

CITY OF WESTMINSTER  
SPECIAL EVENT PERMIT APPLICATION  
8200 Westminister Blvd., Westminister, CA 92683 (714) 895-2860 Fax (714) 373-5701

APPLICANT INFORMATION (PLEASE TYPE OR PRINT INFORMATION CLEARLY)

Organization Name: VIETNAMESE COMMUNITY OF SOUTHERN CALIF

Non-profit/501.C3 Number (If applicable): 33-0448822

Mailing Address: 13351 BROOKHURST ST, CA 92843  
Address City State Zip

Applicant Name: BINH NGUYEN

Mailing Address: Same address  
Address City State Zip

Work Phone Number: \_\_\_\_\_ Cell Phone Number: (714) 332-7507

Home Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: Kimbinhnguyen@gmail.com

Contact Person during the Event: Binh Nguyen

Work Phone Number: \_\_\_\_\_ Cell Phone Number: (714) 332-7507

Home Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: Same email

EVENT INFORMATION

Name/Title of Event: Remembering Saigon

Date(s) of Event: 7/5/2026

Type of Event: Public gathering and Rally

Event location: Freedom Park

Anticipated number of participants/spectators: 300

Facilities to be used : Private Property Street Sidewalk Park Civic Center

Time of Event: 10 AM to 12:30 pm

Set up Date & Time: 8 AM Take Down Date & Time: 1 pm - 2 pm

Please check which elements listed below will be included in the proposed event:  
 PLEASE NOTE THAT THE CITY WILL NOT PROVIDE ANY ITEMS LISTED BELOW

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Amplified Sound  | <input checked="" type="checkbox"/> Electrical<br><input type="checkbox"/> Generators   | <input checked="" type="checkbox"/> Entertainment<br>What type <u>Singing</u>  |
| <input checked="" type="checkbox"/> Trash Cans   | <input type="checkbox"/> Banners with commercial copy<br><input checked="" type="checkbox"/> Event Signage<br><input checked="" type="checkbox"/> Flags | <input checked="" type="checkbox"/> Booths/Vendor<br>Non-profit <input checked="" type="checkbox"/><br>Commercial <input type="checkbox"/> |
| <input type="checkbox"/> Games/Lotto/Raffle  | <input type="checkbox"/> Carnival/ Rides  | <input type="checkbox"/> Parade  |
| <input type="checkbox"/> Fencing<br><input type="checkbox"/> Barricades  | <input type="checkbox"/> Portable Restrooms   | <input type="checkbox"/> Admission Fee   |
| <input checked="" type="checkbox"/> Food/Cooking<br>Non-profit <input checked="" type="checkbox"/><br>Commercial <input type="checkbox"/><br><u>Pre-cooked</u> | <input checked="" type="checkbox"/> Tents<br><input checked="" type="checkbox"/> Canopies<br>Size <u>20' x 20'; 10' x 10'</u><br>Amount <u>3 (2)</u>    | <input type="checkbox"/> Stage Size _____<br><input type="checkbox"/> Firecrackers/Fireworks   |
| <input type="checkbox"/> Alcoholic Beverages Served  | <input type="checkbox"/> Alcoholic Beverages Sold   |  |

Will the event have sponsors? (If so, please indicate the sponsor(s):

No

Describe in detail, what activities are planned for this event:

- 1) Historical exhibit of Saigon (1 RV)
- 2) Speeches and music
- 3) Information booth

To ensure appropriate review of your event, please include a plot plan and a narrative review of pertinent information that will better assist us in reviewing the activities and components of your event. (If additional space is required please attach to the application).

Need park electricity and restrooms

## GENERAL INFORMATION FOR SPECIAL EVENT PERMITS


A Special Event Application must be completed, signed and submitted to the City of Westminster, Attention: Community Services no sooner than nine months in advance of the proposed date and no later than sixty days in advance of the proposed date. Requests will go before City Council for approval.

- A Special Event Application must be completed if the following applies:
  1. Event is scheduled to take place on public property; or
  2. Event is likely to attract more than one thousand persons (including workers, spectators and participants); or
  3. If it is determined to be necessary by the City Manager or his/her designee.

Conditions for the issuance of this permit include, but are not limited to the following:

- a. Applicant must pay a \$100 permit review fee.
- b. Must provide cash deposit, money order or cashier's check covering all extraordinary City expenses to be submitted to the City a minimum of 21 calendar days prior to the event.
- c. Approved Special Event Permit is not transferable.
- d. Ensure that the event proceeds only along the designated route and remain within the designated parameters.
- e. Provide police enforcement and traffic control devices for the event.
- f. Provide the necessary sanitation, trash disposal and water needs for all involved personnel and spectators.
- g. Must obtain the required permits from Orange County Fire Authority and the Orange County Health Department. Inspections will be done the day of the event.
- h. The applicant must provide to the City of Westminster evidence (a copy) of a commercial general liability insurance policy and a certificate of insurance in the amount of a minimum of two million dollars per occurrence and in the aggregate, naming the City, the City Council, Boards and Commissioners, its Officers, Employees or Agents as a named additional insured during the term of the permit.
- i. The applicant shall execute the hold harmless agreement provided by the City.
- j. Conformance with the insurance and hold harmless requirements shall be completed within seven (7) working days following the final approval of the permit.

The Applicant will be required to act in accordance with with all requirements of Titles 5, 9, and 15 of the Westminster Municipal code, and pursuant to the terms of Chapter 9.61 and said Code. The undersigned agrees to comply with all of the conditions as a result of their request and will comply with all of the applicable portions of Chapter 9.61 of the Westminster Municipal Code.

