



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**  
REAL ESTATE DIVISION - PERMIT SECTION  
222 South Hill Street, 3 Floor • Los Angeles, California 90012  
SACHI A. HAMAI  
Chief Executive Officer

**APPLICATION FOR PERMIT - FACILITY USE**

**1. Who is requesting the Permit (please print)**

Organization:

Person who will sign the Permit:

Title of Person who will sign the Permit:

Address:

City:

State:

Zip:

Telephone Number:

Fax Number:

E-mail Address:

**2. WHAT** is the nature of the event or purpose for the permit:

**3. HOW** many attendee are expected:

**4. WHERE** is the County property located that you intend to use (exact location & address)

**5. WHEN** do you wish to use the property for the above event/purpose (date & hours)

**6. AUTHORIZATION** who approved this event (County department, contact person, & telephone #)

**7. FEE AMOUNT \$**

**DEPOSIT AMOUNT** (if applicable) \$

**8. INSURANCE** an "additional insured" endorsement in the amount of at least \$1.0 million dollars must be received by this office prior to your event. Your insurance agent should prepare the endorsement naming "The County of Los Angeles" 222 South Hill Street, Los Angeles, CA as an additional insured.

**NOTES:**

- a. Any person or group using County property is required to pay a fee, provide insurance and execute the permit agreement. The Permittee agrees to pay any additional charges i.e., cleaning, security, utilities, etc., A DEPOSIT MAY BE REQUIRED.
- b. Minimum \$1,000,000 insurance is required (permit can cover more than any day if insurance covers the same period). You may be able to obtain Special Events insurance - call 1.800.420.0555 or on the web at [www.2sparta.com](http://www.2sparta.com)
- c. The permit must not be altered in any way; if there are errors, alert the office - DO NOT CHANGE THE PERMIT.
- d. Audio and/or other equipment is not arranged by this office.
- e. This application does not constitute a reservation or permit to use County property.
- f. The County requires a 30-day notification prior to issuing a permit and space availability.

**APPLICANT'S SIGNATURE:**

**Date:**

**Fax application to: 213.217.4971, Attention: Permit Coordinator**