IRVINE POLICE DEPARTMENT

Print Form

SPECIAL EVENT PERMIT

MIKE HAMEL
CHIEF OF POLICE

Thank you for selecting the City of Irvine for your event site. In order to quickly process your Special Event Permit Application, carefully review the information below. Submit your completed documents to the Irvine Police Department, Special Events Coordinator. After evaluation of your application, you will be directed to the appropriate City departments that may be concerned with your event. Once you have obtained all required signatures for approval, you must meet with the Special Events Coordinator, no later than 30 days prior to your event, for final approval. Late applications may result in denial of your Special Event Permit Application. A $150 (non-refundable) application fee will be charged upon receipt of the application. There may be additional fees associated from other City departments requiring an onsite inspection.

As a general rule, the applicant should not advertise an event prior to the event plan having "in concept" approval. This "in concept" approval would occur after the Special Events Coordinator ensures the following:

- All required contracts with land owners have been executed.
- All required insurance certificates have been issued.
- Irvine Police Department has determined the proposed plan will not have an unreasonable impact on traffic, parking, noise, or other quality of life or safety issues.
- Traffic Plan has been approved by Public Works (if required).
- Community Development has agreed that the plans for any grading, construction, or other plans after completion and final approval would be appropriate. NOTE: Even with "in concept" approval, the Special Event Permit will not be issued without all required inspections.

APPLICANT INSTRUCTIONS

YOU MUST OBTAIN THE REQUIRED CLEARANCES NOTED ON YOUR PERMIT APPLICATION. It is your responsibility to walk the application through the process and obtain all the necessary signatures, then meet back with the Special Events Coordinator for final approval. Please do not leave your application with any City department. Additional requirements include, but are not limited to:

1. Completed Special Event Permit Application (Application Fee form, Application, Checklist, Questionnaire).
2. Certificate of Insurance and Policy Endorsement naming the City of Irvine as an additional insured, and in an amount not less than one million dollars ($1,000,000) or in an amount determined by the City's Risk Manager.
3. Signed Indemnification Agreement.
4. If your event will require the closure of any portion of City roadways (i.e. partial lane or complete road closures), you will be required to:
   a. Obtain an Encroachment Permit from the City's Community Development Department;
   b. Submit a Map and Traffic Control Plan showing road and lane closures, delineation, and detour routes;
   c. Post approved signs advising motorists of the dates and times of road closures, at minimum 14 days prior to event; and
   d. Notify Orange County Fire Department, Orange County Transit District, local businesses, churches, and residents.
5. Site plan showing the location of any structures (i.e. bleachers, tents, etc.), electrical, plumbing, and sanitation plans.

6. Structural plans of any structures (i.e. bleachers, stages, platforms, etc.) to be reviewed by City plan check.
7. Approvals from City departments and other agencies as required.
8. If City personnel/resources are to be used, you will be required to sign an agreement for the use of City Services. In addition, you will be required to pre-pay certain fees and/or provide the City with a surety bond prior to the start of your event.

Because your application may be reviewed by several departments within the City of Irvine, Irvine Police Department, and outside agencies, it is important that you meet all time requirements and include all necessary documents when submitting your Special Event Permit Application.

The following list of department and agency contacts is provided to assist you in obtaining required approvals:

CITY OF IRVINE

DEPARTMENT	PHONE
COMMUNITY SERVICES	949-724-6600
COMMUNITY DEVELOPMENT - BUILDING & SAFETY AND ENGINEERING	949-724-6453
COMMUNITY DEVELOPMENT - ZONING	949-724-6308
ORANGE COUNTY GREAT PARK	949-724-7418
POLICE DEPARTMENT - SPECIAL EVENTS	949-724-7022
PUBLIC WORKS	949-724-7365
REGULATORY AFFAIRS / BUSINESS PERMITS	949-724-7128
RISK MANAGEMENT	949-724-6060
TRANSPORTATION SERVICES	949-724-7645

EXTERNAL AGENCIES

AGENCY	PHONE
ORANGE COUNTY PUBLIC WORKS	714-573-6263
ORANGE COUNTY HEALTH DEPARTMENT	714-433-6170
ORANGE COUNTY TRANSIT DISTRICT	714-265-4331
STATE ALCOHOLIC BEVERAGE CONTROL (ABC)	714-558-4101
IRVINE RANCH WATER DISTRICT (IRWD)	949-453-5300

Again, thank you for selecting the City of Irvine as the site for your event. We hope your experience with the City will be a memorable one, and plan events again with us in the future.

