



# City of Sierra Madre

Community Services Department

232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

phone 626.355.5278

**DATE:** Friday, November 4, 2016

**TO:** **Duncan MacGillivray, VFW Post 3208**

**FROM:** Rosemary Garcia, Administrative Analyst

**CC:** Ryan Baker, Library & Community Services Director  
Rebecca Silva, Community Services Supervisor  
Larry Giannone, Chief of Police  
Bruce Inman, Director of Public Works  
Joe Ortiz, Police Captain  
Chris Cimino, Deputy Director of Public Works

**SUBJECT:** Special Event Permit S.E.P. 16-10; for the Veterans of Foreign War Post 3208 Veterans Day Ceremony

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Please consider this memorandum as approval of your request for the subject Special Event Permit (S.E.P. 16-10). The approved S.E.P. is for the 2016 VFW Post 3208 Veterans Day Ceremony on Sunday, November 13, 2016 from 12:00 p.m. to 4:00 p.m. Special Event Permit 16-10 was granted by the Community Services Commission on October 17, 2016 with the following conditions of approval:

Special conditions:

1. The City of Sierra Madre is not an event co-sponsor and cannot be inferred as such in any publication or presentation in relation to this event.
2. All publications and programs related to this event must clearly state the following disclaimer: ***"The views and opinions expressed by the event speaker/s do not necessarily represent the views of the City of Sierra Madre, its employees or officials."***
3. A clearly visible sign must be placed in the event stage area that includes the following disclaimer: ***"The views and opinions expressed by the event speaker/s do not necessarily represent the views of the City of Sierra Madre, its employees or officials."***

General conditions:

1. S.E.P. 16-10 shall become effective upon Sunday, November 13, 2016.
2. The Special Event Permit is granted for one day, November 13, 2016 from 12:00pm-4:00pm. Upon the expiration of this permit, the set forth activities must discontinue. Event preparation and clean-up period shall be allowed prior to the event and no more than two days after the termination of the event.
3. Public works will deliver 150 chairs and 4 cardboard containers and liners to the Memorial Park Veteran's Wall.

4. Public works will turn on electrical access to outlets at the Memorial Park Pavilion.
5. All activities, programs or events taking place during the event must comply with all City policies and the Municipal Code.
6. The applicant shall comply with all applicable provisions of Federal, State and Los Angeles County law and regulations.
7. The applicant shall comply with all applicable provisions of the Sierra Madre Building and Safety and Fire codes.
8. The applicant shall comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
9. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

(End of Conditions)

Please do not hesitate to call 626.355.5278 ext. 701 if you have any questions.

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