Account No.: _____

FINANCE DEPARTMENT

CITY OF CULVER CITY

(310) 253-5870

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

JEFF S. MUIR
Chief Financial Officer

EVENT PERMIT APPLICATION
COMMITTEE ON PERMITS AND LICENSES (COPL)

Date:_____

ALL EVENT PERMIT APPLICATIONS MUST BE SUBMITTED NO LATER THAN THREE WEEKS PRIOR TO THE EVENT DATE OR THE PERMIT MAY BE DENIED

1) Business/Organization Name: _____

2) Address: _____

3) Phone #: _____ FAX #: _____

4) List the names, **home** address and **home** telephone numbers of the owners, partners, corporate officers or promoters of the event. If necessary attach separate list of Corporate Officers with application.

_____
Name/Title Address Phone

_____
Name/Title Address Phone

5) Describe the event: _____

_____

6) Event location/address: _____

7) Event dates: _____

8) Event times: From: _____ To: _____

9) Number of people expected to attend throughout course of event: _____

10) Maximum number of people at any given time: _____

Will the event have the following:

Dancing	☐ Yes	☐ No	Be open to the Public	☐ Yes	☐ No
Vendors/Booths	☐ Yes	☐ No	Caterers/Trucks	☐ Yes	☐ No
Charging for Alcohol	☐ Yes	☐ No	Live Music/Amplified Sound	☐ Yes	☐ No
Entrance Fee	☐ Yes	☐ No	Take Place Outdoors	☐ Yes	☐ No
Valet Parking	☐ Yes	☐ No	Tent(s)	☐ Yes	☐ No
Will need to provide the following:			Serving Alcohol	☐ Yes	☐ No
Sound Permit Received	☐ Yes	☐ No	ABC License	☐ Yes	☐ No
Insurance Certificate	☐ Yes	☐ No	Tax Exempt	☐ Yes	☐ No
Plot/Floor Plan	☐ Yes	☐ No	Catering/Truck Name or Account #_____		
Tent Permit Received	☐ Yes	☐ No	Valet Business Name or Account #_____		
Generator (Permit may be required)	☐ Yes	☐ No	Entertainment Name or Account # _____ (i.e.DJ, Comedian, etc.)		

11) What is the present use of the premises where this event is to be held?

☐ Veteran's Memorial Building

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12) Name and address of owner (landlord) of the premises:

☐ City of Culver City

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13) Briefly state past experience of applicant(s) with this type of event:

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14) Has any permit issued to the applicant(s) by any public authority ever been revoked? ☐ Yes ☐ No
If yes, please explain:

Following to be signed by an officer of the Organization or an authorized agent (if signed by an agent, a letter of authorization will required). If the permit is granted, I/We agree to comply with all Federal and State Laws, all Ordinances, Rules and Regulations of the City, including all conditions stipulated on the event permit issued by the from Committee on Permits and Licenses, and to pay promptly all the required fees.
I hereby certify, under penalty of perjury, that the above information is true, correct and complete to the best of my knowledge.

Signature of Officer or Authorized Agent Date

Signature of Officer or Authorized Agent Date

WAIVER OF NOTICE OF TIME AND PLACE OF HEARING

I hereby agree that this application may be presented to and be heard by the Committee on Permits and Licenses at a regularly scheduled meeting in the Council Chambers at City Hall. I hereby waive further notice of such hearing, and if any continuances are ordered, I will make inquiry as to when and where the application/s shall be heard.

Signature of Officer or Authorized Agent Date

THE APPLICANT WILL BE NOTIFIED OF THE DECISION OF THE COMMITTEE ON PERMITS AND LICENSES. IF THE APPLICATION IS APPROVED, THE APPLICANT MAY OBTAIN THEIR PERMIT AND/OR CERTIFICATE FROM THE BUSINESS TAX DIVISION.

NOTE: THE PAYMENT OF FEES DOES NOT CONSTITUTE A PERMIT TO HOLD AN EVENT IN CULVER CITY

EVENT FEE(S)	TOTAL AMOUNT	AMOUNT PAID	TAKEN BY