



## LAWA SPECIAL EVENT REQUEST

Dear LAWA Tenant:

In general, special events are not classified as permitted uses in Tenant Leases, Concessions Agreements, and the Los Angeles International Passenger Terminal Tariff. Therefore, all tenants must request approval from Los Angeles World Airport (LAWA) for special events including media or public relations events at airport facilities.

It is the Tenant(s)/Requester(s) responsibility to coordinate with the appropriate LAWA Division(s), Tenant or other Government agencies for resources and signage to be used at the event.

To properly notify LAWA of proposed special events, please complete the Special Event Notification Form/Letter (attached) and send to the appropriate LAWA Representatives for the airport at which the event will occur:

For events at:

### **LOS ANGELES INTERNATIONAL AIRPORT**

Los Angeles World Airports  
Attn: Viji Prasad  
Director of Airports Operations  
P O BOX 92216  
Los Angeles, CA 90009-2216  
Email: [LAXEVENTREQUEST@LAWA.ORG](mailto:LAXEVENTREQUEST@LAWA.ORG)

### **VAN NUYS AIRPORT**

Los Angeles World Airports  
Attn: Diana Sanchez/Paul Herrera  
16461 Sherman Way, Suite 300  
Van Nuys, CA 91406

**SPECIAL EVENT REQUEST FORM**

This letter is to inform Los Angeles World Airports (LAWA) that plans to deviate from normal operations and requests permission to conduct an activity or special event as described below.

<b>Choose the Airport(s) where the event will occur</b>	<input type="checkbox"/> LAX	<input type="checkbox"/> VNY	
<b>Event Name</b>			
<b>Company Name</b>			
<b>Mailing Address</b>			
<b>Contact Name and Cell Phone:</b>			
<b>Email Address:</b>			
<b>Has this event been reviewed by LAX Airport Operations?</b>	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	IF YES – Provide contact name and phone number of Operations Representative below IF NO – Contact the Airport Operations Representative before you proceed with this form.		
	<i>LAWA Contact Name</i>	<i>Phone Number</i>	
<b>Is this a LAWA sponsored event?</b>	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	IF YES – Provide the contact name and phone number of the LAWA Division sponsoring this event		
	<i>LAWA Contact Name</i>	<i>Phone Number</i>	
<b>Event Location:</b> (Terminal/specifcics)	<i>Location Address</i>		
	<b>IS THIS AREA (CHECK ONE)</b> <input type="checkbox"/> STERILE <input type="checkbox"/> SECURE <input type="checkbox"/> RESTRICTED (See below)		
	<i>If event is in a sterile, secure or restricted area, describe the measures that will be taken to comply with TSA regulations and the Airport Security Program? Please be specific.</i>		
<b>Event Date:</b>	<b>Will media be in attendance?</b>	<input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Event Start Time:</b>	<b>Event End Time:</b>		
<b># of Attendees</b>			
<b>Dignitaries to be in attendance:</b>  (Attach additional pages for more names)	<b>Name</b>	<b>Company</b>	<b>Title</b>
<b>Provide brief description of event:</b>			
<b>FORM CONTINUED ON NEXT PAGE</b>			

<b>What resources have been requested from Los Angeles World Airports?</b>			
1. Provide a description of resources that have been requested from LAWA 2. The Division providing the service(s); and 3. The name(s) of the LAWA contact(s) assisting with the request(s).			
<b>Description of resources requested from other LAWA tenants and/or other government agencies.</b>			
<b>Will equipment be brought in?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, attach a drawing showing equipment.			
<b>Will signage be brought in?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, attach the final designs and dimensions of any signs or banners.			
<b>Will furniture moved from its normal locations for this activity?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, attach a drawing showing furniture layout.			
<b>Is Airfield Access Requested?</b>	<input type="checkbox"/> NO <input type="checkbox"/> YES	<b>If yes, who will conduct the escort?</b> <b>Have these representative been escorted previously in the past 12 months?</b>	<input type="checkbox"/> NO <input type="checkbox"/> YES
<b>Parking</b>			
<b>LAX Events</b> – Free parking will not be provided for this event. <b>VNY</b> - Coordinate with airport operations			

**SPECIAL INSTRUCTIONS:****Exhibits and Displays**

Exhibits and displays related to the event may be permitted at pre-approved locations during event. Adequate time for set up and dismantle will be allowed; however, extending displays beyond the event may be considered up to a maximum of 24 hours only.

**Signage or Banners**

Temporary signage or banners related to the event may be permitted at pre-approved locations during the event. Attach the designs and dimensions for the signs and banners on a separate page and submit them with the form. These must be submitted to and approved by LAWA before they may be installed. Adequate time for set up and dismantle will be allowed; however, signs and banners must be removed at the conclusion of the event.

**Ad Hoc Parking**

Ad hoc parking at the curb in the Central Terminal Areas is generally prohibited. However, the Requestor may coordinate with Airport Operations and/or Airport Police during planning meetings to facilitate this at set times and locations if necessary.

**Clean Up**

Requestors and their agencies are responsible for cleaning and restoring the event location and facility to its original set up. Failure to clean, remove trash, and restore the location and/or facility back to its original set up will result in a clean-up service charge imposed by LAWA.



# SPECIAL EVENT REQUEST FORM

## Hold Harmless/Indemnification Agreement

I/We \_\_\_\_\_, DBA (if applicable) \_\_\_\_\_,  
(Print name)

acknowledge that as an independent contractor, I/We will not be considered an employee(s) of the City of Los Angeles or of its Los Angeles World Airports and will have no claim to any Workers' Compensation coverage thereunder.

I/We hereby agree to indemnify, keep and hold harmless the City of Los Angeles and any and all of its Boards, officers, agents, employees, assigns and successors in interest from any and all costs, liability, damage or expense (including, but not limited to, costs of suit and fees and reasonable expenses or legal services) for any claim arising out of injury to me/us, any family member, employee, volunteer or subcontractor pursuant to this agreement.

This agreement will remain valid through the term of your contract barring any cancellation, termination or other status changes.

Date \_\_\_\_\_

Sign and Print Name \_\_\_\_\_

Title \_\_\_\_\_

Company Address  
and Phone Number  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Risk Management - Insurance Compliance Unit  
Los Angeles World Airports  
P O Box 92216  
Los Angeles, CA 90009-2216