



CITY OF BELLFLOWER
 DEPARTMENT OF PARKS AND RECREATION
 16614 S. Clark Ave., Bellflower, CA 90706
 (562) 804-1424, Ext. 2268

STAFF USE ONLY Date Received: _____ Time Received: _____ Staff Initials: _____
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SPECIAL PARK USE PERMIT APPLICATION

Special park use permits are issued for larger events intended for outdoor facilities, and/or events beyond the scope of traditional rentals for indoor facilities, picnic shelters, and ballfields. This is a preliminary application only and in no way guarantees the issuance of a Park Use Permit (PUP). All preliminary applications will be processed in the order received and are subject to availability, fees, Parks and Recreation Department facility use policies and procedures, and conformance with all requirements of the Bellflower Municipal Code (BMC), Chapter 12.42. To assist in the process, please provide the requested information:

1. CONTACT INFORMATION

Organization: _____
 Contact person: _____ Phone: (____) _____
 Mailing address: _____ City: _____
 Zip: _____ E-Mail: _____

- ___ Individual Resident
- ___ Non-Profit Organization (Must provide a letter of determination from the IRS as verification)
- ___ Business/Commercial
- ___ Other : _____

2. INSURANCE REQUIREMENTS

No Park Use Permit (PUP) will be issued without meeting the following insurance requirements:

Coverage shall be in the form of a Certificate of Insurance **and** an attached Endorsement, both naming the **City of Bellflower, its elected and appointed officials, employees, and volunteers as additional or co-insureds**. (Photo copies of insurance certificates or letters confirming insurance coverage will not be acceptable). Said coverage must include:

Limit: \$1,000,000 per occurrence; and \$1,000,000 per event aggregate

Insurance must be in effect for all park use event dates requested. Certificate of Insurance must be in the same name as the individual or organization listed on the application/permit.

Will you be able to meet these insurance requirements? Yes No

3. REQUESTED EVENT LOCATION AND ADDRESS*

4. REQUESTED EVENT DATE(S) AND TIMES(S) INCLUDING SET-UP AND TAKE-DOWN

Date(s) and time(s) of use : _____

5. EVENT DESCRIPTION - Hours of operation, type of activity, number and type of vendors, fees for vendors and/or admission, food service, number of volunteers and/or employees, location of event in relation to the property footprint, all equipment to be used, number of parking spaces proposed to be occupied, security plan, litter abatement plan, etc. (Note: Alcohol is prohibited and strictly enforced at parks.) Add separate sheet(s) as needed:

*For inquiries on the Town Center Plaza (TCP) facility, please note the following: Due to many new operations and businesses in downtown Bellflower, including adjoining businesses to the TCP and the City's Farmers Market provider, the availability of that particular facility is only on Sundays and Tuesdays and the type of events permitted are limited and subject to review.

6. ESTIMATED DAILY ATTENDANCE _____

7. ACKNOWLEDGEMENT:

I, _____, declare that the statement and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge and belief. I declare under penalty of law that the aforementioned is true and correct.

Signature: _____ *Date:* _____

SUBMITTAL REQUIREMENTS:

- Complete PUP Application form signed by the applicant.
- One (1) copy of a site plot plan, drawn to scale (min scale 1" = 10'-0", or 1/16" = 1'-0"). Plan must include a diagram of all components of the event including, but not limited to event area; vendor booths; restrooms; food sales and hot/cold sink as required by the Health Department; parking; barricades; lighting and electrical needs; signage; other critical elements.

IMPORTANT NOTES:

1. Submit the Special Park Use Permit Application to ccruz@bellflower.org or submit at the City of Bellflower Department of Parks and Recreation, 16614 S. Clark Ave., Bellflower, CA 90706.
2. This is only a preliminary application, and not a PUP approval. Please allow three (3) business days for the Parks and Recreation Department to review the application and provide a response regarding availability, preliminary conditions, and fees required to proceed with the full processing of the PUP.
3. At minimum, fees will include a non-refundable Application Processing Fee (\$233 or \$572 depending on the size and scope of event), facility use hourly rate (varies), additional staff hourly rate as necessary, and a refundable security/cleaning deposit.
4. All official PUP forms must be completed and signed, and all fees and deposits paid in full at least fifteen (15) business days prior to the proposed event date.
5. The proposed PUP must be in conformance with all requirements of the Bellflower Municipal Code (BMC), Chapter 12.42.