CERTIFICATE OF INSURANCE SAMPLE

Please note that failure to provide a Certificate of Insurance and Policy Endorsement amounts to a violation of City ordinance, and may be grounds for the denial of your Special Event Permit Application.

CERTIFICATE OF INSURANCE

005550

DATE (MM/DD/YY)
07/03/2002

PRODUCER:

UNFORM INSURANCE COMPANY
P.O. Box 12345
Any city, Any state 12345-6789

INSURED:

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE
COMPANY A
COMPANY B
COMPANY C
COMPANY D

COVERAGES:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF BOTH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OOCUR ☐ OWNER & CCNT PROT ☐ LIABILITY ARISTING OUT OF ATHLETIC PARICIPATION	ABC 1234 567	07/03/2002	07/03/2003	PRODUCTS COMP OF AGG	$ 1,000,000
				PERSONAL & ADV INJURY	$ 1,000,000
				EACH OCCURRENCE	$ 1,000,000
				FIRE DAMAGE	$ 50,000
				MEDICAL	$ 5,000
AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ RENTED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT	$
				BODILY INJURY (Per person)	$
				BODILY INJURY (Per inc)	$
				PROPERTY DAMAGE	$
DAMAGE LIABILITY ☐ ANY AUTO				AUTO ONLY – EA ACCIDENT	$
				OTHER THAN AUTO ONLY	$
				EACH ACCIDENT	$
				AGGREGATE	$
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM	ABC1234	07/03/2002	07/03/2003	EACH OCCURRENCE	$ 1,000,000
				AGGREGATE	$ 1,000,000
					$
WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				☐ STATUTORY LIMITS	
				EACH ACCIDENT	$
				DISEASE – POLICY LIMIT	$
				DISEASE – EACH EMPLOYEE	$
OTHER					

POSITION OF OPERATIONS/LOCATIONS/SPECIAL ITEMS
EVENT: IRVINE MARATHON DATE: 07/03/2002 SANC: #1234
Certificate holder is additional insured for this sanctioned event

CERTIFICATE HOLDER

CITY OF IRVINE AND ITS OFFICERS, EMPLOYEES, AGENTS, VOLUNTEERS, AND REPRESENTATIVES
ONE CIVIC CENTER PLAZA
P.O. BOX 19575
IRVINE, CALIFORNIA 92623-9575

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES AS CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT

AUTHORIZED REPRESENTATIVE
John Doe
UNIFORM INSURANCE COMPANY

SAMPLE

ADDITIONAL INSURED POLICY ENDORSEMENT SAMPLE

Please note that failure to provide a Certificate of Insurance and Policy Endorsement amounts to a violation of City ordinance, and may be grounds for the denial of your Special Event Permit Application.

INSURANCE SERVICES OFFICE, INC.
P.O. BOX 12345
Any City, Any State 12345-6789
(555) 555-5555

POLICY NUMBER: **12345-67890** COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

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Copyright, Insurance Services Office, Inc., 1984

SAMPLE

SPECIAL EVENT ROAD CLOSURE SIGNS

The following is an example of a road closure sign approved by the City of Irvine:

This road will be closed on

(Day of Week), (Month) (Day), (Year)

(Time Start) to **(Time End)**

Please use alternate routes. Thank you.

For information, call:

(Organization's Name)

(Organization Contact Phone Number)

SIGN SPECIFICATIONS:

- Sign blank shall be of aluminum, wood, or other approved materials
- Minimum size shall be no less than 36" x 36" (3 feet x 3 feet)
- Background color shall be reflective orange engineering grade
- Letters shall be black in color and a minimum of three (3) inches in height
- Your organization's name and phone number must appear on the sign

Any variation of this design **MUST** be pre-approved. The lettering size and sign dimensions may not be changed. All required signs must be purchased and erected by your organization. These signs are intended to provide advanced notifications to the public, alerting them as to what streets will be impacted by your event, what date that will occur, and for what duration. Please refer to the Police Department for the required number and placement of these signs. This will be based upon your proposed route. The signs must be erected no less than two (2) weeks prior to the event date.

