



For staff use
only: Date rec'd _____
Amt. _____

EVENT PERMIT APPLICATION

A City of Santa Monica event permit may be required to hold certain types of events in public spaces, including parks and the beach. Please visit www.smgov.net/events for more information.

APPLICATION INSTRUCTIONS

- 1: Complete the following application. Community Events staff is available to answer questions during normal business hours at 310-458-8300 or communityevents@smgov.net.
- 2: Email the completed application to communityevents@smgov.net or mail to the Community Events Office, 2600 Ocean Park Blvd, Santa Monica, CA 90405. NOTE: Incomplete or illegible applications will be returned.
- 3: An invoice for the application fee will be emailed to you. To pay by credit card, visit www.smgov.net/reserve. Checks (made payable to the *City of Santa Monica*) may be mailed to the Community Events Office, 2600 Ocean Park Blvd, Santa Monica, CA 90405. NOTE: Application fees must be paid prior to the permit approval process. Depending on the complexity of your event, an administrative fee may also be required. Both the application fee and administrative fee are non-refundable.

EVENT NAME _____

EVENT LOCATION/ADDRESS _____

EVENT DATE(S) _____

ACTUAL EVENT HOURS: START _____ am / pm END _____ am / pm

SET UP: DATE _____ FROM _____ am / pm TO _____ am / pm

STRIKE DOWN STARTS: DATE _____ FROM _____ am / pm TO _____ am / pm

STRIKE DOWN COMPLETED BY: DATE _____ TIME _____ am / pm

EVENT DESCRIPTION _____

EVENT CATEGORY (REQUIRED. VISIT www.smgov.net/events FOR INFORMATION.) 1 2 3

EVENT TYPE (Check One) Non-City Event City Produced City Co-Produced City Sponsored

EXPECTED ATTENDANCE PER DAY PARTICIPANTS ____ + SPECTATORS ____ = TOTAL ____

Is event open to the public? yes no

Is there an admission charge? yes no

SITE PLAN A DETAILED, LEGIBLE SITE PLAN TO SCALE MUST BE SUBMITTED WITH THIS APPLICATION.

The site plan must show specific location of: alcoholic/nonalcoholic concession areas; food concession/preparation areas; portable toilets; first aid facilities, tables/chairs, fencing, barriers and/or barricades; generators and/or source of electricity; tents and canopies; booths, exhibits, displays, or enclosures; scaffolding, bleachers, platforms, stages, grandstands, or other structures; vehicles/trailers; trash containers and dumpsters; valet route, parking sites, proximity to other buildings/structures, exit openings and pathways, and other related event components not covered above.

APPLICANT

Name of Organization _____

Contact Person _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone number _____ Email Address _____

Does organization have non-profit 501(c)(3) status? (For business license purposes only.) yes no

PROMOTER / EVENT PLANNER

Will a promoter or event planner be hired for this event? yes no

Name of Business _____

Contact Person _____ Title _____

Address _____ City _____ Zip _____

Phone number _____ Email Address _____

NOTE: Promoter/Event Planner may be required to obtain a Santa Monica Business License.

PUBLICITY

Do you plan to advertise the event? yes no

If yes, how? (Check all that apply) Invitation only Radio Television Print Social Media

Other (Describe: _____)

Will there be live media coverage during your event? yes no

If yes, describe: _____

CITY EVENT CALENDAR

Events open to the public may be listed on the City's online Event Calendar.

To be listed, please complete the following:

Event Name _____

Start Date _____ End Date _____ Start time _____ End time _____

Brief description: _____

For more information call: _____ Website: _____

VENDING AND PRODUCT GIVE-AWAYS

With the exception of outreach material authorized by MC 6.36.030 (f, g), vending (i.e. the sale of food, beverages, merchandise, and product sampling) is not permitted in City parks, at the beach, and on public streets unless the event is produced by or co-produced with the City and City authorization has been obtained. Vending at events that are not City-produced may be permitted at other sites.

