

CITY OF ROLLING HILLS ESTATES
ERNIE HOWLETT PARK

25851 Hawthorne Boulevard, Rolling Hills Estates, CA 90274
Park Office: (310) 541-4586 City Hall: (310) 377-1577

PARK PERMIT APPLICATION

Please bring a copy of your approved Park Permit with you on the date of your event.

1. APPLICANT'S NAME: _____
ADDRESS _____
(Street, City, Zip)
CELL PHONE: (____) _____ - _____ HOME PHONE: (____) _____ - _____
E-MAIL: _____

If applicant is representing a business or organization, please complete # 2:

2. SPONSORING ORGANIZATION/BUSINESS: _____
ADDRESS: _____
(Street, City, Zip)
BUS. PHONE: (____) _____ - _____ CELL PHONE: (____) _____ - _____

3. PURPOSE OF GATHERING: _____

4. DATE REQUIRED: _____ FROM _____ TO _____
MM / DD / YYYY (HOUR) (HOUR)

5. DESCRIPTION OF PORTION OF FACILITY TO BE USED (See park map on back of application)

6. NUMBER OF PEOPLE ATTENDING YOUR GATHERING _____

7. TYPE OF ACTIVITIES PLANNED: _____

8. WILL THE EVENT USE: ENTERTAINMENT / FOOD CATERING / PONY RIDES / GAMING TRUCK / PETTING ZOO / OR OTHER CONTRACTUAL VENDOR SERVICES? (NO MOBILE FOOD TRUCK VENDORS OR INFLATABLE BOUNCE DEVICES ALLOWED PER CITY ORDINANCE). **Circle: YES NO**

IF YES, PLEASE HAVE VENDOR COMPLETE AND SUBMIT THE ATTACHED ONE-DAY BUSINESS LICENSE APPLICATION FOR NON-RHE BUSINESSES WITH SEPARATE PAYMENT ATTACHED TO THIS APPLICATION. CONTRACTUAL SERVICES VENDOR MUST SUBMIT A CERTIFICATE OF GENERAL LIABILITY INSURANCE NAMING THE "CITY OF ROLLING HILLS ESTATES AS ADDITIONALLY INSURED" PRIOR TO THE EVENT TO: Andy Clark, Community Services Director at andyc@ci.rolling-hill-estate.ca.us or fax to: (310) 377-4468.

1. Name of Company: _____
Company Address: _____
(Street, City, Zip)
Business Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____
Company E-Mail: _____ Website: _____
RHE Annual Business License # (if applicable): _____

9. I HAVE READ UNDERSTAND AND WILL ABIDE BY THE ATTACHED CITY OF RHE PARK RULES AND REGULATIONS OF THE RHE MUNICIPAL CODE. **Circle: YES NO**

10. PARK PERMIT INDEMNIFICATION AGREEMENT

I HEREBY CERTIFY THAT I WILL ABIDE BY ALL RULES AND REGULATIONS OF THE CITY OF ROLLING HILLS ESTATES AND WILL ENFORCE SUCH RULES AMONG THE PARTICIPANTS IN MY PARTY/ORGANIZATION. I HAVE READ AND WILL ABIDE BY THE APPROVAL CRITERIA AND OTHER REQUIREMENTS LISTED IN ACCOMPANYING DOCUMENTS.

