



SPECIAL EVENT APPLICATION

NAME OF BUSINESS: _____

CONTACT PERSON: _____

PHONE NO.: _____

ADDRESS: _____

CITY: _____

STATE & ZIP: _____

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____

LOCATION(S): _____

HOURS OF EVENT: _____

ATTENDANCE: _____

Please provide a site plan/diagram of the facilities that will be utilized for this event. The plan must clearly show the ingress/egress as well as all signs (advertising/directional) that will be used for the event.

The following list is provided for organizations planning a special event in the City of Arcadia. The special regulations and permits are required for the safety, peace, health and public welfare of citizens attending the event, as well as those in the vicinity of the event. The majority of the Permit(s) or Licenses(s) may be obtained at the Arcadia Business License Office; others will be referred to the appropriate Department at the time of application.

| CONTACTS | | |
|-------------------------|---------------------------------------|----------------|
| Business License Office | Business License Officer or Assistant | (626) 574-5430 |
| Fire Department | Fire Prevention | (626) 574-5104 |
| Planning Division | Planning | (626) 574-5423 |
| Police Department | Chief of Police | (626) 574-5180 |
| Public Works Services | Public Works Services Director | (626) 256-6584 |

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| ANIMAL EXHIBITION | Notice must be given to the Pasadena Humane Society, 361 S. Raymond Ave., Pasadena, CA 91106 (626) 792-7151. |
| FOOD | A County Health Permit is required for the sale and preparation of food. L.A. County Health Department, 612 W. Shorb St., Alhambra, CA 91803, (626) 813-3346 |
| CARNIVALS | A Special Event Permit from the Fire Department is required. |
| CARNIVAL RIDES | A Special Event Permit, Business license and proof of insurance is required from the Company providing the rides; if applicable, a Generator Permit may also be required; Fire Department inspection; approved of security and crowd control by the Police Department. |
| CIRCUS | A Special Event Permit is required issued by the Business License. Notification must be given to the Pasadena Humane Society, 361 S. Raymond Ave., Pasadena, CA 91106 (626) 792-7151. A Fire Department inspection (and possibly a permit) is required. |
| DANCING | A special Permit is required for a public dance; a Temporary Permit is required for a private dance; an Entertainment Permit is required for performances open to the public. |
| ENCLOSED SEATING | Fire Department approval is required. |
| FIREWORKS | Private possession or use of fireworks is prohibited. A permit is required from the Fire Department for a public fireworks display. |
| LIVE MUSIC | Sound level, crowd control and security approval is required by the Police Department. |
| PARKING LOTS/OUTDOOR AREAS | Approval by the City is required if a parking lot is used for something other than parking cars; and outside use of equipment or selling of goods; also written permission from the owner of the parking lot is required prior to use. |
| PUBLIC SIDEWALKS | Public Works Services approval is required if you intend to use public sidewalks. |
| SELLING OF GOODS | A Business License and a Seller's Permit from the State Board of Equalization, 12820 Crossroads Parkway, Industry, CA 91716, (626) 350-6401 is required. |
| SIGNS & BANNERS | Planning Services approval is required. |
| STREET CLOSURES OR BLOCKAGE | Police Department, Public Works Services and City Council approval is required. |
| TENTS/CANOPIES | A Business License is required for the tent company. A permit and inspection must be obtained from the Fire Department. Please note – there are limitations on where tents can be placed. |
| TRAFFIC CONTROL | Subject to Police Department review; any traffic control expenses are to be paid by the applicant. |