Print Name BINH NGUYEN  
Signature  Date 5/5/26

FOR OFFICE USE ONLY:

Date Permit Approved: \_\_\_\_\_

Special Event Processing Fee: Cash/Check/Card Amount \$ 100.00 Date Received: 5/6/26

Special Event Deposit: Cash/Check/Card Amount \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Miscellaneous Deposit: Cash/Check/Card Amount \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Parade Deposit: Cash/Check/Card Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

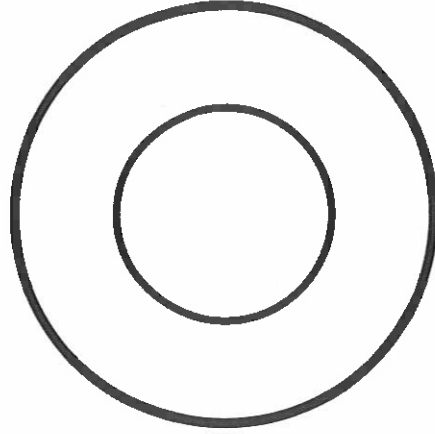
Received By: Amanda Valadez Date: 5/6/26

- O. C. Health Department Permit (food)
- A.B.C. Permit (alcohol)
- Police Permit (street closure)
- Certificate of Insurance and Policy

- O.C.F.A. Permit (canopies/tents, fireworks/firecrackers)
- Building Permit (electrical/generators)
- Park Use Request (use of city park)

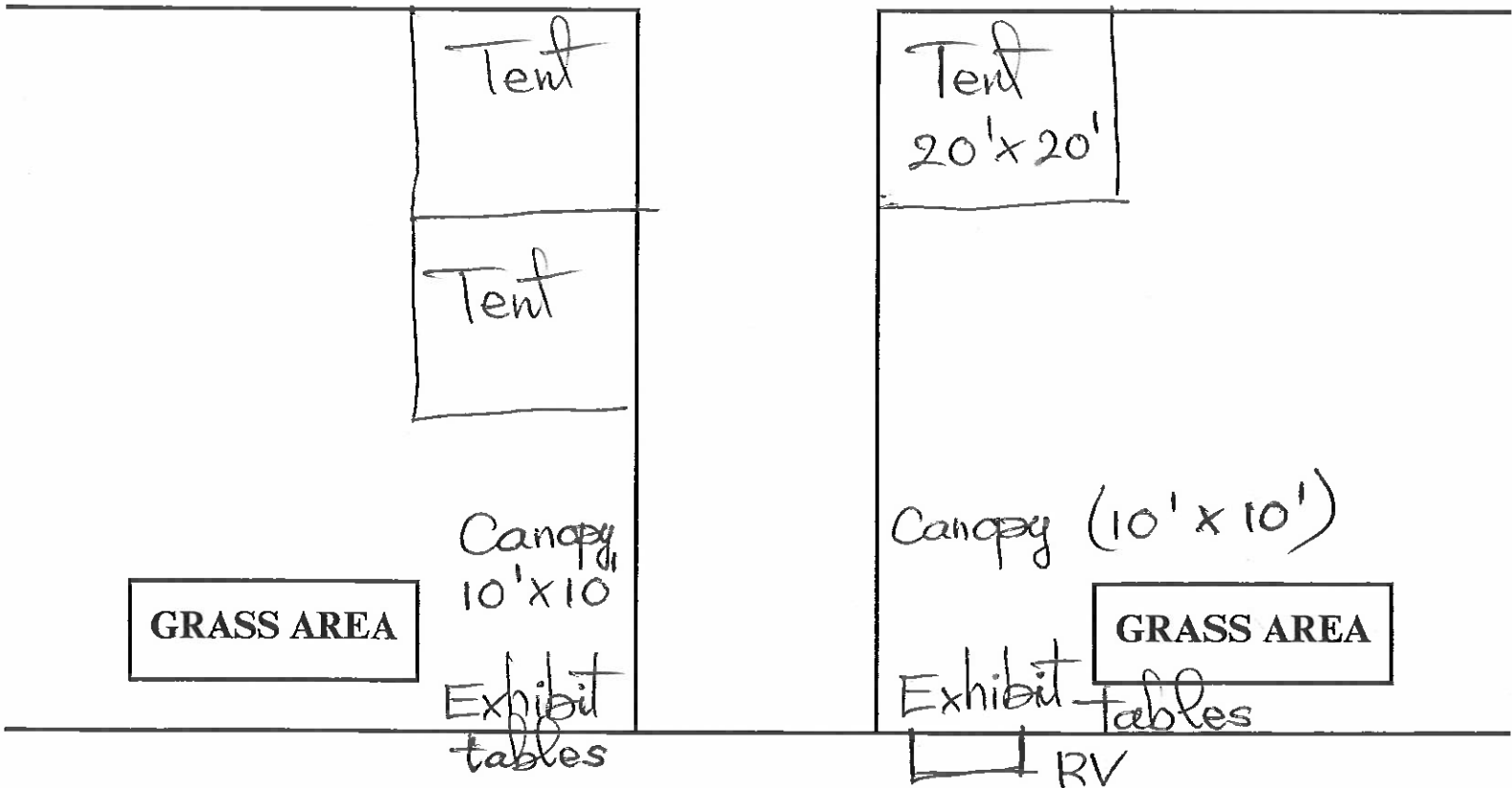
DEPARTMENTAL REVIEW	DEPARTMENTAL RECOMMENDATIONS	DEPARTMENTAL APPROVAL
Animal Control		
Building Division		
City Clerk		
City Manager		
Code Enforcement		
Community Services		
O. C. F. A.		
O. C. Health Dept.		
Police Department		
Public Works Dept.		
Risk Management		

# Sid Goldstein Freedom Park



self-standing  
cloth backdrop

6' x 8'



ALL AMERICAN WAY