SIGNATURE

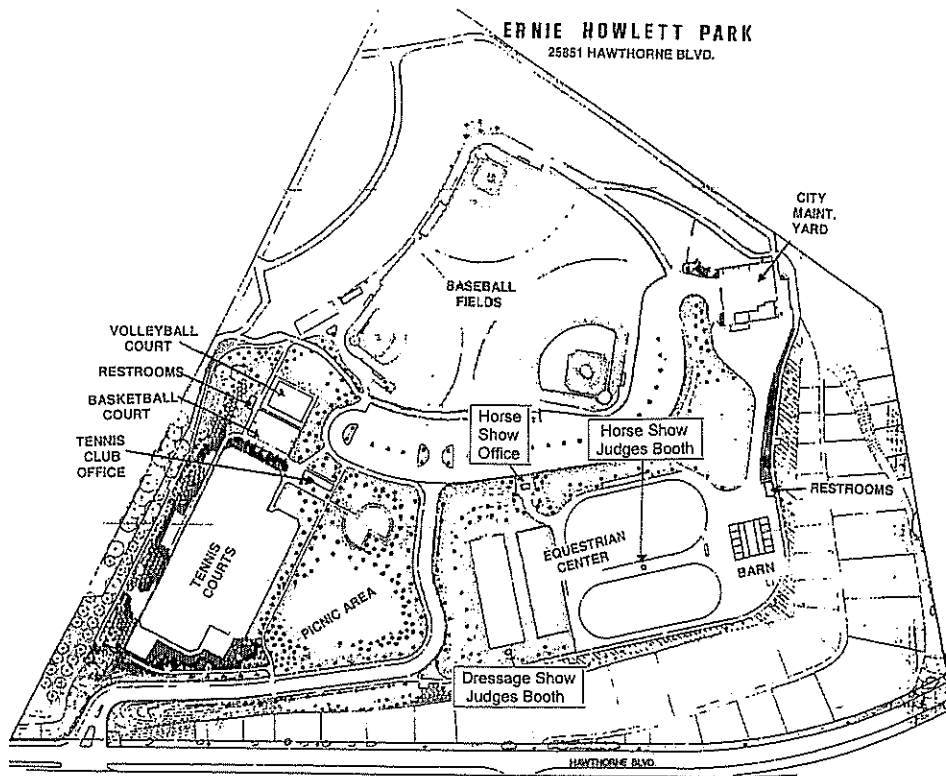
DATE

HOLD HARMLESS AND DEFEND STATEMENT

In consideration of the granting of this application for a Park Permit, the undersigned applicant agrees and represents that the applicant has the legal authority to waive and release the City of Rolling Hills Estates, its elected officials, officers, agents, employees and volunteers (collectively "City") from and against any and all claims, costs, liabilities, expenses or judgements including attorney's fees and court costs arising directly or indirectly out of the obligations undertaken in connection with this Permit, or applicant's use, occupancy, possession or activities at the Park (collectively "Claims"), and further agrees to indemnify and defend the City from and against any and all such Claims to the fullest extent permitted by law, except for Claims arising from the gross negligence or willful misconduct of the City. This waiver, release, indemnity and defense obligation will continue for the entire time that any third party can make a Claim against the City.

SIGNATURE OF AUTHORIZED AGENT

DATE



(FOR OFFICE USE ONLY)

ACCEPTED BY: _____ DATE: _____ APPROVED: _____ DATE: _____ DISAPPROVED: _____ DATE: _____

CLEANING DEPOSIT: \$ _____ Refundable Cleaning Deposit - \$50
(Amount + Check # or "Cash")

RECEIPT #: _____

PARK USE FEES: 20-30 People - \$20 FEE RECEIVED (add Kitchen Fee if requested): \$ _____
(Circle amount of people) 31-50 People - \$40 (Amount + Check # or "Cash")
51-100 People - \$60 **RECEIPT #:** _____
Kitchen Use - \$35

ONE-DAY BUSINESS LICENSE FEE: \$36 PER BUSINESS
(MUST ATTACHED COMPLETE APPLICATION)

FEE RECEIVED: \$ _____
(Amount + Check # or "Cash")
RECEIPT #: _____

City of Rolling Hills Estates

MUNICIPAL CODE

Chapter 12.24 - PARK USE REGULATIONS

12.24.010 - Conduct—Rules and regulations.

The rules and regulations set out in this chapter control the conduct of all persons, other than employees, contractors or agents of the city, in or upon public parks located within the city.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.020 - Generally prohibited activities and items.

The following activities and items are prohibited in public parks unless a park permit is obtained allowing such activities or items:

- A. Hitting golf balls.
- B. Inflatable bounce units.
- C. Balloons, flags, feather flags, and piñatas.
- D. Flying motorized model airplanes or helicopters, model rockets, or drones within the airspace over public parks within the city.
- E. Repetitive hitting, kicking, or throwing of balls or objects against park fencing.
- F. Riding bicycles on a surface other than a parking lot or park roadway.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.030 - Prohibited damage to city improvements, landscaping and structures.

No person may:

- A. Cut, break, injure, deface, or disturb, any building, cage, pen, monument, sign, fence, bench or any other structure, apparatus or equipment or property of the city in any public park.
- B. Mark or place on any city structure or improvement, any mark, writing or printing.
- C. Attach any sign, card display or other similar device to any city property in a public park.
- D. Dig, remove, destroy, injure, mutilate or cut any tree, plant, shrub, bloom or flower, growing in any public park.
- E. Remove from or deface or destroy any grass, gravel, rock, sand, soil, turf, or wood groundcover in any public park.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.040 - Alcohol.

