



## Conditions of Approval

Organization:	Vietnamese Community of Southern California
Event:	Remembering Saigon
Location:	Sid Goldstein Freedom Park
Event Date:	July 5, 2026   10:00am - 12:30pm
Permit Date:	July 5, 2026   8:00am - 2:00pm
Contact Person:	Binh Nguyen (714) 332-7507 kimbinhnguyen@gmail.com

### Community Services & Recreation Conditions

**Contact: Vanessa Johnson at 714-548-3667**

1. The applicant must follow the current Federal, State and County health guidelines for events and gatherings and will be solely responsible to ensure the safety and health of event participants. Guidance is meant to supplement, not replace any State and County safety laws, rules and/or regulations which events and gatherings must comply.
2. Applicant will be required to pay all fees associated with the approval of the Special Event Permit process.
3. Public Property events require \$2,500 deposit due twenty-one days prior to event. Deposit must be paid by **June 14, 2026**.
4. Staff will schedule a meeting with applicant prior to event date to review the most current requirements and guidelines that pertain to events and gatherings, as needed.
5. All display elements should be properly secured and/or tethered to prevent any potential hazards.
6. All conditions subject to change based on event and scope.

### Risk Management Conditions

**Contact: David Facterman at 714-548-3450**

7. Insurance Certificate and Endorsement page due within seven days of City Council approval. Policy must be two million dollars each occurrence and in the aggregate. Insurance must be provided by the organization/applicant hosting the event by **July 17, 2026**.

### Community Development Conditions

8. Each vendor shall have a City business license. **Please contact Business Division at (657) 622-0222**

### Building Division

**Contact: Justin Nguyen at 714-548-3475**

9. Access to park electricity has been reserved. An electrical permit is required for generators or other alternative power sources, electrical appliances, lights and electrical wiring. Inspection and approval is required prior to the opening of the event. All equipment is required to be U.L. listed/labeled and installed according to the listing. Please contact Building Division at (714) 548-3469 to obtain permit and schedule inspection, if needed.

### Planning Division

**Contact: Ken Fichtelman at 714-548-3484**

10. All signage must pertain to the scheduled event and remain consistent with approved site plan. Signage shall be placed in locations that do not impede the traffic line of sight or pedestrian walkways and must be properly secured. Commercial copy may only be displayed within the event boundaries and facing inward, not towards public view. At the conclusion of the special event, all temporary signage shall be removed from the premises.



**Code Enforcement**

**Contact: Kelly Kahn 714-548-3477**

**\*All requirements, including deadlines for submittals, *must* be met. Failure to comply may result in cancellation of the Special Event Permit (WMC 9.61.100)**

11. A contact phone number must be provided for the on-site individual(s) responsible for the event. The individual(s) must be present for the duration of the event. **The contact number must be provided to Kelly Kahn at 714-548-3477 by June 19, 2026.**
12. As a courtesy, applicant shall provide advanced notice of event to owners and occupants of adjacent surrounding properties as they may be negatively impacted. Notification letters shall be issued to those surrounding properties by **June 19, 2026.**
13. Portable signs, such as “A” frame signs, are prohibited in the City unless approval to use such signs has been granted by the Engineering and Planning Divisions prior to the event.
14. All amplified sound shall adhere to the City’s WMC Noise Ordinance to minimize disruption to surrounding properties.
15. All amplified sound shall be connected to *one disabling* device and must be accessible to City personnel.
16. If portable chairs will be utilized, they must be fastened in a set of no less than four (4). For example, zip ties can be used to fasten the chairs.
17. The event organizer shall ensure surrounding areas remain clean from trash and debris. Provide adequate trash bins for disposal of trash.
18. **Banners and/or signs shall not be attached to the park fencing or between trees.**
19. If a vigil type of ceremony is planned, the use of candles **is prohibited**. Flashlights are permitted.

**Public Works Conditions**

**Traffic Engineering Division**

**Contact: Bill Pham at 714-548-3457**

20. The available parking lots for the event include the north City Hall parking lot, structure parking lot and the south parking lot of the Community Services Center. The organizers shall obtain approval from the County for the use of County Public Parking Lots. If attendees choose to park in the north City Hall parking lot, structure parking lot and the south parking lot of the Community Services Center during the scheduled event they will be expected to pay for parking. The Civic Center pay parking will be enforced at all times. No parking is allowed between 2:00 a.m. and 5:00 a.m. ***The parking rates are 1hr for \$2, 2hrs for \$4, 3hrs for \$6, and all day for \$8.***
21. Private parking lots may only be used if written permission is secured from the owner of each respective lot prior to use and the event.
22. Parking of event related vehicles is permitted along the “green” curb on All American Way during the event hours. Parking in the “red” zone is prohibited. No additional street parking on All American Way in front of Freedom Park is permitted.
23. No on-street parking shall be provided during the event on 15th Street (north side), 13th Street, Beach Boulevard and Newland Street. These are primary access streets and must be kept clear for emergency services.
24. City Lots must be cleaned and left in “as found” condition or better after the event, as required by the Public Works Director/City Engineer.
25. Under no circumstances shall the applicant obstruct and/or close roadway travel lanes or public pedestrian walkways.



