



ADMINISTRATIVE INSTRUCTION

SUBJECT: Events

NUMBER: II-4-4

EFFECTIVE DATE: October 9, 2015 (R)

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Director of Community and Cultural Services

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I. Purpose

In accordance with Municipal Code Chapter 4.68, to establish a coordinated process for permitting community events to use City streets, parks, open space, facilities or services, so that public health, safety and welfare are protected; and to set forth criteria to be considered in approval of Event Permit applications.

The City recognizes the substantial community benefits that may result from community events. They can provide cultural enrichment, promote economic vitality and enhance community identity. They may also provide funding opportunities for service organizations. Cooperation between the City, event organizers and sponsors, and the community is vital to successful events.

Recognizing that community events are an integral part of community life and identity, the City encourages and facilitates events that are appropriate in size to the sites in which they are located and have manageable impacts on the surrounding community, including:

1. To protect the rights of people to engage in expressive activities in the City's public places and to establish the least restrictive and reasonable time, place and manner regulation of those activities.
2. To provide a coordinated process for managing community events to ensure the health and safety of event patrons, residents, workers and other visitors, to prohibit illegal activities from occurring at community events, and to protect the rights of Community Event Permit holders.
3. To create mechanisms for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of events.

II. Scope

This regulation applies to all City departments, the Santa Monica Pier Corporation (SMPC) and Downtown Santa Monica, Inc. (DTSM, Inc.) when involved in the Community Event Permit process for events that



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occur on land owned, operated, or maintained by the City of Santa Monica, including land owned by the City and leased to private parties.

III. Definitions

1. **Activities Requiring a Community Event Permit**

Except as otherwise provided by Municipal Code Chapter 4.68 or other applicable law, rule or regulation or any permit or license issued or pursuant to the terms of a permit, lease or contract which has been specifically authorized by the City Council, the following events/activities require a Community Event Permit, regardless of subject matter or viewpoint:

- a. A parade, procession or assembly consisting of persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any public street, highway, alley, sidewalk or other City-designated public way and which either: 1) may impede, obstruct, impair or interfere with free use of such public street, highway, alley, sidewalk or other public way owned, controlled or maintained by the City or 2) does not comply with normal or usual traffic regulations or controls; or
- b. Any activity or event on City owned, controlled or maintained property not subject to the requirements in subsection (a) of this section, involving 150 or more persons, or involving 75 or more persons on the Santa Monica Third Street Promenade; or
- c. Any other activity or event on public property which requires the placement of a tent, canopy, or other temporary structure if that placement requires a permit from the City's Fire Department or Building and Safety Division.

2. **Event Categories**

There are three principal categories of community events. Different regulations apply depending on the category. The categories are:



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a. Category 1 Events

- recreation (e.g., games, arts & crafts activities, participatory dances, pep rallies, reunions, weddings, birthdays, anniversaries, bar mitzvahs and other parties)
- competition/contests (e.g., surfing contests, sand castle building)
- spectator sports (e.g., beach volleyball, hockey, basketball)
- athletic events (e.g., races, runs)
- circuses, fairs and carnivals (e.g., booths, games, rides and similar amusements)
- food-related events (e.g., barbeques, cook-offs, picnics, food distribution, food festivals)
- beach/park clean-ups
- training activities (e.g., corporate sessions, team-building activities)

b. Category 2 Events

Events not included within Category 1 above (e.g., parades, demonstrations, fundraiser events or walks) which require a permit from Building and Safety and/or the Fire Department as detailed in Section VII (4) and (5) of this Administrative Instruction.

c. Category 3 Events

Events not included within Category 1 above (e.g., parades, demonstrations, fundraiser events or walks) which do not require a permit from Building and Safety and/or the Fire Department as detailed in Section VII (4) and (5) of this Administrative Instruction.