Please note that failure to post these signs amounts to a violation of City ordinance, and may be grounds for the denial of your Special Event Permit Application.

IRVINE POLICE DEPARTMENT

SPECIAL EVENT/FILM PERMIT APPLICATION FEES

MIKE HAMEL
CHIEF OF POLICE

APPLICANT INFORMATION

APPLICANT NAME			COMPANY NAME
ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL

EVENT INFORMATION

EVENT NAME	EVENT DATE
	-

EVENT DESCRIPTION

ACTUAL EVENT LOCATION(S)

FOR PS USE ONLY

REQUESTOR: _____ DATE: _____

DEPARTMENT: _____

DESCRIPTION/EXPLANATION OF CHARGES:

SPECIAL EVENT PERMITS	FILM PERMITS
SPECIAL EVENT PERMIT APPLICATION FEE ($150)	FILE PERMIT APPLICATION FEE ($50)
EXPEDITED PROCESSING FEE ($10/day)	EXPEDITED PROCESSING FEE ($10/day)
BUSINESS LICENSING FEE	BUSINESS LICENSING FEE
VENDOR FEES	VENDOR FEES
TOTAL:	**TOTAL:**

INVOICE DISTRIBUTION: ☐ MAIL TO CUSTOMER ☐ OTHER; PLEASE EXPLAIN: _____

☐ EMAIL TO CUSTOMER

FOR FM USE ONLY

ACCOUNT#: 0140140399-3605 ENTERED DATE: _____ CUST#: _____

INVOICE#: _____ DIV CODE: _____

IRVINE POLICE DEPARTMENT

SPECIAL EVENT PERMIT APPLICATION

MIKE HAMEL
CHIEF OF POLICE

All applications must be accompanied by site plans and vicinity maps.

DATE

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE	PHONE
ADDRESS			FAX
CITY	STATE	ZIP	EMAIL

EVENT INFORMATION

EVENT NAME			EVENT WEBSITE
EVENT ADDRESS		ZIP	TOTAL EVENT TIME
			HOURS
EVENT START		EVENT END	
DATE	TIME ☐ A.M. ☐ P.M.	DATE	TIME ☐ A.M. ☐ P.M.
ORGANIZATION NAME			ORGANIZATION WEBSITE
ORGANIZATION ADDRESS			PHONE
CITY	STATE	ZIP	FAX

FOR CITY USE ONLY

CLEARANCES

AGENCY/DEPT	REQ	CLEARED BY	DATE
ALCOHOLIC BEVERAGE CONTROL	☐		
ANIMAL SERVICES	☐		
BUILDING & SAFETY	☐		
IRWD	☐		
COMMUNITY SERVICES	☐		
OCFA	☐		
OC GREAT PARK	☐		
ORANGE COUNTY HEALTH DEPT	☐		
ORANGE COUNTY TRANSIT DIST	☐		
PUBLIC SAFETY	☐		
PUBLIC WORKS	☐		
REGULATORY AFFAIRS (PS)	☐		
RISK MANAGEMENT	☐		
TRANSPORTATION SERVICES	☐		
ZONING (CD)	☐		

REQUIRED INSPECTIONS

INSPECTION TYPE	REQ	CLEARED BY	DATE
ANIMAL SERVICES	☐		
BUILDING/STRUCTURAL	☐		
ELECTRICAL	☐		
MECHANICAL	☐		
OCCUPANCY	☐		
OCFA	☐		
OFFSITE GRADING/CONSTRUCTION	☐		
ORANGE COUNTY HEALTH DEPT	☐		
PLUMBING	☐		
SPECIAL REQUIREMENTS	☐		