Will anything be sold, at the event? yes no

If yes, how? (Check all that apply) Food/Beverage sales Auction of goods Sale of goods Services Solicitation of donations Other (Describe: _____)

Will there be retail sales by concessionaires in conjunction with this event? yes no

How many concessionaires? _____ What types of products will be sold? _____

Will products be given away at the event? yes no

If yes, describe: _____

FOOD / BEVERAGES

With the exception of City-produced events, outdoor cooking in parks is only permitted where there are City-installed grills. Cooking may be permitted at other sites provided that all required permits are obtained and all regulations and conditions of approval are followed.

Will food be served? yes no It be served to invited guests general public

Will food be cooked on site? yes no Will non-alcoholic beverages be served? yes no

Describe: _____

Name of caterer _____

If not using a professional caterer, describe food handling, preparation, distribution and clean-up procedures: _____

NOTE: If you plan to serve food to the public, you must obtain all required permits including a Health Permit from the Los Angeles County Health Department, 310-354-6473. All supply and service providers (caterer, etc.) will be required to obtain a Santa Monica Business License. Retail vendors and exhibitors at permitted events are exempt from having to obtain a Santa Monica business license.

ALCOHOL

Will alcoholic beverages be served and/or sold on site? yes no

If yes, describe service area and security measures planned to ensure consumption by persons 21 years or older only: _____

NOTE: Alcoholic beverages may not be sold or consumed at events on the beach, at parks or in public streets. Alcoholic beverages may be permitted at approved parking lot sites but only at events that require paid admission or a personal invitation to enter and provided that all alcohol management practices specified by the City are implemented. A State of California Alcoholic Beverage Control (ABC) Permit will be required.

PUBLIC WORKS

FILMING A Film Permit may be required.

Will event be filmed or taped? yes no

If yes, for what purpose? _____

RESOURCE RECOVERY & RECYCLING A refundable clean-up/damage deposit may be required.

The City of Santa Monica encourages recycling, and the use of Styrofoam products is prohibited.

Category 1 events will be required to submit a Zero Waste Management Plan.

Describe your plans for clean-up and for collecting and disposing of refuse. _____

Describe your plans for recycling. _____

TOILETS Will portable toilets be used at event? yes no How many? _____

NOTE: The Los Angeles County Health Department recommends one (1) chemical toilet for every 250 men and two (2) chemical toilets for every 175 women. At least 10% of toilets must be accessible to disabled persons. If your event is planned for night, all restrooms must be properly illuminated.

FIRE DEPARTMENT

Which of the following will you be using?

Tents How many? _____ Dimensions of each _____ x _____

Canopies How many? _____ Dimensions of each _____ x _____

Generators How many? _____ Size/type? _____

Cooking/Open Flame

First Aid Facilities

Special Effects (describe) _____

Other (describe) _____

BUILDING & SAFETY

Which of the following will you be used for the event?

Stages (How many? _____ Height: _____ inches) Tent in excess of 400 sq. ft

Bleachers or other seating Structure in excess of 120 sq. ft. area

Canopy (open sides) in excess of 700 sq. ft. area Freestanding displays or other overhead structures (describe)

Electrical equipment (temporary lighting, generators, and motors)

NOTE: Building and Safety may require an inspection, building permit, and/or engineer drawings.

Stages, generators, motors, temporary lighting, platforms and decks more than 30" above grade require a Building Permit.

ACCESSIBILITY PLAN

Applicant must comply with all city, county, state, and federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities.

Describe your accessibility plan: _____

POLICE / SECURITY

Will you be hiring a private security company? yes no Total number of personnel _____

Name of company _____

Will any security guards be armed? yes no If yes, how many? _____

Will there be live animals at your event? yes no

If yes, describe: _____

NOTE: Santa Monica Police Department personnel may be required at your event. All service providers (security, etc.) will be required to obtain a Santa Monica Business License. Animal Services will need to approve live animals at events.

ENTERTAINMENT / SOUND AMPLIFICATION

Will there be amplified sound/music during the event? yes no

If yes, where? Indoors Outdoors

If yes, please provide an attachment listing all bands/performers, type of music, sound check and performance schedule as well as complete the information below.

