



Conditions of Approval

Organization:	Laura Rose Homes (LSR Properties Inc)
Event:	Movies in the Park
Location:	Bolsa Chica Park
Event Date:	June 21, 2025 July 12, 2025 August 2, 2025 October 11, 2025 5pm – 9pm
Permit Date:	June 21, 2025 July 12, 2025 August 2, 2025 October 11, 2025 3pm – 9pm
Contact Person:	Laura Rose 714-248-5216 laura@laurarosehomes.com

Community Services & Recreation Conditions**Contact: Vanessa Johnson at 714-548-3667**

1. Applicant will be required to pay all fees associated with the approval of the Special Event Permit process.
2. Public Property events require \$2,500 deposit due twenty-one days prior to event. Deposit must be paid by **May 31, 2025.**
3. Insurance Certificate and Endorsement page due twenty-one days prior to event. Policy must be two million dollars each occurrence and in the aggregate. Insurance must be provided by the organization/applicant hosting the event by **May 31, 2025.**
4. 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.
5. 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.
6. All conditions subject to change based on event and scope.

Community Development Conditions**Building Division****Contact: Justin Nguyen at 714-548-3475**

7. An electrical permit is required for generators or other alternative power sources, electrical appliances, lights and electrical wiring. Inspection and approval are 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 inspections by **June 2, 2025.**
8. Provide 2 copies of site plans to the Building Division showing the location and details of the temporary structures. Show accessible and exiting paths by **June 2, 2025.**
9. Submit manufacturer's listing and installation specifications/drawings of the following items by **June 2, 2025** (engineering calculations may require):
 - Open-sided tents/canopies larger than 500 square feet or enclosed tent/canopies larger than 200 square feet. (*see next page for construction details, structural plans, and calculations.)
 - Stages or platforms more than 30 inches above grade (structures higher than 30 inches intended for live loads require approved engineering prior to inspection).
 - Grandstands or bleachers.
 - Structures higher than 12 feet.
 - Children inflatables.

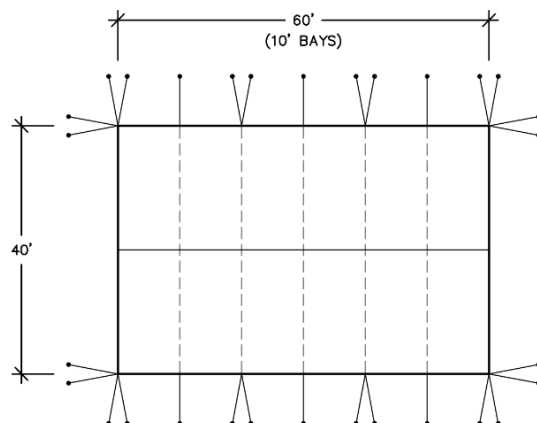


10. A review from the **Orange County Fire Authority** is required for this special event and a permit may be needed. Please create an account at <https://publicservices.ocfa.org/> and submit any necessary documentation.
11. All event contractors and vendors shall have a City business license. Please contact the **Business license Division at (657) 622-0222**.
12. Approval from the Orange County Health Agency is required for any food vendor. Please contact **Orange County Health Agency at (714) 433-6080**.
13. CONSTRUCTION DETAILS are required to indicate how the tent structure will be held in place. All tents/canopies with or without sides shall be capable of withstanding 10 psf of uplift, whether using stakes or weights. Stake capacity shall be determined using a pullout capacity of 800 lbs. for medium density soils and 1600 lbs. for paved surfaces. The plans should clearly indicate whether stakes or weights are being used and shall specify the following information for stakes and/or weights:
 - Stakes – Plans shall specify diameter, length, minimum embedment, total number, spacing, angle of embedment of stakes to be installed, and type of soil.
 - Weights – Plans shall specify the type, total number, and spacing of weights to be installed.
14. STRUCTURAL PLANS AND CALCULATIONS are required for tents/canopies over 4,500 square feet or with an occupant load over 300, whichever is more restrictive. Plans and calculations must be prepared by a California licensed engineer (wet stamped and signed) and shall include the following in addition to the items listed above.

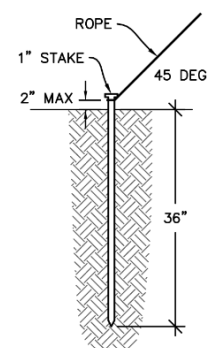
Please allow 1 to 2 weeks for review of plans and calculations for engineered tents.

 - Manufacturer's contact information.
 - Engineer's contact information.
 - Applicable building codes (2022 CBC).
 - Design criteria to include wind exposure category (exposure B), basic wind speed (90 mph), and applicable soil types (soil classifications assumed in the stake design).
 - Structural framing plan to include all framing member sizes, all dimensions, references to structural details, location, and number of all required tent stakes.
 - Elevation drawings (specify all height dimensions).
 - Structural details. Specify all connectors (type, size, spacing, thickness, etc.). Staking details shall include the type, size, and embedment of all stakes. Provide details for the connections of the fabric to the tent structure.
 - Structural calculations. Tent structures shall be designed for wind loads as prescribed in CBC Chapter 16. Provide all supporting information used to obtain the stake capacity.