3. Event Sites

There are three categories of City event sites:



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- a. City-maintained and operated sites that are traditionally used as public forums for expressive activities, including public rights-of-way (including the Third Street Promenade), parks, and Ken Genser Square. Events held at these sites require a Community Event Permit.
- b. City-maintained and operated outdoor sites which are not traditionally used as public forums for expressive activities, including the Santa Monica State Beach, the Pier parking lot, the North Beach (1550) parking lot and South Beach (2030 and 2600) parking lots located at Santa Monica State Beach, and the Airport parking lots.

Beach:

Community Events on the beach (sand/water area) must include a beach-related activity as a predominant component of the event. Beach-related activities include beach sports (e.g., volleyball tournaments, Frisbee-throwing contests, kite-flying, sand soccer, sandcastle building, surfing, etc.) or ceremonies or services integral to the beach (e.g., baptisms, beach clean-ups, etc.). Music or other amplified sound is only permitted as an incidental component of the event.

Beach Parking Lots:

Community Events at the Beach Parking Lots must include a cultural and/or entertainment activity. The cultural and/or entertainment activity must be a predominant component of the event and not secondary to promotions, sales, or product sampling. In an effort to minimize noise impacts on neighboring residents and businesses, concerts are not permitted in the beach parking lots. Music or other amplified sound is only permitted as an incidental component of the event. The height of stages and risers at these locations is limited to no more than 30" above grade. The Community Event Permit will constitute a license for use of the parking lots.

Pier Parking Lot:

Community Events at the Pier Parking Lot must include a cultural and/or entertainment activity. The cultural and/or



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entertainment activity must be a predominant component of the event and not secondary to promotions, sales, or product sampling. Concerts are permitted in the Pier parking lot. The Community Event Permit will constitute a license for use of the parking lots.

As detailed in the Event Site Guidelines, a limited number of permitted concerts and pep rallies on the Pier may include speakers directed to the sand south of the Pier in order to facilitate the public's ability to hear the concert from the sand south of the Pier. Speakers directed to the sand south of the Pier must be placed no further east than the performance stage. In addition to speakers facing the sand south of the Pier, stage speakers are allowed and must be directed toward the ocean and placed no further east than the performance stage. The speakers, temporary structures or other event components are not permitted on the sand nor can they be affixed to the Pier. The gathering of spectators on the sand to view the concert or pep rally shall not be considered a beach event.

- c. Privately operated venues on land leased from the City, including Bergamot Station, Pacific Park, The Victorian and the Heritage Museum. Events at these facilities, when not specifically regulated by provisions of a lease, operating agreement, or a Conditional Use Permit, require a Community Event Permit. Any proposed events at these sites that do not conform to site-specific event requirements and/or requests the use of adjacent areas that are open to the public, require the review of the event through the regular Community Event Permit process.

4. Community Event Permit Exemptions

The following activities are exempt from the Community Event Permit process but remain subject to all other applicable City regulations:

- a. Events at City-operated, primarily indoor venues which are approved and predominately used as public assembly



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spaces, including the Civic Auditorium (and adjacent parking lot), Miles Memorial Playhouse, Annenberg Community Beach House, the Pier Carousel and park buildings. As approved public assembly spaces, these facilities have their own regulations and are not addressed by this policy. Events held at these facilities do not need a Community Event Permit. However, events at these venues which require street closure or traffic diversion or which require use of other nearby public property, including parks, parking lots or the Pier, are subject to the Community Event Permit process.

- b. Events on school grounds and other property owned by the Santa Monica-Malibu Unified School District and Santa Monica College.
- c. Spontaneous events in Ken Genser Square which are occasioned by news or affairs coming into public knowledge less than forty-eight (48) hours prior to such event. If practicable, the organizers should give notice to the City's Community Events Office and/or Police Department at least four (4) hours prior to the event informing the City of the date and time of the event and providing an estimate of the approximate number of persons who will be participating.
- d. Events which require advance planning such as recreation events, competitions, contests, spectator sports, fairs, carnivals, ticketed events, or events which require a permit from Building and Safety or the Fire Department for the placement of structures shall not be considered spontaneous events. Departmental service charges may still be incurred for events undertaken pursuant to this subsection to the extent otherwise authorized by Municipal Code Chapter 4.68 and this Administrative Instruction.
- e. Events on a property that is governed by or subject to other permit procedures provided elsewhere in this Administrative Instruction or other applicable laws, rules or regulations.



