



PALOS VERDES ESTATES CITY PERMIT REQUIRED FOR GROUP GATHERINGS AT FARNHAM MARTIN PARK

The City acquired Farnham Martin Park (adjacent to Malaga Cove Library) in July 1999 from the Palos Verdes Library District. One of the conditions of the acquisition agreement between the City and the District was that City controls over group usage of the green area be enacted due to complaints about noise and disruptive activities. The following summarizes the conditions contained in the City ordinance that was adopted to control use of the park:

- Any assemblage of more than 10 people are required to secure a Group Gathering Permit. The permit applies to family portrait, wedding groups, commercial still photography, motion picture, picnics or other group activities.
- No permit will be issued at any time Malaga Cove Library is open. Library hours are: Monday – Saturday from 10 am – 5 pm; with the exception of Wednesdays during the Summer when the Library is open from 1 pm – 9 pm (due to the Summer Concert Series). Closed Sunday.
- The City Manager’s Office will issue Group Gathering Permits. A permit application must be submitted not less than 7 days prior to the intended date. Groups fewer than 30 will not be assessed a fee. Groups of 30 people or more will be assessed a \$50 permit fee.
- Professional photographers who are shooting family portraits or wedding groups of less than 11 people are exempt from the permit requirement and are not restricted as to the hours they are permitted to access the park for picture taking, but must have a City business license.
- Persons wishing to use public property (Bluffs, Malaga Cove Plaza, Memorial Garden, Farnham Martin Park or other public site) for commercial still (other than portrait) photography or motion picture are required to secure a film permit and pay required fees in accordance with the City codes. Please contact the City Clerk’s Office regarding film permit requirements (310) 378-0383 x 2251.

**FOR MORE INFORMATION OR TO OBTAIN AN APPLICATION, CONTACT
ADMINISTRATIVE ANALYST, JACQUELINE WU
(310) 378-0383 x 2209**

CITY OF PALOS VERDES ESTATES
340 Palos Verdes Drive West, Palos Verdes Estates, CA 90274

FARNHAM MARTIN PARK
GROUP GATHERING PERMIT APPLICATION
PVEMC: 5.20.030 / 5.20.090 / 12.24.140

GUIDELINES:

- Groups of more than 10 persons require a permit. Groups of less than 10 do not require a permit and may use the park at any time.
 - Applications must be made no less than seven (7) days prior to event.
 - No fee for groups of 10-30 people.
 - Fee of \$50.00 will be charged to groups >30 people.
 - No group gatherings will be permitted at any time Malaga Cove Library is open. Library hours are:
 - Monday thru Saturday: 10 a.m. to 5 p.m.
 - Exception- Wednesdays during the summer, the Library hours will be from 1 p.m. to 9 p.m. due to the Concerts in the Park Series
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- No excessive, nor amplified, noise is allowed.
 - No organized sports are allowed.
 - No equipment (chairs, arches, tables, speakers, etc.) allowed.
 - There are no bathroom facilities at the Park.
 - THE PERMIT MUST BE IN THE POSSESSION OF THE CONTACT PERSON AT THE EVENT.
 - The holder of the permit is responsible for trash pick up and leaving the park clean after use.

EVENT DATE: _____

Business License: _____
(if applicable) Permit for still photography required

Applicant/Contact Person: _____

Address: _____

Contact phone number: _____

Hours of Intended Use: _____ **Number in Attendance:** _____

Describe the Purpose of the Event:

Special Conditions:

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Palos Verdes Estates, its elected officials, its officers, agents, and employees from any liability, claim, or action for damages resulting from, or in any way arising out of, the use of the grounds, facility, or equipment and will agree to abide by and enforce the rules, regulations, and policies governing Farnham Martin Park as set forth by the City of Palos Verdes Estates. Said applicant will accept all responsibility for any damages to premises, equipment, or grounds resulting from use of the facility. I have read and agree to comply with the rules, regulations, and policies governing Farnham Martin Park.

Signature of Applicant _____ **Date** _____

-----FOR OFFICE USE-----

APPROVED DENIED

FEE PAID: _____ **DATE PAID:** _____

CITY MANAGER'S DEPARTMENT **DATE**

RECEIPT #: _____

Please make checks payable to: City of Palos Verdes Estates