APPROVAL TO OPERATE SPECIAL EVENT? ☐ **YES** ☐ **NO**

SIGNATURE DATE

SPECIAL EVENTS COORDINATOR NAME

ITEM CHECKLIST

PLEASE CHECK AND PROVIDE A BRIEF DESCRIPTION OF EACH ITEM THAT WILL BE HOSTED AT YOUR EVENT

ITEM	YES/NO	BRIEF DESCRIPTION
ALCOHOLIC BEVERAGES	☐Y ☐N	
ANIMALS	☐Y ☐N	
AUTOMOBILES/TRUCKS	☐Y ☐N	
BICYCLES/FOOT RACES	☐Y ☐N	
BLOCK PARTY	☐Y ☐N	
BUILDINGS/STRUCTURES	☐Y ☐N	
CAMPGROUNDS/RV AREAS	☐Y ☐N	
CITY PROPERTY OR FACILITY USED	☐Y ☐N	
CONCESSIONS	☐Y ☐N	
DANCE/PARTY/CONCERT	☐Y ☐N	
ELECTRICAL/MECHANICAL/PLUMBING	☐Y ☐N	
EMERGENCY ACCESS REQUIRED	☐Y ☐N	
FILM PRODUCTION	☐Y ☐N	
FLAMMABLE MATERIALS	☐Y ☐N	
FOOD SUPPLIES/SALES	☐Y ☐N	
LIGHTING/ILLUMINATION	☐Y ☐N	
MEDICAL/FIRST AID STATIONS	☐Y ☐N	
ONSITE GRADING/CONSTRUCTION	☐Y ☐N	
PARKING	☐Y ☐N	
POLICE/SECURITY PROTECTION	☐Y ☐N	
PYROTECHNICS (FIREWORKS)	☐Y ☐N	
RIDES	☐Y ☐N	
SANITATION	☐Y ☐N	
SIGNS/BANNERS/BALLOONS	☐Y ☐N	
STREET/LANE CLOSURES	☐Y ☐N	
TENTS	☐Y ☐N	
WATER SUPPLY USED OR AFFECTED	☐Y ☐N	

QUESTIONNAIRE

TYPE OF EVENT

DESCRIBE PLANNED ACTIVITIES

ESTIMATED # OF PERSONS AT EVENT

ESTIMATED # OF VEHICLES AT EVENT

ESTIMATED # OF PARKING SPACES REQUIRED

ROUTE OR LOCATION OF EVENT

PRE-APPROVED ROUTE NUMBER (If not pre-approved, attach map of proposed route)

WILL ALL OR A PORTION OF THE EVENT OCCUR ON PRIVATE PROPERTY WITHIN THE CITY OF IRVINE?

☐ YES ☐ NO If YES, where?

HAVE YOU OBTAINED WRITTEN APPROVAL FROM THE OWNERS FOR USE OF THE PROPERTY FOR THE EVENT?

☐ YES ☐ NO If YES, attach a copy of the written approval to your application.

If NO, you must file written approval with the Irvine Police Department before a Special Event Permit will be issued. Please include your name, date of event, and the Special Event Application Number on the written approval.

WILL THERE BE ANY WATER "AID" STATIONS DISPENSING BEVERAGES IN DISPOSABLE CUPS?

☐ YES ☐ NO If YES, where?

WILL FOOD OR ALCOHOLIC BEVERAGES BE SERVED OR SOLD AT THE EVENT?

☐ YES ☐ NO If YES, describe:

HAVE YOU OBTAINED A PERMIT FOR THE SALE OF FOOD OR ALCOHOL?

☐ YES ☐ NO If YES, what governmental agencies issued the permits?

WILL ANY ANIMALS BE DISPLAYED AND/OR EXHIBITED AT THE EVENT?

☐ YES ☐ NO If YES, describe:

WILL ANY STRUCTURES (i.e. tents, booths, stages) BE ERECTED AT THE EVENT?

☐ YES ☐ NO If YES, describe:

WILL THERE BE ANY SOUND AMPLIFICATION EQUIPMENT AT THE EVENT?
☐ YES ☐ NO If YES, describe:
WILL THERE BE MONITORS OR SECURITY PERSONNEL AT THE EVENT?
☐ YES ☐ NO If YES, provide number and duties:
HAVE YOU OBTAINED A CITY OF IRVINE BUSINESS PERMIT, IF THERE IS GOING TO BE ANY MERCHANDISE SOLD AT THE EVENT?
☐ YES ☐ NO If YES, provide information: BUSINESS LICENSE#: DATE ISSUED:

Complete the following section if your event will involve a parade, cycling event, foot race, or other activity which will obstruct a city street or right-of-way.

