

# APPLICATION FOR PARK/FACILITY EVENT

City of Burbank- Parks and Recreation Department

150 N. Third Street, 3<sup>rd</sup> Floor Burbank, CA 91502 (818) 238-5300

<http://www.burbankca.gov/departments/parks-and-recreation/parks-facilities/reservation-permits>

## INSTRUCTIONS:

- Must apply in person. All areas must be filled out completely. Faxes not accepted.
- Check, Money Order, or Credit Card ONLY (Visa or Mastercard) **NO CASH! PAYMENT MADE IN FULL.**
- **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 information, certificate of insurance, additional insured endorsement, and site plan, are due:**  
**BEFORE 5:00 PM on** \_\_\_\_\_ **(Deadline)**

## APPLICANT INFORMATION:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Does organization have Burbank non-profit 501 © (3) status?

YES  NO Federal I.D. # \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT INFORMATION:

Park/ Facility: \_\_\_\_\_

Park Area #: \_\_\_\_\_ or Room #: \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Hours\*Hours to include set-up and strike-down. \_\_\_\_\_

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

## Attendance per day:

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

## Application for:

- Birthday party  
 Picnic  
 Car Show  
 Festival  
 Fundraiser  
 Parade  
 Live Music  
 Art Show  
 Race/ Walk  
 Other \_\_\_\_\_

## Event Involves:

- Caterer  
 Moonbounce  
 Food trucks  
 Overnight Parking  
 Tents/Canopies  
 Electricity  
 Music  
 Sale of goods/food  
 Game Booths  
 Vendors  
 Other \_\_\_\_\_

## Event Publicity:

- If you plan to advertise, Check all that apply:
- Radio  
 Flyer  
 Print  
 Television  
 Internet  
 Other \_\_\_\_\_

\*Portable restrooms required for groups of 250+

## 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: \_\_\_\_\_



**RULES AND REGULATIONS GOVERNING THE USE OF  
CITY OF BURBANK PARKS AND RECREATION DEPARTMENT 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 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 PR Dept. rules, regulations, and directions.
- 7) If a key is required for a facility, it may be picked up at the Parks and Recreation 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) 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. If you exceed your time reservation time, the City retains the right to withhold any or all of the deposit.
- 10) **All information on any and all hired services (company name, Insurance Certificate of Liability and Additional Insured Endorsement) must be submitted NO LATER THAN YOUR DEADLINE.**
- Initial 11) Insurance coverage (public liability and property damage) will be required for certain groups, including dog/car shows and other commercial activities. The Parks and Recreation 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 PR 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 Parks and Recreation 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). Cancellations prior to the deadline can be refunded, but not including the application fee. Failure to utilize deadline date(s) on permit without giving the required notice will result in cancellation of reservation privileges and/or forfeiture of all 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 application 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 PR 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 PR 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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Initial

- 22) Certain designated areas of the parks are on a reservation basis. All other areas are on a first come first serve basis.
- 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 Permittee'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 weeks** 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 PR 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 PR 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: \_\_\_\_\_