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- f. Events at the Woodlawn Cemetery such as funerals and Memorial Day services.

5. Community Events Committee

The Community Events Committee is comprised of representatives from:

- Airport
- Beach Administration
- Big Blue Bus
- Building and Safety
- Business and Revenue Operations
- City Manager's Office
- City Planning
- Community and Cultural Services Administration
- Community Recreation
- Cultural Affairs
- Custodial Services and Facilities Management
- Facilities Management
- Finance
- Fire
- Housing and Economic Development
- Parking Office
- Police



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- Public Landscape
- Public Works Administration
- Resource Recovery and Recycling
- Risk Management
- Strategic and Transportation Planning
- Street and Fleet Services
- Transportation Engineering Group
- Water/Wastewater

Also included are representatives from City-funded entities (e.g., Downtown Santa Monica, Inc. (DTSM) and Santa Monica Pier Corporation (SMPC), whose contractual obligations with the City include operation or oversight of public venues used for community events. The Community and Cultural Services Department administers the permitting process.

6. City-produced or Co-produced Events

- a. A City-produced event is developed and implemented in its entirety by a City department or departments. The City department(s) must have sole responsibility for the event from inception to completion, including concept development, creative direction, funding and fund development, marketing and media relations, and staffing and support services to directly implement the event.
- b. A City co-produced event is one that has significant City staff involvement in both the planning and the implementation of the event, together with a non-city entity. To be considered an event co-produced by the City, City staff must be involved in all aspects of the event including creative direction, funding and fund development, marketing and media relations, and staffing and support services.



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- c. A City-produced or co-produced event is granted the following:
- use of the City name and logo; events of a larger size and longer hours than generally permitted by the Event Site Guidelines for a particular event site; and
 - waiver of the Event Permit application and administrative fees.
- d. City-produced event is granted the following:
- use of a “non-neighborhood” street(s) for up to (2) two Public Street Events per year for non-moving events that will be widely publicized and open to participants other than residents of the streets. Streets would be closed to vehicular traffic. Walking, running, skating, and bicycling will be allowed in the street. Event related amenities, vendors and structures may be located in the street within the authorized street closures during permitted event hours. Vending and other commercial activity is permitted in the street with City authorization. Sale and/or consumption of alcohol is not permitted in the street. All amenities, structures, temporary signs and trash must be removed immediately following the close of the event.
- e. It shall be unlawful for the permittee conducting a community event to use the words “the City of Santa Monica” or “City of Santa Monica” to suggest or indicate that the event is sponsored by the City or to use a facsimile of the seal or logo of the City of Santa Monica in the promotional materials or advertising for the event without the City’s authorization.

7. SMPC- or DTSM, Inc.- produced Events

- a. A SMPC- or DTSM, Inc.-produced event is developed and implemented in its entirety by the SMPC or the DTSM, Inc. The SMPC or DTSM, Inc. must have sole responsibility for the event from inception to completion, including concept



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development, creative direction, funding and fund development, marketing and media relations, and staffing and support services to directly implement the event.

b. A SMPC-produced event may be granted the following by the Community Events Committee, in consultation with the event site manager:

- events in the Pier parking lot at a greater frequency than generally permitted during the non-event season (July 1 through Labor Day);
- sale and consumption of alcohol at events in the Pier parking lot that are free and open to the public as long as the Guidelines for Sale and/or Consumption of Alcohol at Community Events are complied with;
- waiver of the Event Permit application and administrative fees.
- pay the base rate (excludes benefits) instead of the regular rate (includes benefits) for Police and Fire Department personnel when required.

c. A DTSM, Inc.-produced event may be granted the following by the Community Events Committee, in consultation with the site manager:

- waiver of the Event Permit application and administrative fees.
- pay the base rate (excludes benefits) instead of the regular rate (includes benefits) for Police and Fire Department personnel when required.

