

APPLICATION FOR
TEMPORARY USE PERMIT

Dear Applicant:

This letter is to welcome you to the City of Brea and inform you of the policies and procedures that the City has regarding temporary use activities. Under City ordinance, temporary use activities requiring a permit are described as any activity that may affect the public peace; health; safety; or general welfare; including but not limited to: parking lot and sidewalk sales; art shows; carnivals; parades; parties; races; demonstrations; promotional events; pumpkin and Christmas tree lots; and film productions.

Activities falling under any of the categories described above are required to obtain a Temporary Use Permit (TUP). Acquiring a TUP makes your event eligible for four days, consecutive or non-consecutive, providing that all the days of permitted activity take place within a 90-day period. TUP's for events such as carnivals, farmers markets and pony rides are eligible for a longer period.

Attached you will find a copy of the TUP application and all the information needed to process it. Applications for a TUP may and are encouraged to be submitted up to 45 days prior to the date of the event. Applications submitted with less than two weeks notice may not have enough time for processing. Please read all directions and requirements carefully and use the checklist provided before submitting your application, either by fax at 714-990-2258, mail, or in person. If you have any questions, please feel free to call me at 714-990-7674.

COMMUNITY DEVELOPMENT DEPARTMENT



TEMPORARY USE PERMIT APPLICATION

CD/ DS No.

TUP No.

A completed application should be submitted 45 days prior to the proposed date of the event. There is a **processing fee of \$200 for minor event and \$450 for major event** for all TUPs with the exceptions of Christmas Tree Lots and Pumpkin/Strawberry Patch Sales, which require a \$500 deposit processing, and a \$300 clean-up/damages deposit. Other fees apply as applicable. The Temporary Use Permit Fee Schedule can be found on Page 6 of this application. Any events using a canopy or tent may require a fire inspection and related fees.

1. Name of Applicant _____
Name of Organization _____
Address _____
 Street City State
Zip Code _____
Contact Phone Number () _____
Fax Number () _____
E-mail _____

2. Name of Property Owner _____
(Must sign affidavit granting permission)
Address _____
 Street City State
Zip Code _____

3. Emergency Contacts (Two are required and should be available **during** the event.)

<u>Contact #1</u>		<u>Contact #2</u>	
Name _____		Name _____	
Cell phone number _____		Cell phone number _____	
Work phone number _____		Work phone number _____	
Home phone number _____		Home phone number _____	

4. Date(s) of Event _____ Hours of Event _____

5. Location of Event _____
 Street address

 Major cross streets

6. Estimated Number of Attendees _____

7. Check any items that apply or none.

- Tent or Canopy (subject to Fire Department permit and inspection)
- Electrical hookups (electrical permit and inspection, such as temporary power pole and temporary generators; does not include extension cords to outlets)
- Live entertainment and/or PA system (circle those that apply)
- Alcohol Beverage Control Permit
- Closures of public streets or alleys
- Placement of signs (must have number, location, and size of signs). Note sign placement on site plan.
- None

8. Detailed written description of event. Include support and any explanation needed for **site map requirement**. A site drawing, to scale if possible, on 8 ½" x 11" paper, **must accompany permit application**. Include streets, parking, ingress/egress, structures, placement and location of tents, signs, banners, storage, generators, PA equipment, sanitary facilities, lighting, and other temporary materials.

CITY OF BREA APPLICATION FOR TEMPORARY USE PERMIT

All vendors hired by a TUP applicant to provide services at their event must obtain a City of Brea business license **before** the TUP can be approved. Below is a checklist of typical activities/features of a TUP event that would be provided by a separate vendor. Please check all categories/services that may apply, and provide each individual vendors information in the spaces provided. City of Brea Business License Staff will be contacting you regarding the information provided here.

- | | |
|--|--|
| <input type="checkbox"/> Security | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Caterers/Food Vendors/Drink Vendors | <input type="checkbox"/> Temporary Fencing |
| <input type="checkbox"/> Trade/Retail Show or Promotional Event | <input type="checkbox"/> Port-a-Potties |
| <input type="checkbox"/> Party Rentals (Chairs, Tables, Bounce Houses, etc.) | |

Vendor/Business Name:	
Contact Name:	
Phone Number:	Alternate Number (Cell):
Fax Number:	
Email Address:	
<hr/>	
Vendor/Business Name:	
Contact Name:	
Phone Number:	Alternate Number (Cell):
Fax Number:	
Email Address:	
<hr/>	
Vendor/Business Name:	
Contact Name:	
Phone Number:	Alternate Number (Cell):
Fax Number:	
Email Address:	
<hr/>	
Vendor/Business Name:	
Contact Name:	
Phone Number:	Alternate Number (Cell):
Fax Number:	
Email Address:	

Contact City of Brea Business License at (714) 990-7686 if your event will utilize more than four separate vendors.

**CITY OF BREA
APPLICATION FOR TEMPORARY USE PERMIT**

9. Event Related Temporary Sign Permit

The approval of the Temporary Use Permit depends on compliance with the Event Related Temporary Sign Policy. A Permit may be obtained only for those types of signs permitted by the City of Brea Zoning Ordinance. **If no signs will be displayed, please check the box to the left.** If you will be using signs, please fill in the information requested below.