**Field Operations Division**

**Contact: Tuan Pham at 714-548-3456**

26. Permittee shall clean the property, adjacent properties impacted by the event and the streets surrounding the event property following the event. To clean the property, adjacent properties, and the streets is to pick up and properly dispose of all trash and debris that may have come from the event.
27. In the event the permittee does not clean the streets the permittee shall reimburse the City for any expenses incurred by the City.
28. No attachment of canopies, flags, banners, etc. to trees or light posts or fences.
29. No vehicles allowed in the park.
30. Installation of temporary structures such as tents and canopies must not damage the park sprinkler system.
31. \$2,500 clean-up bond – file with special events coordinator

**Police Department Conditions**

**Special Operations Division**

**Contact: Sergeant Jerad Kent at 714-548-3790**

32. A designated person with the authority to make decisions concerning the operations of this event must be present at all times during the event. A list containing the names and telephone numbers of all such person(s) including the names and telephone number of vendors and security companies (if applicable) must be supplied to the Police Department prior to the date of the event. The number will be forwarded to the dispatch center at Westminster Police Department. **Supply name(s) to Sgt. Kent (714) 548-3790 by June 19, 2026.**
33. **Participants may not possess or display ANY style of firearms** (replica or real). Any such items will be confiscated, and appropriate action will be enforced. Vehicles associated with the event may not have a weapon(s) (replica or real) mounted to them. Any such items will be confiscated, and appropriate action will be enforced.
34. Any noise resulting from the operation of the premises, or the conduct of the patrons shall be kept at a level so as not to cause any disturbances or nuisances which would be detrimental to other property in the area or to the welfare of the occupants thereof.
35. All amplified sound must comply with Westminster Municipal code regulations and be able to be shut down from a single accessible control point.
36. Permittee shall be responsible for ensuring that attendees do not obstruct the public roadway or pedestrian walkways.
37. Ensure pedestrian traffic remains on sidewalks/parking lots and does not impede and or block vehicular traffic.
38. Participants may park in Civic Center parking lots, including the 4-level parking structure. Paid parking is enforced at all times. No parking allowed between 2:00 a.m. – 5:00 a.m.
39. Any overflow parking areas must be clearly designated and adequate signage to direct participants to these areas must be posted.
40. At the end of each event, loitering shall not be permitted on the premises.
41. The owner or manager of the event is responsible for immediately notifying the Police Department of disturbances or crimes occurring at the event. This includes the event area and associated parking lot areas.
42. All activities must be conducted in compliance with local and state law, including but not limited to Westminster Municipal Code Sections 8.28, 9.64, and California Penal Code



43. Reimburse the City of Westminster for all personnel and equipment expenses arising from any necessary security presence, traffic control, crowd control, or noise complaint response resulting from the event and/or congestion directly related to this event. The permitted location is in close proximity to the Westminster Police Department and Rose Garden Senior Center. Consequently, the free flow of traffic on 13th Street east of Beach Blvd. and on All American Way between 13th Street and Westminster Blvd. is essential.
44. In the event traffic on either 13th Street or All-American Way precludes reasonable access for emergency vehicles, employees and residents, the Westminster Police department may assign personnel for traffic control to remedy the situation. The amount of reimbursement shall be determined after the event and based upon the necessary presence/response.

**Orange County Fire Authority**

**Contact: Antonio Aleman at 714-527-9475**

45. Please provide the following to process your fire permit:  
Submit OCFA Special Event application through <https://publicservices.ocfa.org/> for this event as soon as possible. Approval from the Orange County Fire Authority is required for tent materials, fire extinguishing systems, exiting through barricades and fire-truck access requirements. ***Please contact the Orange County Fire Authority at (714) 527-9475.***  
**Permits will NOT be processed or scheduled until all necessary documentation and payments are received.**

**Orange County Health Care Agency**

**Contact: Special Event Inspector at 714-443-6080**

46. Profit/Commercial Events
- a. All commercial food vendor applications must be turned in two weeks prior to the event.
  - b. If more than one (1) food booth, an event coordinator permit is required for the event.
  - c. The Event Coordinator must complete a health permit application and pay the required health services fee at least two (2) weeks prior to the event.
47. Non-Profit Events/Craven Exemption
- a. All vendors must turn in exemption application with proof of non-profit status and letter from the non-profit organization on letterhead two weeks prior to the event.
  - b. 100% of proceeds must go to non-profit organization
  - c. For profit entities participating in an event for the benefit of non-profit entities will be exempt under Craven.
48. Forms and Requirements
- a. All applications and bulletins with requirements can be found online at <http://www.ocfoodinfo.com/tff>
  - b. All fees must and applications must be provided two weeks prior to the event and may be mailed to this Agency.
49. Contact(s)
- a. Orange County Environmental Health [www.ocfoodinfo.com](http://www.ocfoodinfo.com)  
Phone: 714-433-6080  
1241 East Dyer RD Suite 120  
Santa Ana, CA., 92705-5611  
[ehspecialevents@ochca.com](mailto:ehspecialevents@ochca.com)