

**CITY OF LOS ANGELES  
DEPARTMENT OF CULTURAL AFFAIRS (DCA)  
GRANTS PROGRAM**

**Outdoor Festival & Parade Supplement – Penalty for Failure to Properly Notify the Public  
in Advance of a Temporary Street Closure**

Should a grantee organization’s grant funded project take place in public streets, DCA requires the grantee to obtain a **Special Event Permit for use of public streets**. There are two departments that process and issue special event permits for use of public streets in the City of Los Angeles: The Los Angeles Police Department, Emergency Operations Section, **Special Event Planning Unit (LAPD)**, and the Department of Public Works, Bureau of Street Services, Investigation and Enforcement Division, **One-Stop Special Events Permit Office (BOSS)**.

The determination of which department will process the Special Event Permit depends on the type of event to be held:

- 1) LAPD issues permits for parades, processions and planned demonstrations or marches
- 2) BOSS issues permits for Athletic Events (Marathons, walkathons, & bike races), Community Events (Street fairs, celebrations, & charitable events) and events deemed by the City Council as citywide special events.

Both of these processes require 60-day advance filing.

In addition to getting a proper Special Event Permit, DCA requires the grantee to properly notify **at least 40 days in advance of the event** the following representatives of those who will be affected by the street closures:

- 1) The office of the City Council District in which the event will take place
- 2) The City of LA Business Improvement District (BID) in which the event will take place. The map of BIDs can be found here:

<https://www.google.com/maps/d/viewer?mid=zqfUVml1aEPw.kbxWICihicZQ>

**Assessment of Penalties for Failure to Comply.** Grantee understands and agrees that the DCA’s grant staff may assess a financial penalty of up to 50% of the full grant amount, should it be determined that proper public notifications were not filed for events to take place in city streets. Grantee acknowledges that the assessment of penalties may affect its future funding opportunities with DCA.

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Print Name of Organization Representative

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Print Name of Organization

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Signature of Individual or Representative

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Date