IV. Event Approval Process

1. **Event Application Submission**

The submission process varies for Category 1, 2, and 3 events.



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a. Category 1 Events

1. The event organizer will first contact the designated event site manager during regular business hours for preliminary written approval of a proposed event. The site manager will review the event for conformity with the Community Events Ordinance and this Administrative Instruction. The site manager will ensure that the event falls within the time and frequency standards for the site as set forth in the Event Site Guidelines (which shall be developed and revised periodically by the Community Events Committee consistent with the Community Events Ordinance and this Administrative Instruction). The site manager will also check the schedule for potential conflicts with other events or activities at or in the vicinity of the site prior to providing preliminary approval.
2. If the proposed event meets the definition of an event and receives preliminary approval by the site manager, the event organizer will submit an event application along with the application fee to the Community Events Office. Conditions and requirements for the event will depend on the specific components of the event.
3. Applications for Category 1 events must be submitted at least thirty (30) calendar days but not more than one (1) year prior to the commencement of the event. Applications for Category 1 events in the 1550 Beach Parking Lot must be submitted at least thirty (30) calendar days but not more than six (6) months prior to the commencement of the event.

b. Category 2 Events

1. The event organizer will contact the Community Events Office during regular business hours for approval of a proposed event. The Community



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Events staff will provide the event organizer with an event application and the Indemnity and Hold Harmless Agreement. Once a fully completed application is submitted accompanied by the application fee, the Community Events staff will review the event for conformity with the Community Events Ordinance and this Administrative Instruction. To the extent applicable, the Community Events staff will ensure that the event falls within the time and frequency standards for the site as set forth in the Event Site Guidelines (which shall be developed and revised periodically by the Community Events Committee). The Community Events staff will also check the schedule for potential conflicts with other events or activities at or in the vicinity of the site prior to providing preliminary approval.

2. If preliminarily approved, the Community Events staff will collect the Indemnity and Hold Harmless Agreement, facilitate obtaining necessary permits from the Fire Department and/or the Building and Safety Division, facilitate obtaining "Temporary No Parking" signs as needed, and issue the Event Permit.
3. Applications for Category 2 events must be submitted at least three business days but not more than one (1) year prior to the commencement of the event. Applications for Category 2 events in the 1550 Beach Parking Lot must be submitted at least three business days but not more than six (6) months prior to the commencement of the event.

c. Category 3 Events

1. The event organizer will contact the Community Events Office during regular business hours for review of a proposed event. If the Community Events Office is closed, the event organizer will contact the Police Department between the hours of 8 a.m. to 5



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p.m. The Community Events staff or Police Department will provide the event organizer with an event application and the Indemnity and Hold Harmless Agreement. Once a fully completed application is submitted accompanied by the application fee, the Community Events staff or Police Department will review the event for conformity with the Community Events Ordinance and this Administrative Instruction. To the extent applicable, the Community Events staff or Police Department will ensure that the event falls within the time and frequency standards for the site as set forth in the Event Site Guidelines (overseen and revised periodically by the Community Events Committee). The Community Events staff or Police Department will also check the schedule for potential conflicts with other events or activities at or in the vicinity of the site prior to providing preliminary approval.

2. If preliminarily approved, the Community Events staff or Police Department will collect the Indemnity and Hold Harmless Agreement, provide "Temporary No Parking" signs as needed, and issue the Event Permit.
3. Applications for Category 3 events must be submitted at least two days but not more than one (1) year prior to the commencement of the event. Applications for Category 3 events in the 1550 Beach Parking Lot must be submitted at least two days but not more than six (6) months prior to the commencement of the event.

