



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](http://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](mailto:communityevents@smgov.net).
- 2: Email the completed application to [communityevents@smgov.net](mailto: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](http://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](http://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? \_\_\_\_\_

Santa Monica Newcomb Pier Parking Deck: Will the event utilize vehicles on the Newcomb Pier **heavier than 3 tons?**

yes  no

If yes, describe vehicles: \_\_\_\_\_

**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)

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*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 \_\_\_\_\_