Number of Signs _____

Size of Signs _____

Location of Signs _____

Date Signs will be Posted _____

Date Signs will be Removed _____

10. Certificate of Insurance and Endorsement

Check the box to the left indicating that you understand the TUP will not be issued until you have submitted and the City has approved all the proper insurance needed for this event. This includes proof of a City approved general liability policy covering the event with a \$2,000,000 combined single limit per occurrence minimum general aggregate. The general liability policy will be primary and non-contributory, the City of Brea must be named as an additional insured by endorsement and a waiver of subrogation is required. (If auto insurance is required, an additional insured endorsement and waiver of subrogation is also required. If employees are working the event, a workers' compensation policy is required with a waiver of subrogation only.) See attached insurance matrix for additional details on requirements, minimum policy limits, and acceptable ratings for insurance companies.

Applicant's Signature

Date

INDEMNIFICATION AGREEMENT

Please read, fill in, and sign at the bottom

In consideration of being granted a Temporary Use Permit, and to the full extent permitted by law, the undersigned, _____, on behalf of _____ hereby agrees to defend, indemnify, and hold free and harmless the City of Brea, its elected officials, officers, employees, and agents, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs and any and all other costs of defense, incurred as a consequence of, arising out of, or in any way attributable to, the granting of a Temporary Use Permit to (name and date of event) _____

The undersigned hereby represents that he or she has read and fully understands that by signing this Agreement, important legal rights are being waived and legal obligations are being assumed. If signing as a representative, the undersigned further represents that he or she is fully authorized to enter into this Agreement on behalf of each and every person, group, business and/or organization to which the Temporary Use Permit is being issued.

Applicant's Signature

Date

PROPERTY OWNER APPROVAL

Must be read, filled in, and signed by the owner of the property or management company.

_____ (owner/prop. management) hereby grants full permission and approval for _____ (applicant) to hold a _____ (event) at _____ (location) on _____ (date).

Additionally, I have been notified of the full extent of the event proposed and agree to not hold the City of Brea responsible for any problems or concerns that may arise due to it.

Signature of owner or person authorized Date

Telephone number Fax Number Address

Property Management, if applicable Date

Telephone number Fax Number Address

TEMPORARY USE PERMIT AND ASSOCIATED FEES

	<u>Fee</u>	<u>Payment</u>
<u>Community Development (required for all events)</u>		
Application Fee		
General Temporary Use Permit	\$200 (minor) _____	
	\$450 (major) _____	
Film Permit	\$500 _____	
Pumpkin Patches and Christmas tree Lots	\$500 _____	
Cleanup Deposit	\$300 _____	
<i>Amount Due to the Community Development Department</i>		<i>Deposit Fee</i> _____
Signature _____ I understand the above dollar amount is an initial deposit and may not cover all the costs associated with processing my application. I agree to deposit additional funds as requested by the City and I understand that failure to deposit requested funds could cause all processing activity to cease until the funds are received. After completion of the project, the remaining funds will be returned to the project owner.		
<u>Finance Department Fees (required for most events)</u>		
Business License Fee		
Accounting Technician II, at 714-990-7686 to determine amount due.		
<i>Amount Due to the Finance Department</i>		_____*
<u>Fire Department Fees (if applicable)</u>		
Special Event Permit	\$69	_____
<u>Public Works Department Fees (if applicable)</u>		
Fees may apply depending on nature of event		
		_____*
<u>Police Department Fees (if applicable)</u>		
Not required for most events		
Police Coverage (varies with needs)	\$36 - \$52hr	_____*
<u>Total Applicable Fees Due (for applicant use)</u>		

****Fees are to be paid to the corresponding City Department***

**CITY OF BREA
TEMPORARY USE PERMIT CONTACTS**

NOTE: Please contact Planning Division at **714-990-7674** before calling any other City Departments.

<u>TUP Contact</u>	<u>Phone Number</u>
Planning Division	(714) 990-7674
<u>Finance Dept. – Business License</u> Accounting Technician II businesslicenseinfo@cityofbrea.net	(714) 990-7686
<u>Fire Dept. – Plan approval, Permits, Inspection</u> Brea Fire Administration	(714) 990-7655
<u>Health Dept. – Food Sales and Inspection</u> Karman Cheng, O.C. Environmental Health Specialist	(714) 659-3284
<u>Police Dept. – Event Planning & Public Safety</u> Gregg Hayden, Police Captain Brea Downtown Liaison Officer	(714) 990-7609 (714) 529-4038
<u>Personnel Dept. – Liability Claims</u> Doug Stevenson, Senior Personnel Analyst	(714) 671-4416
<u>Community Development Dept.</u> Planning Division, Planner on Duty Gabriel Linares, Building and Safety Manager	(714) 990-7674 (714) 990-7769
<u>Public Works Dept.</u> Will Wenz, Maintenance Services Superintendent Traffic Engineer	(714) 990-7695 (714) 990-7742