2. Event Permit Application

An event organizer seeking an Event Permit will be required to complete an Event Permit application and pay an application processing fee that is set by Council resolution. The Event Permit application will require the following information to the extent applicable:



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- Event name and location
- Event, setup and strike dates and hours
- General event description
- Site plan description (show temporary structures, set up, etc.)
- Expected attendance per day
- Event category
- Applicant's name, address and phone number
- Promoter's name, address and phone number
- Signage plans (describe sponsor logo info, where and how signs will be mounted)
- Publicity plans (e.g., radio, TV, print, social networking)
- City's on-line calendar of events (indicate if organizer wants event posted on-line)
- Plans for vending and product give-a-ways (e.g., sales, auctions, solicitations)
- Food and beverage plans (e.g., describe food service, cooking on site, caterer info)
- Alcohol plans (describe plans for alcohol service, security measures)
- Filming (describe the purpose)
- Clean-up and recycling plans
- Portable toilets (describe how many, location)
- Tents, canopies, generators, cooking/open flame, first aid facilities, special effects (describe how many, sizes)
- Stages, bleachers, displays and other structures (describe how many, dimensions)
- Accessibility plan
- Police/Security plans (describe use of private security, how many)
- Describe use of animals
- Transportation management plan (describe number of vehicles expected, measures planned to encourage use of alternative travel modes and reduce vehicle trips, parking plans, parking meter reservations, street/lane closures, valet parking service, bicycle valet location(s), bus re-routing)



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- Amplified sound (describe hours, location, stages, sound check times)

The Event Permit application also provides information on the City's requirements for:

- Business license
- Neighbor notification
- Insurance
- Indemnity and Hold Harmless Agreement
- Site plan

3. Event Permits for Sites Leased on City-Owned Land

- a. The approval process for events at facilities on City-owned land leased to private parties (e.g., Bergamot Station, Pacific Park, the Carousel on the Pier, The Victorian and the Heritage Museum), when not specifically regulated by provisions of a lease, operating agreement, or a Conditional Use Permit, will require a Community Event Permit.
- b. Any proposed events at these sites that do not conform to site-specific event requirements and/or requests the use of adjacent areas that are open to the public, require the review of the event through the regular Community Event Permit process.

4. Criteria for Approval of Community Events

- a. The proposed use of the property is not governed by or subject to any other permit procedures provided elsewhere in the Municipal Code or other applicable laws, rules, or regulations (e.g., Barker Hangar, Hangar 8).
- b. The preparation for or the conduct of the proposed use, event or activity will not unreasonably or unfeasibly burden City resources necessary to preserve the public's use of the street in the area contiguous to the street or other public property.



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- c. The preparation for or the conduct of the proposed use, event or activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the City's ability to perform municipal functions or furnish city services in the vicinity of the permit area.
- d. The proposed use, event, or activity does not otherwise present a substantial or unwarranted safety, noise, or traffic hazard.
- e. The proposed event will be of a nature and size appropriate to the proposed venue, location or site, will occur during a time period approved for that venue or site, and will fall within the frequency limitations as described in the Event Site Guidelines.
- f. The proposed event will not include animals on the beach and will not include animals in the parks except on leash.
- g. A Transportation Management and Parking Plan has been approved for the event by the Transportation Engineering Group to the extent such a plan is required by the Event Site Guidelines.
- h. The applicant for a Category I event has not conducted similar events in the City or other jurisdictions which endangered the public safety.
- i. The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated.

5. Criteria for Prioritizing Event Applications

Fully completed applications shall be reviewed on a first come, first served basis.



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6. Permit Fees

- a. Except as otherwise provided by the Municipal Code or other applicable law, rule or regulation, or by the terms of a permit, license, lease or contract which has been specifically authorized by the City Council, the permit application and administrative fees and other additional fees, including neighborhood notification fees, for the use of city streets or other city-owned or controlled property pursuant to the Municipal Code Chapter 4.68 will be established by the City Council by resolution.
- b. Except as otherwise provided by this Administrative Instruction, any indigent natural person who cannot apply for a permit because of an inability to pay the application and administrative fees due to such indigence will not be required to pay the fee.

