



# *Applicants Guide to Submitting* **ENTERTAINMENT PERMIT APPLICATIONS**

## **PURPOSE:**

An Entertainment Permit is required for all establishments that offer any form of live entertainment including, but not limited to, live music, singing or live disc-jockey-hosted music. However, if entertainment is to be presented four (4) or fewer days during any twelve-month period, no Entertainment Permit is required.

## **APPLICATION FILING:**

Entertainment Permit applications may be submitted to the Community Development Department Monday, Tuesday, and Thursday between the hours of 8:00 a.m. and 6:00 p.m., Wednesday between the hours of 8:00 a.m. and 11:45 a.m. and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (Closed for lunch 11:45 a.m. to 1:00 p.m.).

Entertainment Permits are valid for one year from the issuance date. Applicants requesting renewal must file a written application for renewal and renewal fees with the Community Development Department 90 days prior to the expiration date of their permit.

## **APPLICATION SUBMITTAL REQUIREMENTS:**

The following information is required upon submittal:

1. Completed ***Entertainment Permit application***.
2. ***Fee of \$286.00*** (per City Council Resolution 2019-19) payable to the City of Lake Forest.
3. ***Site Plan*** – A detailed site and floor plan of the proposed business, depicting the building interior dimensions and off-street parking spaces required by the City zoning code. Also include all entrances/exits, windows, entertainment areas, stages, individual viewing booths, dressing rooms, bathrooms, banquet rooms and other rooms, tables, booths, furniture, bars, kitchens and other food or beverage preparation areas.
4. ***Lease agreement*** - If the applicant is not the property owner, the applicant shall submit a notarized statement signed by the property owner, consenting to the operation of the entertainment establishment at the location by the applicant and a copy of the lease between the property owner and the applicant for the entertainment establishment.