ASSEMBLY TIME	START TIME OF EVENT	ESTIMATED DURATION OF EVENT
ASSEMBLY LOCATION		
DISBANDING LOCATION		
DESCRIBE VEHICLES / FLOATS (i.e. how many, size, powered by)		
NUMBER AND TYPE OF MARCHING UNITS (If applicable)		
INTERVALS OR SPACING IN FEET BETWEEN UNITS		
ANY PARADE ANIMALS?		
☐ YES ☐ NO If YES, describe:		

DECLARATION

I, the undersigned, declare upon penalty of perjury that the above information listed within this City of Irvine Special Event Permit Application and Questionnaire is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for immediate denial of a Special Event Permit, the suspension of a Special Event Permit if one has already been issued, and/or the denial of future Special Event Permits being issued.

I have fully read City of Irvine Resolution No. 94-56 and agree to adhere to the conditions set out by the City of Irvine and its representatives. I understand that in the event of a major incident, my event may be postponed or terminated for the sake of public safety and welfare (e.g. major crime incident, fire, flood, or any act of God). I have attached the following documents to this applications that are, to the best of my knowledge, true and correct:

- ☐ COMPLETED APPLICATION (Checklist, Questionnaire, Application Fee form)
- ☐ CERTIFICATE OF INSURANCE
- ☐ COMMERCIAL GENERAL LIABILITY CERTIFICATE
- ☐ SIGNED INDEMNIFICATION AGREEMENT
- ☐ ENCROACHMENT PERMIT
- ☐ MAP AND TRAFFIC CONTROL PLAN
- ☐ COPIES OF NOTIFICATIONS (to OCFA, OC Transit District, local businesses, churches, and residents)
- ☐ SITE PLAN SHOWING LOCATIONS OF ANY STRUCTURES (i.e. bleachers, tents, etc.), ELECTRICAL, PLUMBING, AND SANITATION
- ☐ STRUCTURAL PLANS OF ANY STRUCTURES (i.e. bleachers, stages, platforms, etc.) TO BE REVIEWED BY THE CITY

At the conclusion of the event, I promise to return the Special Event Attendance Report (enclosed within this Special Event Permit Application) to the Irvine Police Department, Special Event Coordinator within five (5) days. I understand that failure to do so may result in the denial of future Special Event Permit Applications by the City of Irvine.

APPLICANT SIGNATURE	SPECIAL EVENTS COORDINATOR SIGNATURE
APPLICANT NAME	SPECIAL EVENTS COORDINATOR NAME
DATE	DATE

INDEMNIFICATION AGREEMENT

I, _____ (hereinafter called the "Applicant") agree to indemnify the City of Irvine (hereinafter called the "City"), its officers, and employees, against and will hold and save them and each of them harmless from and all action, claims, damages to persons, property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization arising out of the willful or negligent acts, errors, or omission of the applicant, its agents, employees, subcontractors, or invitees.

A. The Applicant will pay all costs and expenses incurred in connection with any of the said claims, damages, penalties, or obligations or liabilities, including attorney's fees incurred in connection therewith.

B. The Applicant will promptly pay any judgement rendered against the City, its officers, or employees for any said claims, damages, penalties, or obligations or liabilities; and the Applicant agrees to save and hold the City, its officers, and employees harmless therefrom.

C. In the event the City, its officers, or employees is made a party to any action or proceeding filed or prosecuted against the Applicant for said claims, damages, penalties, or obligations or liabilities, the Applicant agrees to pay to the City, its officers, or employees, any and all costs and expenses incurred by the City, it officers, or employees in such action or proceeding, including but not limited to reasonable attorney's fees.

D. The Applicant shall maintain a Commercial General Liability Policy with limits of liability not less than $1,000,000 per occurrence and the policy shall be endorse to name the City of Irvine and its employees, representatives, officers, and agents (collectively hereinafter the "City and City Personnel") as additional insured. This insurance is primary and non-contributing with any other valid and collectible insurance or self-insurance available to the City.