For purposes of this Administrative Instruction, "indigent natural person" means:

1. A person who is receiving benefits pursuant to the Supplemental Security Income (SSI) and State Supplemental Payments (SSP) programs (Sections 12200 to 12205, inclusive, of the California Welfare and Institutions Code), the California Work Opportunity and Responsibility to Kids Act (CalWORKs) program (Chapter 2 (commencing with Section 11200 of Part 3 of Division 9 of the California Welfare and Institutions Code), the Food Stamp program (7 U.S.C. Sec. 2011 et seq.) or Section 17000 of the Welfare and Institutions Code.
2. A person whose monthly income is 125 percent or less of the current monthly poverty line annually established by the Secretary of Health and Human Services pursuant to the Omnibus Budget Reconciliation Act of 1981, as amended.



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- c. Application for indigent status will be made at the time of permit application and will be accompanied by the following information:
1. Applicants who claim indigency pursuant to paragraph 6,(b,1) shall declare under penalty of perjury that they are receiving such benefits and attach to the application documentation of benefits to support the claim.
 2. Applicants who claim indigency pursuant to paragraph 6,(b,2) shall file a financial statement under oath disclosing the following information about the applicant: a) current street address; b) date of birth; c) occupation and employer; d) monthly income and expenses; e) address and value of any real property owned directly or beneficially; and f) personal property with a value that exceeds five hundred dollars (\$500). The information furnished by the applicant shall be used by the City Manager or his/her designee in determining his or her ability to pay all or a portion of the fees and costs.
- d. An organization in which a majority of its members meet the criteria for indigent status, as established in subsection (b) of this Section, will also be eligible for application and administrative fee waiver. It will be presumed that a majority of an organization's members qualify as indigent natural persons if a majority of its officers qualify as indigent natural persons or the organization otherwise provides sufficient factual information demonstrating that a majority of the organization's members are indigent.
- e. A permit application fee and/or administrative fee shall not be required for permittees of events produced or co-produced by the City or by City-funded entities contractually required to operate or oversee specific public venues used for community events.



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7. Denial / Revocation of Permit

The Community Events Committee will deny an application for a Community Event Permit or revoke a permit if the Committee finds any of the following:

- a. One or more of the approval criteria specified in Section (IV)(4) of this Administrative Instruction is not met.
- b. The applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process.
- c. The application does not contain all the information required by Municipal Code Chapter 4.68 or this Administrative Instruction.
- d. The application does not satisfy the requirements of Municipal Code Chapter 4.68 or this Administrative Instruction.
- e. The applicant fails to comply with any conditions of approval including, but not limited to:
 1. Remittance of fees, charges or deposits to the extent required by the Community Events Ordinance and this Administrative Instruction.
 2. Submittal of an indemnification agreement and/or proof of insurance to the extent required by the Community Events Ordinance and this Administrative Instruction.
 3. Timely receipt of all required approvals to the extent required by the Community Events Ordinance and this Administrative Instruction.
 4. Agreement that if City property is destroyed or damaged by reason of permittee's use, event activity and the damage or destruction is directly attributable to the permittee, the permittee will reimburse the City



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for the actual replacement or repair cost of the destroyed or damaged property.

5. The applicant or the person on whose behalf the application for the permit was made has, during prior community events, damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior community event. The decision to deny/revoke a permit shall be in writing.

If the City determines that an application should be denied for one of the reasons set forth in Section (IV)(4) of this Administrative Instruction, the City shall work with the applicant to revise the application so that the event will occur on a date, at a time, in a manner, at a location, or over a route different than that originally proposed by the applicant. This alternate permit shall, to the extent practicable, authorize an event that will have comparable public visibility and a similar route, location, manner and date to that of the proposed event.

8. Penalties

Any person who conducts an event without obtaining a required Community Event Permit or intentionally violates any of the provisions of Chapter 4.68 of the Municipal Code will be guilty of a misdemeanor.

An event organizer shall be held responsible for the failure to obtain a required permit if the organizer advertises the event in advance, via radio, television, widely-distributed print media and/or viral or social media marketing and 150 or more persons, or 75 or more persons on the Santa Monica Third Street Promenade, attend even if prior to the event, the event organizer was uncertain of the actual number of persons that would attend.

Failure to obtain or violations of a Community Event Permit may be subject to administrative citation or administrative penalty.