Hours of amplified sound/music: Date _____ Start _____ am/pm Finish _____ am/pm

Date _____ Start _____ am/pm Finish _____ am/pm

Number of stages _____ Height of stages _____

Number of bands _____ Type of music _____

Names of entertainers _____

Describe other amplified sound. _____

Describe sound equipment that will be used at your event _____

Do you plan to have a patron dance component to either live or recorded music at your event? If yes, please describe _____

Sound check: Date _____ Start _____ a.m./p.m. Finish _____ a.m./p.m.

NOTE: Concerts are not permitted in the beach parking lots. Music or other amplified sound in beach parking lots must be an incidental component of the event and stages must be no more than 30" above grade. Depending on event site and type of amplified sound, duration of sound check time will be limited.

SIGNAGE

What type of signage will you have at your event? Where and how will it be mounted? _____

NOTE: Temporary signs that identify or pertain to the event may be installed within the event site. Except for tobacco sponsors, the logo of a commercial sponsor or vender may be included on small area of the temporary sign. Restrictions on the size of the logo vary by event venue. Inflatable signage that includes advertising or promotions is prohibited. All temporary signs with or without logos must be approved by City staff in advance of the event.

BUSINESS LICENSES

All supply/service providers (caterer, promoter, security, valet, rental companies, etc.) will be required to obtain a Santa Monica Business License. Retail vendors are exempt from having to obtain a business license.

PARKING / TRANSPORTATION MANAGEMENT

Number of vehicles expected for staff and guests? _____

Describe parking plans (specify parking location, shuttle service, etc.): _____

Describe how attendees will arrive at the event (designated drop-off area, all arrive at once; arrive at various times, etc.):

Will you need to reserve metered parking spaces? yes no

Specify location _____

Will bus rerouting be necessary to accommodate your event? yes no

Are you hiring a valet parking service? yes no

Auto valet parking company will be required to obtain a Santa Monica Business License. If operating on public streets, a valet parking permit and garage keeper's liability insurance will also be required.

Bike valet service may be available (event organizer pays for attendant and bike racks).

Are you interested in providing bike valet service? yes no

NOTE: Category 1 events will be required to submit a Transportation Management Plan. The level of detail required will be directly related to the size and scope of the event. If applicable, Category 2 and 3 events will be required to comply with a City-provided traffic control plan.

STREET CLOSURES

Are you requesting a street or lane closure? yes no

Are you requesting closure of more than one block? yes no

Describe location and exact time of closure: _____

NOTE: Street closures, if authorized, require that a temporary traffic control plan be implemented including but not limited to hiring traffic service personnel and paying for barricades, signage, bus re-routing and parking meter reservations.

ADDITIONAL CITY REQUIREMENTS

Neighbor Notification (Required for Category 1 events only)

For Category 1 events, residents and businesses within 500 feet of an event site must be notified in writing prior to an event held outdoors or in a tent/temporary structure if there will be amplified sound or live music or if the event requires a street closure(s). The notice will include a brief description of the event, date and time of event, the name of a contact person, and a means for reaching the person during the event in case there is a problem. There is a set fee for mailing out the notice for events at fixed venues and a per piece fee for events extending beyond a fixed venue (e.g., races).

Indemnity and Hold Harmless Agreement

Event organizer will be required to execute a Defense, Indemnity and Hold Harmless Agreement.

Insurance (Required for Category 1 events only)

For Category 1 events, a certificate of insurance for a minimum of \$1,000,000 general liability per occurrence naming the City of Santa Monica as additional insured is required. Some events may require higher limits, auto, liquor, participant, or garage keeper's liability. Category 2 events are required to provide a certificate of insurance from the vendor installing the temporary structure (e.g., stage, bleachers, etc.) providing evidence of general liability insurance coverage in the amount of \$1 million per occurrence.

APPEAL PROCESS

If your Event Permit application is denied, you may submit a written appeal to the Chairperson of the Event Committee within 5 business days of the decision. A written decision must be rendered within 1 working day.

I CERTIFY THAT I WILL FULLY COMPLY WITH THE COMMUNITY EVENTS ORDINANCE AND WITH THE SPECIFIC CONDITIONS OF THE EVENT PERMIT.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Submitted by _____
(Please print)

Title _____

Signature _____ Date _____