Collected: $_____

CITY OF HAWTHORNE
LICENSING & CASHIERING
4455 W. 126th STREET
HAWTHORNE, CA 90250
(310) 349-2935 (office)
(310) 978-9858 (fax)
Buslic@cityofhawthorne.org

- ❒ City Manager
- ❒ Police
- ❒ Fire
- ❒ Rec/Comm Svcs
- ❒ Public Works
- ❒ Airport
- ❒ Planning

APPLICATION FOR SPECIAL EVENT PERMIT

SUBJECT TO APPROVAL

APPLICATION FOR:				
DATE OF EVENT:		LOCATION:		
HOURS OF EVENT:	From:	To:	NUMBER OF PEOPLE:	
DESCRIPTION OF EVENT:				
WILL ALCOHOL BE SERVED/PERMITTED:	❒ YES ❒ NO		ABC PERMIT REQUIRED:	❒ YES ❒ NO
BUSINESS / ORGANIZATION NAME:				
ADDRESS:				

PERMIT APPLICANT INFORMATION:

1.			
First M.I. Last		Address	City, State, Zip Code
Date of Birth		Driver's License Number	Social Security Number
Home Telephone Number		E-mail Address	Cell Phone Number
2.			
First M.I. Last		Address	City, State, Zip Code
Date of Birth		E-mail Address	Social Security Number
Home Telephone Number		Work Telephone Number	Cell Phone Number

I hereby certify by signing below that I have read the above information and understand my responsibility for adhering to all requirements and fees related to my special event. I understand that this is merely an application for permit, and if granted, do hereby agree to comply with all Federal, State, and Local laws, statues, and ordinances. I further understand that any false information provided will be grounds for denial and permit and/or termination of event.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

OFFICE USE ONLY

APPLICATION RECEIVED BY: _____ DATE: _____

APPROVED BY: _____ DEPARTMENT: _____ DATE: _____

SPECIAL INSTRUCTIONS / REQUIREMENTS: _____

_____

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CITY OF HAWTHORNE BLOCK PARTY GUIDELINES

Approved by City Council on 2-27-07

The definition of a "Block Party" is any party or "get-together" whereby the residents of a particular neighborhood desire the street to be closed or blocked from normal vehicular access. Block parties are intended to be a means of City and citizen cooperation to promote neighborhood cohesiveness and to encourage neighbors to come together for a day of fun and getting to know one another.

General guidelines are as follows:

- Block party permits will only be issued for Memorial Day, Labor Day, and July 4th. Block party permits will not be issued for private events such as birthdays, graduations, or weddings.

- Prior to the issuance of a Block Party permit, an application must be submitted along with a petition containing the signature of at least one adult member of a minimum of 90% of the households on the block within the affected area. Applicant must be at least 18 years old and a homeowner on the street that will be closed. Application and signatures must be received no later than 14 business days prior to the event.

- The entire block must be blocked off, not just a portion of it. The road must be closed at all times to through traffic with the exception of emergency vehicles. Closure of a portion of a block may be permitted upon individual review, but only when there are no intersecting streets to the area of the proposed closure.

- A minimum 20-foot fire lane must be provided at all times in the street. Permittee shall not block the street with vehicles or anything else that would block the ingress and egress of emergency vehicles. In addition, all Fire Hydrants shall be kept clear and accessible. Nothing shall be placed within 20 feet of any Fire Hydrant.

- Applicant must provide a certificate of General Liability Insurance with the minimum coverage of $1,000,000. The City of Hawthorne, it officers, agents and employees must be named as additional insured. You may contact your own insurance company or "Municipality Insurance Services, Inc." at (800) 420-0555 for a quote. The cost generally runs between $100 and $200 depending on estimated attendance. Applicant shall also be required to sign an "Indemnification and Hold Harmless" agreement prior to issuance of a permit.

- Each applicant must pay a $56.00 application fee in addition to a $200.00 deposit for barricades, signs, clean up, or damage to city property. The deposit will be forfeited if any city property is not returned, is damaged, or if additional clean up is required. If clean-up costs exceed $200.00, applicant will be responsible for payment of additional costs. Applicant will be responsible for the placement, removal, and safekeeping of Barricades. Barricades will be delivered to the applicant's residence the last working day prior to the event, and picked up the next working day following the event.

- Street closure may begin no earlier than 10:00 a.m. and may continue no later 9:00 p.m.

- No permits will be issued until an application is approved by the Police Department, Fire Department, and Public Works. Not all locations are appropriate for street closures due to the configuration or proximity to high-traffic areas.

- Barbecues are not to be placed in the street, under any canopies or within five feet of any canopy. In addition, jumpers or other like items that cannot be readily removed shall not be placed in the street. A 2A10BC type fire extinguisher SHOULD be accessible at all times.

- Participants must observe all applicable state and municipal codes and ordinances.

- Permittee(s) shall insure that no minors consume any alcoholic beverage and shall not permit any alcoholic beverage to be consumed on public streets and sidewalks. Sales of alcoholic beverages are strictly prohibited.

- The Police Watch Commander has the discretion to revoke any Block Party permit on site if it is determined that it is causing a public nuisance and permittee(s) are unable or unwilling to control the problem and/or fails to abide by the block party rules as set forth. This will cause the function to be terminated and the people present to disperse immediately. Additionally, the permittee may be issued an administrative citation and subject to fines. Revocation may result in denial of future Block Party applications in the same location.

- Permittee(s) shall be present at the block party at all times and shall, upon request from a Police Officer, produce their valid permit.

- There shall be no advertising of the block party event outside of the immediate, affected neighborhood.

- Permittee is responsible for the clean up and clearing of all trash on the street, sidewalks and public areas. Clean up must be completed immediately following the conclusion of the permitted time of the Block Party. Applicant will be billed if City crews are required to make any additional and/or special clean up.

- For 4th of July Block Parties – the only type of fireworks permitted within the City of Hawthorne are those classified as “Safe and Sane”. Possession or discharge of any other type of fireworks is illegal and subject to a $1000.00 fine. No Fireworks shall be discharged on a public street, alley, or right of way, or within 10 feet of any dwelling, residence or structure (copies of the HMC sections pertaining to fireworks will be distributed to all 4th of July block parties).

- Block parties are intended to be a celebration by and for the residents of a specific city block. Participants will be encouraged to limit the number of friends and relatives from outside the neighborhood to minimize the parking and noise impacts on the surrounding neighborhood.