JOHN WAYNE AIRPORT
ORANGE COUNTY

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SPECIAL EVENT APPLICATION

Application must be submitted no later than thirty (30) days prior to the event.
Please submit the Special Event Requirements Memo and Event Application to Crystal Nguyen and/or Evanna Barbic CommercialRevDev@ocair.com

Date submitted: _____

1. Tenant hosting Special Event: _____

   Tenant email: _____ Tenant phone no.: _____

2. Is this event ☐ NON-AOA or ☐ AOA?

3. Will guests have access to AOA? Yes ☐ No ☐

4. Description of Special Event (including name of event and purpose):

   _____

   _____

   _____

   _____

   _____

5. 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?

_____

_____

_____

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): _____

_____

_____

_____

_____

_____

_____

18. Describe any other planned activities during the event: _____

_____

_____

19. Provide any additional information regarding the event: _____

_____

_____

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 ☐

24. If your response is yes, please specify the exact location, type, and quantity of open flame equipment: _____

_____

_____

_____

25. 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 AnnaSophia Servin, JWA Public Affairs, AServin@ocair.com, (949) 252-5182.

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 Elma Choi, echoi@ocair.com (949) 252-5213.