

# Letter of Intent Details

## Van Nuys Airport Special Event

Location – The address and area(s) the event will take place.

Date(s) – Date(s) of the event.

Hours – Event hours.

Event Description – What type of event will this be (i.e., grand opening, aircraft/aviation promotion, aviation conference, etc)?

Type of displays – Exhibit booths, aircraft, or vehicles?

Displays static or moving – Will the aircraft / vehicles remain stationary, move, or provide rides?

Number & type of aircraft / vehicles – How many and what kind (i.e., prop, jet, car, truck, etc)?

Who will ground handle aircraft – Who will park, fuel, reposition event aircraft?

Number of attendees – How many people are expected to attend the event?

Open to the public or private – Is the event open to the public or by invitation only?

Any VIPs expected – Will any VIPs attend?

Any media is expected – Will media be present?

Any filming – Will filming take place?

Any large tents – Will any large tents be used?

Any alcohol being served – Will alcohol be served?

Any cooking / open flame – Will food be prepared on site with an open flame?

Event map – A map depicting event boundaries, placement of displays and barricades.

Security Plan / crowd control / public safety – Where will the event entrance be and how will the entrance be secured. How will attendees be contained and protected inside of

the event area (by barricades & caution tape, event staff...)? Confirm there will be sufficient event staff to manage the crowd. State the type and size of delineation used to separate the public from the AOA.

Evacuation Plan – In case of emergency, how will attendees egress and where will they stage?

Parking Plan – Where will attendees park? Will valet service be provided?

Confirmation LAFD / Airport PD were notified – Provide names of personnel from LAFD and Airport Police that were notified of the event, and any other agencies that need notification. Contact numbers:

LAFD Station 114 (818) 756-8635)

LAFD Valley Industrial (818) 374-1110

VNY Airport Police (818) 909-3523)

LAPD West Valley (818) 374-7611\*

\* Call if required – VNY PD can advise.

**Insurance – An insurance policy must be obtained and approved by LAWA Risk Management (RM). Allow a minimum of 4 weeks for this policy to process. **The event will not be approved without this policy.** To facilitate the insurance process, it is highly recommended that your insurance agent contact LAWA RM directly:**

John Fewel  
LAWA Risk Management  
(424) 646-5486  
jfewel@lawa.org

Contact numbers – Provide numbers for on-site representatives with decision making authority.