CITY OF CULVER CITY

BUSINESS TAX DIVISION

9770 Culver Blvd., Culver City, CA 90232

Phone: (310) 253 5870 or (310) 253 5888 (Recorded Info.)

Email: business.license@culvercity.org

FINANCE DEPARTMENT

Account ID:_____

Event Ref# :_____

COMMITTEE ON PERMITS AND LICENSES (COPL)

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) Contact Person: _____   Email: _____

5) 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

6) Describe the event: _____

_____

7) Event location/address: _____

8) Event date(s): _____

9) Event times: From: _____   To: _____

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

11) 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	☐ Yes ☐ No	Entertainment Name or Account # _____
(Permit may be required)		(i.e.DJ, Comedian, etc.)	

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

☐ Veteran's Memorial Building

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

☐ City of Culver City

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

15) Has any permit issued to the applicant(s) by any public authority ever been revoked?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

| I Acknowledge Receipt of Fee Schedule effective July1, 2014 _____ |

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

CITY USE ONLY		Event Ref# :	
Fees		**Charge Code**	**Amount**
Event Fee*	First Day $_____ + Each Addl. Consecutive Day $_____	**2605**	$
Recycling Fee*	No. of People _____ ☐ W/Food ☐ W/O Food	**6107**	$
Expediting Permit Fee (If within 3 Weeks of Event)	☐ 1st Instance - $100 ☐ Subsequent Instance - $250	**2610**	$
Police Officer**	No. of Officers ____ X $470 (Mon-Fri)	**5921**	$
Police Officer**	No. of Officers ____ X $470 (Sat-Sun)	**5922**	$
Life Safety Officer**	No. of Officers ____ X $500 (Mon-Fri)	**5919**	$
Life Safety Officer**	No. of Officers ____ X $500 (Sat-Sun)	**5920**	$
		TOTAL	$
*A written cancellation of an event made prior to the Committee meeting to discuss the issuance of the permit, will be given a refund of the event and recycling fees. **A 24 hour written notice prior to the event is required in case of cancellations for a refund of these fees.		**Received by:**	