



## GAZEBO EVENT GUIDELINES (120 DAY-PILOT PROGRAM)

Gazebo events that concern the City are those that may impact City streets and services, public safety, citizen welfare, or disrupt traffic and community activities. The City, therefore, imposes specific conditions upon the sponsors of such events. Call the City offices for more information:

All event sponsors are required to meet the following conditions:

1. The sponsor of the proposed event must file a completed application with the City. The application contains a sign-off sheet; the approval of LA County Fire Prevention must be obtained. **City staff will circulate the application to the remaining staff. Additional conditions may be stipulated by the department heads.**
2. A gazebo event **application fee of \$176.00 or \$352.00** is payable to the City at the time of the application, the price of the application fee is at the discretion of the City Manager and/or City Staff. A separate **\$75.00 clean-up deposit** is required that is usually refunded at the City Manager's discretion after the event, if all cleanup and other conditions have been met. Where City property is involved, a higher deposit may be required at the discretion of the City Manager and/or City Staff. The difference in fees is based on assessment of the size of party, and traffic.
3. The City requires a certificate of insurance in a minimum of two million dollars per event. At their discretion, the Risk Manager may require Special Event Liability insurance up to five million combined single limit. The certificate shall name the City of Palos Verdes Estates, its officers, employees and agents, as additional insured in order to protect the City from event-incurred risks. A certificate of Insurance as defined above must be received by the City with the completed application.  
Possible qualifying one-day event insurance providers include: [Geico](#), [Allstate](#), [USAA](#), etc...
4. Applicants must submit a signed letter indemnifying and holding the City harmless from any liability arising from the event.
5. All expenses are the responsibility of the applicant.
6. Permit holders must carry a physical or digital copy of the approved permit during the event. City staff of law enforcement may request to verify permit on-site at any time. Failure to present a valid permit results in a warning or citation.

7. Continuous supervision of the event must be provided by the sponsor. The applicant may also be required to provide police officers to direct traffic.
8. The Palos Verdes Estates Municipal Code (8.20.050) prohibits the posting of signs on public land, **unless a permit to do so is granted**. In addition, all directional or promotional signs and their placement must be submitted for review by the City Public Works Director or their designee.
9. The Palos Verdes Estates Municipal Code (12.04.020) prohibits the placement or maintenance of any structure, vegetation, or object on public property of rights-of-way, **unless a permit to do so is granted by the Public Works Director**.
10. The Palos Verdes Municipal Code (5.16.010) prohibits the operation of any business within the City without first obtaining and maintaining a valid business license.
11. A parking plan (map) may be requested with the application showing where the estimated number of participants will park during the event.
12. Other conditions may be imposed by the City Manager or his/her designee depending on the circumstances.
13. All impacted City areas must be returned to their original condition by the sponsor/ applicant immediately following the end of the event.
14. The City will issue a maximum of two (2) gazebo event permits per day. One (1) permit for the timeframe prior to 12:00 p.m., and one (1) permit for the timeframe after 12:00 p.m. Any event outside of the specified timeframe is presumed to be unpermitted.
15. Sponsor/ Applicant must post permit on location at the Gazebo during the event in designated area directed by City staff.
16. In the event a commercial film permit is needed it must be added in addition to the gazebo event.
17. Additional businesses must have a business license with the City of Palos Verdes Estates and be registered under the permit under the event.
18. For safety and liability reasons, the use of any fire-related elements, including but not limited to open flames, candles (floating, Roman) , tiki torches, fire pits, fireworks, sparklers, charcoal grills, propane burners, pyrotechnics or any heating or ignition device—is strictly prohibited on, near, or around the gazebo during all events.

***When all conditions are met and all signatures on the application are obtained, the completed application shall be submitted to the City for final approval. The completed applications should be submitted to the City one month prior to the event.***



## GAZEBO EVENT APPLICATION

FEE: \_\_\_\_\_

PAID: \_\_\_\_\_

CERTIFICATE OF INSURANCE  
RECEIVED: \_\_\_\_\_

INDEMNIFICATION LETTER  
RECEIVED: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EVENT SPONSOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL. NO. \_\_\_\_\_

EVENT DATE/ TIME (2-Hr Limit) \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_

ROSSLER GAZEBO: \_\_\_\_\_

AMOUNT OF ATTENDEES: \_\_\_\_\_

PLEASE DESCRIBE THE EVENT IN DETAIL, INCLUDING DECORATIONS, ETC.:

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Additional conditions for special events within the City may be deemed necessary by individual departments under the direction of the City Manager or his/ her designee.

The applicant will obtain approval from the LA County Fire Prevention Department. City Hall staff will obtain approval from PVE Police Department, Public Works Director and City Manager or his/her designee.

POLICE DEPARTMENT: \_\_\_\_\_  
*CONDITIONS:*

FIRE DEPARTMENT: \_\_\_\_\_  
*CONDITIONS:*

PUBLIC WORKS DIRECTOR or Designee \_\_\_\_\_  
*CONDITIONS:*

CITY MANAGER or Designee \_\_\_\_\_  
*CONDITIONS:*

**INDEMNITY AGREEMENT**

THIS AGREEMENT is made and entered into as of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, a California (non-profit) corporation (“Organization”), and the CITY OF PALOS VERDES ESTATES, a municipal corporation (“City”).

WHEREAS, pursuant to the City’s approval, which was given \_\_\_\_\_, 20\_\_, Organization will be providing services/a performance at the (describe event) \_\_\_\_\_ on \_\_\_\_\_, 20\_\_; and,

WHEREAS the parties desire to assign the risk for accidents that may occur arising out of Organization’s **services/performance**.

NOW, THEREFORE, the parties agree as follows:

1. Organization and its successors-in-interest shall indemnify, defend and hold harmless City and its elected and appointed officials, officers, employees, agents, contractors and consultants from and against any and all claims, lawsuits, judgments, liability, injury or damage which may result, directly or indirectly, from Organization’s or any to its officers’, employees’, agents’ or volunteers’ actions or omissions related to the Event except for damages arising from the sole negligent or wrongful conduct of the City.

2. This Agreement shall be governed by the laws of the State of California and venue for any action by City or Organization related to this action shall be brought in Superior Court of Los Angeles County.

3. If any litigation is brought by Organization or City to enforce this Agreement, then the prevailing party shall be entitled to an award of reasonable attorney’s fees and court costs.

4. The effective date of this Agreement is the date first written above.

**ORGANIZATION**

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Its: (title) \_\_\_\_\_

**CITY OF PALOS VERDES ESTATES**

By: \_\_\_\_\_

Palos Verdes Estates, City Manager or his/her designee