³

4. Is there a fee for the Special Event Application?

Yes, application and processing fees are due at the time of submission via check by mail or check/credit card in person at the Building and Public Works counters on the first floor of the Community Services Building (150 N Third St, Burbank, CA 91502). Over-the-phone payments cannot be processed. Depending on your event, there may be additional Fire and Police Department fees. Public Works will not accept any payment before the permit application is approved and a permit is ready to be issued.

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

General liability is required to hold an event on public property. It is the responsibility of the Special Event organizer(s) to maintain a COMMERCIAL GENERAL LIABILITY insurance policy with coverage not less than \$1,000,000. Provide acceptable insurance to include separate endorsement naming City as additional insured. The contractor shall indemnify and save harmless City, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description. Must be approved by CAO. Must include Additional Insured Endorsement with at least 10-day Notice of Cancellation.

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 = streets, alleys, avenues, roads, highways, parkways or boulevards dedicated or acquired as right-of-way.

³ Submitting a Special Event Application does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the proposed concept or event until paid for the permit.

6. Police Presence may be required at your event.

If the event is contained all on private property, Police 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.

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

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

Please note, you will be required to obtain necessary permits from each requesting department.



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. **Will your event be held on public property, private property, or both?**

- Public Property Private Property Both

7. **Type of Event:**

- | | | | |
|---|---|---|--|
| <input type="radio"/> Athletic/Recreation | <input type="radio"/> Concert/Performance/Dance | <input type="radio"/> Circus/Carnival/Fair | <input type="radio"/> Party/Wedding |
| <input type="radio"/> Art/Exhibits/Museum | <input type="radio"/> Outdoor Market | <input type="radio"/> Festival/Themed Event | <input type="radio"/> Rally/Speaking Event |
| <input type="radio"/> Rave/Nightclub | <input type="radio"/> Parade/Procession/March | <input type="radio"/> Run/Walk/Race | <input type="radio"/> Meeting/Convention |

8. Will you have any of the following items at your event?

- Food Truck Tent Alcohol Sales (ABC Permit Required)
- Vendor (Food) Stage Open Flame
- Vendor (Retail) Generators Entertainment
- Fixed/Parked Cars Valet Security Carnival Rides/Slides/Bouncer Audience/Temp. Rowed Seating

9. Will this be a ticketed event? Yes No

10. Will Streets be closed for this event Yes No If Yes, please attach a traffic plan.

·Please indicate if partial or complete closure Partial Complete

·Will Streets or Public Right of Way be impacted at any time during this event? Yes No If Yes, please describe.

11. Streets Involved:

Street Name: _____ Street Name: _____
 From (Cross Street): _____ From (Cross Street): _____
 To (Cross Street): _____ To (Cross Street): _____

Type of Closure: Street Sidewalk Lane

I/we understand and agree that any permit/agreement entered into by separate instrument shall be issued and subject to the provisions of Title 7, Chapter 3 and Title 6, Chapter 1 of the Burbank Municipal Code; that such permit/agreement may be canceled by the City of Burbank, acting by and through its Public Works Director, at any time, and that the encroachment must be removed immediately; and that I/we are responsible for preparing exhibits of encroachment to satisfy the City of Burbank Public Works Director. Permittee shall provide Bodily Injury Liability and Property Damage insurance in an amount established by the Public Works Director and the insurance certificate in a form acceptable to the City Attorney.

BY: _____
PRINT: _____
TITLE: _____

BY: _____
PRINT: _____
TITLE: _____

CONTACT PERSON (print)

PHONE

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 Field Service - John Molinar 124 S. Lake St. | 818-238-3800 |
| PW Recycle Center - Amber Duran 500 S. Flower St. | 818-238-3900 |
| Building & Safety – Permits & Inspections 150 N. Third St., 1 st Floor | 818-238-5280 |
| CDD Economic Development – Mary Hamzoian 150 N.Third St. | 818-238-5180 |
| CDD Planning – Scott Plambaeck 150 N. Third St. | 818-238-5250 |
| Police Dept. - Traffic Div. – Gina Kozai 200 N. Third St. | 818-238-3105 |
| Fire Dept./ Fire Prevention Bureau | |
| -Daniel King | |
| -Joel Petteys | 818-238-3382 |
| 311 E. Orange Grove Ave. | 818-238-3386 |
| Parking - Angelica Gonzales 150 N. Third St. | 818-238-5290 |
| City's Manager Office 275 E. Olive Ave. | 818-238-5800 |

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. Field Services _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

P.W. Recycle Center _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

CDD Econ. Development _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

CDD Planning _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

CDD Parking _____

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: _____

\$ _____

City Manager's Office _____

Name of Approving Staff _____

- Approved
- Disapproved
- N/A

Conditions: _____

\$ _____

Deposit \$ _____

Permit No. _____

Refund \$ _____

Amount \$ _____