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9. Appeal Process

Any applicant aggrieved by an adverse decision under Municipal Code Sections 4.68.060 or 4.68.070 may appeal such decision to the Director of Community and Cultural Services and/or his/her designee by filing a written notice of such appeal within five business days of the decision. The Director of Community and Cultural Services and/or his/her designee will decide the appeal within 1 working day unless the event is a Category 1 event in which case the appeal shall be decided within ten calendar days. The decision shall be in writing and shall be final except for judicial review.

10. Interference with a Community Event

It will be unlawful for any person to interfere with a permitted community event by engaging in the acts described in Municipal Code Section 4.68.100.

V. Additional Requirements for Specific Types of Events

1. Neighborhood Street Events

a. Residential Block Parties

Requests for a permit to utilize a neighborhood street for a residential block party will be made by filing an application for a "Permit to Close a Public Street" with the Planning and Community Development Department. The applicant must be a resident living or a business located on the same block as the proposed block party. Only a street classified by the City as a "neighborhood" street in its Land Use and Circulation Element may be utilized for a block party event. Publicity for Residential Block Parties must be limited to immediate neighbors.

b. Widely-publicized and/or Public Street Events

Requests for a permit to utilize a "neighborhood" street for a non-moving event that will be widely-publicized and open to participants other than the residents of the street will be made by filing a Community Event Permit application with



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the Community Events Office in addition to a "Permit to Close A Public Street." The applicant must be a resident living or a business located on the same block as the proposed event. Only a street classified by the City as a "neighborhood" street in its Land Use and Circulation Element may be utilized for a street event that is widely-publicized and/or open to other than the residents of the street.

- c. Vending and commercial activity (including selling, offering or exposing for sale, soliciting offers to purchase, bartering food, goods, merchandise, or services, merchandise displays and product sampling) are not permitted. Requests for donations in exchange for merchandise also constitute vending.
- d. Approval Criteria
All neighborhood street events require the approval of the Planning and Community Development Department, Fire Department, Police Department, and Big Blue Bus Department if the following conditions are met:
 1. The event is appropriate in size and scale to the site requested. The event shall not exceed any occupant load limit that may be determined by the Santa Monica Fire Department.
 2. The preparation or conduct of the event will not unduly impede, obstruct or interfere with the operation of emergency vehicles or equipment on the site. Fire Department and Police Department must approve a scaled site map that includes the placement of all event equipment, vehicles, fire hydrants, tents and canopies. Emergency vehicle access (20 ft. wide and 13 ft. 6 in. high in a straight line) must be maintained throughout the event.
 3. Signatures of two-thirds (2/3) of residents and businesses on both sides of the street to be



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closed must be obtained and all applicable fees must be paid by two weeks prior to the event.

4. The event applicant must provide signs announcing the street closure. The signs shall be posted at least 24 hours in advance of the event. Event applicant must provide barricades which shall be utilized to close the street.
5. The Santa Monica Big Blue Bus Department determines that the closing of the street will not unduly impede, obstruct, or interfere with the operation of the City and regional bus and transportation systems.
6. The closure will not result in clear, identifiable, and substantial detriment to public health, safety, or welfare.

2. Athletic Events (e.g., Races, Runs) on City Streets

- a. Street closures for athletic events are permitted on four routes:
 1. The 10K OCEAN ROUTE begins at Beach Park No. 1 (Barnard Way at Ocean Park Boulevard) and continues south to Barnard Way, follows the bend to go east on Marine Street, north on Main Street, west on Colorado Avenue, north on Ocean Avenue, east on San Vicente Boulevard to 14th Street where participants will turn around and go west on San Vicente Boulevard, south on Ocean Avenue to end at the 1500 block of Ocean Avenue (before the entrance to the Pier ramp).
 2. The 5K NORTH CITY ROUTE begins at Seventh Street and California Avenue and



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continues west on California Avenue, north on Ocean Avenue, east on San Vicente Boulevard, south on Seventh Street, west on Georgina Avenue, south on Fourth Street, east on California Avenue to Seventh Street.