Fully executed this _____ day of _____ in the year of _____ , by:

_____
SIGNATURE

_____
PRINT NAME

_____
TITLE

_____
DATE

BUSINESS LICENSE REQUIREMENTS

One of the key elements of any successful event is making sure your event complies with all City and State regulations. The City of Irvine's Municipal Code, Section 4-6-207, states any person (or entity) who wishes to conduct business activity in Irvine must first obtain a City business license. The following information is provided to assist you with complying with the business license requirement.

Promoter - The promoter is the person(s) who(m) organizes the event. The promoter must have a City of Irvine business license. If the promoter does not have a current and valid business license, a new application and payment must be submitted immediately. Applications can be downloaded from the City's website at *cityofirvine.org* or obtained at the Irvine Police Department.

Contracted Businesses - Any business, located in Irvine or in another city, who is involved with the event by providing a service (DJ, porta potty, caterer, tent rental/set up, security company, etc.) must have a current City of Irvine business license. If the business is already licensed by the City, please provide the business license number to the promoter. Any business that does not have a current license must submit a new application and payment prior to the event.

Event Vendors - Any person or business who will be setting up a booth (or something comparable) to sell, advertise, or give away items at the event will be covered under a Special Event Umbrella license. Each vendor (except for non-profit) will be charged $10. Businesses that currently have a valid City business license will be exempt from paying the vendor fee.

How to Comply - It is the promoter's responsibility to collect and submit vendor information to Regulatory Affairs. When submitting contracted business and event vendor information, include a business name, business address, business phone number, contact name, and business description (please use the provided, Contracted Business and Event Vendor Information form). Regulatory Affairs staff will verify and calculate vendor fees and notify you, as soon as possible, regarding the appropriate amount due.

If at any time during the Special Event Permit Application process you have a question pertaining to business licensing, please contact Regulatory Affairs at 949-724-7128.

CONTRACTED BUSINESS AND EVENT VENDOR INFORMATION

PROMOTER NAME	EVENT NAME	EVENT DATE
		-

CONTRACTED BUSINESS OR EVENT VENDOR NAME	BUSINESS LICENSE#	EXP DATE	CONTACT NAME	COMPLETE ADDRESS AND SUITE	CITY	PHONE	DESCRIPTION OF PRODUCT OR SERVICE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							

I hereby certify, under penalty of perjury, the vendor information on this form is true and correct.

APPLICANT SIGNATURE _____ PRINT NAME _____ TITLE _____ DATE _____

FOR REGULATORY AFFAIRS USE ONLY TOTAL DUE: _____ DATE PAID: _____

IRVINE POLICE DEPARTMENT

SPECIAL EVENT ATTENDANCE REPORT

MIKE HAMEL
CHIEF OF POLICE

This Special Event Attendance Report shall be submitted to the Irvine Police Department, Special Events Coordinator within **five (5) days** after your event. Failure to comply may result in the denial of future Special Event Permit Applications by the City of Irvine.

GENERAL INFORMATION

DAY OF EVENT	EVENT DATE	START TIME	END TIME	TOTAL TIME OF EVENT

LOCATION OF EVENT	EXPECTED ATTENDANCE
	ACTUAL ATTENDANCE
	☐ CHECK HERE IF SAME AS EXPECTED
	VERIFICATION (e.g. Ticketmaster)

CONTACT INFORMATION

FULL TRUE NAME OF THE BUSINESS CONDUCTING THE EVENT (If Corporation or Partnership)

CURRENT ADDRESS OF THE BUSINESS HOSTING THE EVENT

CONTACT(S) AT THE BUSINESS HOSTING THE EVENT

LAST NAME	FIRST NAME	MIDDLE	PHONE
1.			
2.			

DECLARATION

By signing this document, I am acknowledging that this is an official Irvine Police document and that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE

SPECIAL EVENTS COORDINATOR SIGNATURE

APPLICANT NAME

SPECIAL EVENTS COORDINATOR NAME

DATE

DATE