Distributing, selling, or consuming alcohol is prohibited in any public park, except where a park permit is approved pursuant to this chapter, and the applicant has obtained an alcoholic beverage control license and provides appropriate insurance coverage for the event.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.050 - Animals.

No person may bring into any public park any cattle, goat, horse, mule, goat, sheep, or swine, except if such person has obtained a park permit under this chapter. Dogs or cats may be permitted in the park if the same are kept upon a leash under the full control of its owner or person in possession, including the proper disposal of animal waste.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.060 - Commercial solicitation and sales.

No person may solicit for any commercial purpose, nor may any person sell or offer for sale any commercial goods, wares, services or merchandise, or distribute or pass out any commercial advertising matter or commercial literature, in any public park.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.070 - Disposal of solid waste.

No person, may throw, place or dispose of any solid waste in any place in any public park, other than in a receptacle maintained for that purpose.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.080 - Disturbance of the peace.

No person may disturb the peace and quiet of any public park, by making any unduly loud or unusual noise, engaging in tumultuous conduct, or using vulgar, profane, or indecent language.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.090 - Equine.

Horses, mules, ponies, and other equine may be ridden, trailered, or led into public parks with equestrian facilities or bridle/hiking trails. Equine may not be ridden, led, tethered, or allowed to graze on park turf areas, sidewalks, sports fields, sport courts, or other non-equestrian designated areas.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.100 - Firearms.

No person may possess, in any public park, any firearm, air gun, slingshot, bow and arrow or B-B gun, nor may any person discharge or shoot any firearm, air gun, slingshot, bow and arrow or B-B gun within any public park within the city.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.110 - Fireworks.

No person may fire or discharge, in any public park, any fireworks, as that term is defined in Section 9.04.040 of this code.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.120 - Horse training—Endangerment prohibited.

Horse training may be conducted for a maximum of two consecutive hours in any public park horse arena by a horse trainer, with a minimum of a one hour break between each two-hour session. Horse trainers must abide by the posted arena regulations for the maximum number of horse trainers, students, and horses allowed in a lesson at each public horse arena. No person may interfere, disrupt, or cause horses to react in a manner that would endanger riders, horse trainers, park patrons, or other horses within any public park.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.130 - Hours.

No person may go upon, remain in or loiter about any public park during the period of time commencing one hour after sunset and ending at sunrise the following day, unless such person has obtained a park permit under this chapter that expressly authorizes such person to remain during such period of time under the permit.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.140 - Smoking.

A. Prohibition. No person may smoke or possess any tobacco products within any public park.

B. Definitions.

1. "Smoke" or "Smoking" has the meaning set forth in Section 22950.5(c) of the Business & Professions Code, as amended, and includes the inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, electronic smoking device, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic.

2. "Tobacco product" has the meaning set forth Section 22950.5(d)(1) of the Business and Professions Code, as amended, and includes: (a) any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff; (b) any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah; or (c) any component, part, or accessory of a tobacco product, whether or not sold separately.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

Part II. - Park Permit Procedures

12.24.150 - Commission recommendations for permit rules and procedures.

Periodically, the park and activities commission may recommend to the city council specific rules, regulations and procedures governing the issuance of park permits. To be effective, all recommended rules, regulations and procedures must be adopted by resolution or ordinance of the city council.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.160 - Group defined.

For the purposes of this part, a "group" is defined as a gathering by a club, organization, association or the like, or of any individuals, for a specific, common purpose.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.170 - Park permit (groups)—Required.

No person may use or occupy in a group, or as a part of a gathering of twenty persons or more, any portion of a public park, or any building, structure or facility located within a public park, unless:

1. Such group has obtained the sponsorship of the city for such activity or use; or
2. Such group has obtained a park permit for such occupancy or use under this chapter.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.180 - Park permit—Issuance/denial determination.

A. Issuance. The city manager may issue the park permit requested if the city manager finds all of the following:

1. That the proposed activity or use will not unreasonably interfere with the general public's enjoyment of the park.
2. That the proposed activity or use will not unreasonably interfere with the promotion of the public health, welfare, safety, recreation and interest.
3. That the proposed activity or use is not unlawful.
4. That the proposed activity or use will not entail unusual, extraordinary or burdensome expense to the city, or involve extensive police operations to the detriment of the general welfare.
5. That the facilities desired to be used have not been reserved for another use at the time and place requested in the application.