EXAMPLE – STAKING REQUIRED FOR A 60' x 40' TENT, STIFF SOIL:
WIND UPLIFT = 60' x 40' x 10 PSF = 24,000 LB
24,000 LB / 800 LB PER STAKE = 30 STAKES REQUIRED.



STAKING PLAN



STAKE DETAIL

STAKE CAPACITIES*

STIFF SOIL: 800 LB
PAVED: 1,600 LB

*BASED ON TESTING
BY THE INDUSTRIAL
FABRICS ASSOCIATION
INTERNATIONAL (IFAI)



Community Development Conditions

Planning Division

Contact: Sandie Kim at 714-548-3488

15. All temporary banners, pennants or signs advertising the event that contain commercial copy are subject to the City's sign regulations as specified in Westminster Municipal Code [Chapter 17.330](#), and each temporary banner, pennant or sign shall require a Temporary Banner Permit. Please contact the **Planning Division at 714-548-3247 or at planning@westminster-ca.gov** to obtain a permit ***no less than one business day prior to the date of the event.*** There is a processing fee associated with each submitted Temporary Banner Permit Application. See link [here](#) for the Temporary Banner Permit Application and fee.
16. At the conclusion of the special event, all temporary signage, trash, and debris shall be removed from the premises.
17. The maximum size of banners allowed is 40 square feet.

Community Development Conditions

Code Enforcement

Contact: Marissa Madrigal at 714-654-6208

***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)**

18. 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 ***May 31, 2025.***
19. 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 number will be forwarded to the dispatch center at Westminster Police Department. **The contact number must be provided to Marissa Madrigal at 714-654-6208 by May 31, 2025.**
20. Unless the vendor is a non-profit organization or associated with a non-profit organization (proof of non-profit status must be submitted), each individual vendor selling food, merchandise, etc. shall obtain a temporary City of Westminster business license. An inspection will be conducted during the event to ensure proper business licensing. Those vendors operating without the required business license will not be permitted to participate in the event. ***Please contact the City's Business License Division at (714) 898-3311 ext. 249.***
21. 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.
22. All amplified sound shall adhere to the City's WMC Noise Ordinance to minimize disruption to surrounding properties.
23. All amplified sound shall be connected to *one disabling* device and must be accessible to City personnel.
24. 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.
25. The event organizer shall ensure surrounding areas remain clean from trash and debris. Provide adequate trash bins for disposal of trash.
26. **Banners and/or signs shall not be attached to the park fencing or between trees.**
27. 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

28. Written notification for the event shall be delivered to the property owners and businesses adjacent to the Park, 72 hours prior to the special event.



29. Under no circumstances shall the applicant obstruct and/or close roadway travel lanes or public pedestrian walkways.
30. No private driveways or other access shall be blocked off as a result of the event.
31. Prior to leaving the site, the permittee shall thoroughly clean the property and return it to as found condition.

Public Works Conditions

Field Operations Division

Contact: Tuan Pham at 714-548-3456

32. 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.
33. In the event the permittee does not clean the streets the permittee shall reimburse the City for any expenses incurred by the City.
34. No attachment of canopies, flags, banners, etc. to trees or light posts or fences.
35. No vehicles allowed in the park.
36. \$2,500 clean-up bond – file with special events coordinator.

Police Department Conditions

Traffic Division

Contact: Sergeant Jerad Kent at 714-548-3790

37. 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. **Supply name(s) to Sergeant Kent (714)548-3790 by June 5, 2025.**
38. 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.
39. All amplified sound must comply with Westminster Municipal code regulations and be able to be shut down from a single accessible control point.
40. Permittee shall be responsible for ensuring that attendees do not obstruct the public roadway or pedestrian walkways.
41. Ensure pedestrian traffic remains on sidewalks/parking lots and does not impede and or block vehicular traffic.
42. Any overflow parking areas must be clearly designated and adequate signage to direct participants to these areas must be posted.
43. At the end of each event, loitering shall not be permitted on the premises.
44. 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.
45. 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



46. 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.

Orange County Fire Authority

Contact: Antonio Aleman at 714-527-9475

47. 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.
- 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

48. Profit/Commercial Events
- All commercial food vendor applications must be turned in two weeks prior to the event.
 - If more than one (1) food booth, an event coordinator permit is required for the event.
 - 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.
49. Non-Profit Events/Craven Exemption
- 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.
 - 100% of proceeds must go to non-profit organization
 - For profit entities participating in an event for the benefit of non-profit entities will be exempt under Craven.
50. Forms and Requirements
- All applications and bulletins with requirements can be found online at <http://www.ocfoodinfo.com/tff>
 - All fees must and applications must be provided two weeks prior to the event and may be mailed to this Agency.
51. Contact(s)
- Orange County Environmental Health www.ocfoodinfo.com
Phone: 714-433-6080
1241 East Dyer RD Suite 120
Santa Ana, CA., 92705-5611
ehspecialevents@ochca.com