



## JOHN WAYNE AIRPORT SPECIAL EVENT APPLICATION

As a prerequisite to hosting any special events on your leasehold or Airport property, TENANT must obtain written approval from the Airport Director. To initiate the approval process, TENANT must submit the completed Special Event Application no later than thirty (30) days prior to the event to the following email address:

Cheyenne Verduzco  
Business Development  
John Wayne Airport  
cverduzco@ocair.com

Upon receipt of the Application, JWA staff will contact TENANT to obtain additional information as needed to determine the specific requirements that pertain to the event and will advise you during the approval process. **Note:** TENANT is responsible for communicating directly with the Special Event sponsor as necessary and shall act as liaison between them and the Airport.

The event may not proceed unless all of the following requirements have been satisfied in advance:

- Proof of insurance as required by JWA Insurance. **Note:** Do not submit any insurance with the Application. JWA Insurance will initiate contact to obtain documentation satisfying the Airport's insurance requirements for the particular event. **All JWA insurance requirements must be met at least 5 business days prior to the event.**
- TSA has reviewed and approved the "Changed Condition" for this temporary change of use.
- If it is determined that Sheriff's Special Officers (SSOs) are necessary to provide security for the event, TENANT will be advised of the number of SSOs, the duty schedule, and the estimated cost. **Note:** The actual cost will be determined and billed to TENANT after the event.
- Airport Director gives final approval in writing.



# JOHN WAYNE AIRPORT SPECIAL EVENT APPLICATION

Date submitted: \_\_\_\_\_

1. Tenant hosting Special Event: \_\_\_\_\_

Tenant email: \_\_\_\_\_ Tenant phone no.: \_\_\_\_\_

2. Description of Special Event (including name of event and purpose):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Special Event contact person: \_\_\_\_\_

email: \_\_\_\_\_ phone no.: \_\_\_\_\_

5. Date(s) of Special Event: \_\_\_\_\_

6. Duration of Special Event: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

(Attach schedule of activities or timeflow if available.)

7. Estimated number of guests: \_\_\_\_\_

8. Estimated number of Tenant's staff working the event: \_\_\_\_\_

9. Estimated number of Event staff working the event: \_\_\_\_\_

10. Estimated number of guest vehicles: \_\_\_\_\_

11. Estimated number of vendor or other vehicles: \_\_\_\_\_

12. Where is the proposed access point for vehicles? \_\_\_\_\_  
\_\_\_\_\_

13. What is your proposed parking location for vehicles?

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14. Will valet parking be provided? Yes  No

15. Valet company name: \_\_\_\_\_

16. Valet company contact person: \_\_\_\_\_

email: \_\_\_\_\_ phone no. \_\_\_\_\_

17. Describe layout plan indicating staging areas and locations of food tables, bar, dancing, stage, aircraft or vehicle displays, etc. (or attach layout map): \_\_\_\_\_

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18. Describe any other planned activities during the event: \_\_\_\_\_

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19. Provide any additional information regarding the event: \_\_\_\_\_

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20. Will alcohol be served? Yes  No

21. If your response to #20 is yes, will alcohol be for sale? Yes  No

22. Do you or your caterer have a permit to serve alcohol at the event? Yes  No   
Attach a copy.

23. Will an open flame be needed for any food preparation? Yes  No

If your response is yes, please specify the exact location, type, and quantity of open flame equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. Do you or the event sponsor anticipate or plan to invite any media personnel to the event? Yes  No

If your response is yes, contact Deanne Thompson, JWA Public Affairs, [dthompson@ocair.com](mailto:dthompson@ocair.com), (949) 252-5182.

25. Do you or the event sponsor anticipate or plan to do any filming at the event for commercial purposes? Yes  No

If your response is yes, you must apply for a County of Orange permit at <http://www.ocair.com/businessandemployment/filming>. For more information about filming, contact Cheryl Waters, [cwaters@ocair.com](mailto:cwaters@ocair.com), (949) 252-5048.

**For John Wayne Airport use only:**

JWA Insurance approval by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Note: Sign & return to Business Development no later than 5 business days prior to event.)

TSA approval obtained by: \_\_\_\_\_ Date: \_\_\_\_\_

OCFA Special Event permit issued (if applicable): Yes  No  N/A

JWA Operations/Sheriff approval by: \_\_\_\_\_ Date: \_\_\_\_\_

Non-AOA (no ramp access) Yes  No

SSOs required? Yes  No  How many? \_\_\_\_\_

SSOs actually scheduled? Yes  No  by: \_\_\_\_\_

SSOs duty schedule **estimate**: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(After the event, please report **actual** SSO time incurred to JWA Accounting 252-6014.)

Comments/Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_