B. Denial. The city manager may deny the issuance of any park permit if the city manager finds, from the application and after any investigation, all of the findings in subsection (A) cannot be made.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.190 - Park permit—Applicant's liability.

Each permittee must observe all rules and regulations applicable to conduct in public parks as set forth in this chapter or any other applicable law or regulation. Prior to the actual issuance of any permit, the applicant must sign and file with the city manager a statement agreeing to hold the city, its officers and/or employees, free and harmless from any loss, damage or injury sustained, arising out of, or by virtue of the issuance of such permit or the proposed use and/or operation. The city manager may, at the city manager's discretion, require the applicant to obtain and maintain satisfactory liability insurance, if the proposed activity appears hazardous. If so required, the policy must name the city as coinsured. In addition, the applicant's statement must indicate that the applicant must, upon receipt of a city invoice, reimburse the city for any damage to any city property or equipment, and, should litigation be necessary to enforce such a claim in favor of the city, that the applicant will pay to the city's reasonable attorney fees as determined by the court.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.200 - Park permit—Suspension/revocation.

The city manager has the authority to suspend or revoke any park permit after finding that operations under the permit have or will violate any provisions of this chapter or any other applicable law, or for any other good cause.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.210 - Park permit—Notice of action taken by city manager.

Written notice of the city manager's action on a park permit will be given to the applicant at the address provided in application.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)

12.24.220 - Park permit—Appeals.

Any person dissatisfied with the decision of the city manager concerning the issuance, denial, suspension or revocation of a park permit, may, within ten days after the date of issuance of the notice of the city manager's action, appeal the city manager's action to the city council. Such appeal must be in writing and filed with the city clerk. Upon receipt of such an appeal, the city clerk will place the matter upon the next council agenda for hearing, and will give the appealing party at least five days' written notice of the time and place of the hearing, unless notice is waived, in writing, by the applicant. At the time set for hearing on the matter, the city council will determine whether the city manager's action was consistent with the requirements of this chapter, and any other applicable law. The appealing party has the burden of proof to show how the city manager's action was arbitrary, capricious or unreasonable. The city council's determination of the appeal will be final.

(Ord. No. 710, § 3 (Exh. A), 9-27-2016)



City of Rolling Hills Estates

4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274
310-377-1577 • Fax 310-377-4468
www.RollingHillsEstatesCA.gov

This Application is for:

- New Business
- Renewal
- Change of Owner
- Change of Address

Business License Application - Date of Event _____
Mo/Day/Year

Business Name: _____

Business Address: _____
Address Suite City State Zip

Mailing Address: _____
(If Different) Address Suite City State Zip

Business Phone: _____ **Business Fax:** _____

Business Activity: _____ **Email:** _____

Ownership: Sole Proprietor Partnership LLC Corporation Non-Profit

Federal ID No. _____ **Social Security No.** _____ **Seller's Permit No.** _____

State License (Contractor, Real Estate, etc): No. _____ **Type:** _____ **Start Date In City** _____

Owner or Principal Information

Name: _____ **Title:** _____ **Phone(____)** _____

Home Address: _____
Address Suite City State Zip

Name: _____ **Title:** _____ **Phone(____)** _____

Home Address: _____
Address Suite City State Zip

I declare under penalty of making a false statement the information is true and correct to the best of my knowledge.

Signature _____

Print Name _____

Date _____

****Late Fee/Penalties:** Add a penalty of 10% of the license tax on the last day of each month after the due date with a maximum annual penalty of 50% of the application fee. Licenses are due and payable prior to doing business within the City to avoid penalty.

•Special Event Business License Application

•City of Rolling Hills Estates License Inspectors will conduct on-site inspections during the scheduled event to ensure compliance from the participants.

•Anyone selling tangible goods must have a valid California Seller's Permit.

•In addition, if you are a participant who is selling tangible items, state law requires sellers to complete form BOE-530B-titled "Temporary Sales Location Schedule," which you can obtain from the Board of Equalization at www.boe.ca.gov.

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
The Department of Rehabilitation at www.rehab.cahwnet.gov.
The California Commission on Disability Access at www.cdda.ca.gov."

I. Are You (fee is non-proratable)

- Retail \$25.00
- Delivery \$25.00
- Services \$25.00
- Recreational \$25.00
- Food Services \$25.00
- Solicitation \$25.00
- Other \$25.00

Subtotal 25.00

SB 1186 State Mandated Fee 1.00

Processing Fee: 10.00

TOTAL DUE 36.00

