

## FAQS

**Q:** How many tables and chairs does the city provide at no cost?

**A:** The city provides 40 tables and 400 chairs at no cost. The following table sizes are available for your event: 8 ft banquet tables, 6 ft banquet tables, 60" rounds or 72" rounds. In addition to regular folding chairs, the city also provides 200 white padded chairs or 200 ganged chairs at no cost.

**Q:** What size stage do I need for my event?

**A:** The size of the stage depends on the type of event you are having. If the people on the stage are seated, they will require 1½ ft. of space. If they are standing, they will require 1 ft. of space.

**Q:** How many porta-potties do I need for my event?

**A:** One porta-potty will accommodate up to 125 people during the course of a four-hour event.

**Q:** What size canopies do I need for my event?

**A:** The size of the canopy depends on the type of event you are having and the equipment you are placing in the canopy and/or the number of people.

**Q:** What services does Council Audio provide?

600 S. Spring St. 4<sup>th</sup> Floor  
Los Angeles, CA 90014  
(213) 485-3711

## FAQS (CONT.)

**A:** Council Audio provides audio support for press conferences, meetings, grand openings, etc. They also provide translation equipment, portable lecturnettes, radios, and bullhorns. Council Audio does not provide audio support for bands.

## CONTACTING THE BUREAU OF STREET SERVICES/MAILING THE FORM

Make copies of all the aforementioned forms and after signing them mail them in to the Bureau of Street Services Investigation & Enforcement Division at:

Bureau of Street Services  
Investigation & Enforcement  
Division

1149 South Broadway, Suite 350  
Los Angeles, CA 90015

Tel: 213.847-6000, Fax: 213.847-6269  
Email BSS at:

[spevents@bss.lacity.org](mailto:spevents@bss.lacity.org)

Go to their website:

<http://bsspermits.lacity.org/spevents/>

Always feel free to contact BSS or CD13 if you have any questions.

## Neighborhood Improvement Guide #11: Special Events

## How to put together a Special Event

Council District Thirteen



ERIC GARCETTI  
Council President



CITY HALL  
200 N. Spring St Room 470  
Los Angeles CA 90012  
213.473.7013  
213.613.0819 Fax

DISTRICT OFFICE  
5500 Hollywood Boulevard 4<sup>th</sup> floor  
Los Angeles CA 90028  
323.957.4500  
323.957.6841 fax

GLASSELL PARK OFFICE  
3750 Verdugo Boulevard  
Los Angeles CA 90065  
213.478.9002  
213.478.1296 fax

[www.cd13.com](http://www.cd13.com)

## WHAT IS A SPECIAL EVENT?

A Special Event may be defined as: ...any activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but is not limited to: fairs, festivals, carnivals, sporting events, foot races, run/walk/bike-a-thons, markets, parades, street fairs, exhibitions, auctions, dances, and motion picture filming.

## HOW TO PUT TOGETHER A SPECIAL EVENT

1. Give yourself plenty of time—start planning at least a month and a half early. And make sure you put together a team. Don't try to plan an event alone!
2. Call the Council office and let us know what you are planning.
3. Apply for a special events permit. You can get a copy of an application from the Bureau of Street Services website. Directions detailing how to apply are on the website as well. The basic steps are:
  - Submit on an online application form
  - Print and complete the petition form(s)

## HOW TO PUT TOGETHER A SPECIAL EVENT (CONT.)

- Print and complete the “Indemnification and Hold Harmless Agreement”
  - Mail completed and signed forms to the Street Services Investigation & Enforcement Division (Note: The City cannot provide insurance for you.)
4. You may check the status of the permit online.
  5. Review all pertinent municipal codes
  6. Compile a list of needed equipment and submit it to CD13. All requests must be submitted with a 7 working day advance notice.
  7. If your event requires a street closure, you will need to work with CD13 for a council motion and you will need to arrange for the drop off and pick up of street barricades yourself. Delivery of street barricades is not a service that the city can provide.

## DAY BEFORE EVENT

- Please call the vendors directly to confirm equipment orders.
  - Confirmations may be made with the vendors within 24 hours of the event date. Try to get a contact person's name so that you have a liaison at the company.

## DAY OF EVENT

- If, for some reason, the delivery of your special events items is delayed, be prepared to call the appropriate entity. Make sure the onsite coordinator has the phone numbers of the rental companies.
- Contact Triple A Rents for tables & chairs, etc and United Site Services for porta-potties.

**United Site Services**  
4511 N. Rowland Avenue  
El Monte, CA 91731  
(877) 340-0004

**Triple A Rents & Events Inc.**  
17718 Vanowen Street  
Reseda, CA 91335  
(818) 344-7368

## SPECIAL EVENT RECYCLING

The city will provide recycling services at events where beverage containers (glass, plastic or aluminum) and/or cardboard will be generated by event attendees or vendors. The city provides experienced professional staff in uniforms and colorful, clearly labeled recycling bins **free of charge**. (Note: The city **does not** provide trash containers or trash removal services.)

Call the city's Special Events Program and speak with their Special Event Coordinator:

(213) 922-8301