3. The 5K OCEAN ROUTE begins at Beach Park No. 1 (Barnard Way at Ocean Park Boulevard) and continues south on Barnard Way, follows the bend to go east on Marine Street, north on Main Street, west on Colorado Avenue, north on Ocean Avenue to the 1000 block where participants will turn around and continue south on Ocean Avenue to end at the 1500 block of Ocean Avenue (before the entrance to the Pier ramp).
 4. The MARATHON ROUTE SEGMENT enters the City of Santa Monica on San Vicente Boulevard at 26th Street and continues west on San Vicente to Ocean Avenue, south on Ocean Avenue to end at the 1500 block of Ocean Avenue (just north of entrance to the Santa Monica Pier).
- b. 5K NORTH CITY ROUTE may only be used on Saturday mornings from seven thirty a.m. until eleven a.m.
 - c. 5K OCEAN and 10K OCEAN ROUTE races may only occur on Saturday and Sunday mornings from seven thirty a.m. until eleven a.m.
 - d. There shall be no more than a total of three (3) 5K and/or 10K races per year in the City regardless of route, with one of these races occurring in May, and two in September, October, or November separated by at least seven weeks. The use of both the 5K and 10K Ocean Routes on the same day by the same organizer with simultaneous or staggered starts shall be considered as one race.



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- e. MARATHON ROUTE SEGMENT may only be used as part of a marathon, one time per year and only on Sundays from 6:00 a.m. to 6:00 p.m. Preference will be given to applicants proposing reoccurring marathons traditionally or historically associated with a particular date or dates.

The marathon must be regional in scope, involve a route that runs through multiple jurisdictions, attract elite and international runners, and receive extensive national and international media exposure. Marathon organizers must be able to demonstrate the capability to organize and operate a large, successful marathon including possessing sufficient funding to finance the costs incurred in organizing and holding the race and sufficient staffing to ensure its safe and efficient operation.

Race-related amenities and structures may be located in the street within the authorized route segment during the permitted event hours. These amenities and structures may include water stations, a reunion check-in area, a gear check area, a viewing screen exclusively to show race in progress (no advertising), a stage for awarding prizes (no entertainment), a display of race prizes (e.g., cars). All amenities, structures, temporary signs and trash must be removed immediately following the close of the event. Non-race related amenities and structures, the sale and/or consumption of alcohol, and vending, including product sampling, are not permitted in the street.

- f. With the exception of one 5K race on the Saturday following Thanksgiving Day using the 5K North City Route, there shall be no races on holiday weekends including Memorial Day weekend and Labor Day weekend.
- g. Individual permits for events on these routes will be issued administratively, provided they meet all other conditions of approval established by the City.
- h. Vehicular races or similar events will not be permitted. Only human-powered events, including walking, running, skating



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and bicycling, are appropriate where 1) modes of travel, if mixed, are staggered and 2) the route is closed to vehicular traffic.

- i. The Community Events Committee shall be authorized to approve minor deviations from the routes established by subsection (a) of this Section to the extent necessary to avoid construction or other obstructions which would otherwise prevent the athletic event from proceeding on the established route.
- j. In addition to the routes established by subsection (a) of this Section, athletic events may be permitted on other streets in the City so long as the majority of the athletic events occurs outside of the City and that the portion of the athletic events within the City does not exceed one-half mile in length.

3. Parades/Marches/Processions/Walks on City Streets

A parade, march, procession, or walk on a public street or alley ("street events") will require a Community Event Permit if it is likely:

- to interfere with the free use of the street or alley by others; or
- not comply with traffic regulations

In assessing whether a street event is likely to interfere with the free use of a public street or alley by others, the City shall consider the following factors:

1. The type of street(s) involved (arterial, collector, feeder, local), the traffic flow of the streets(s) and the speed limits
2. The number of streets involved
3. The time of day, day of the week, and season of the street event
4. The estimated duration of the event



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5. The anticipated weather conditions during the event
6. The event organizer's plans
7. The size of the group
8. Other special events/activities in the area

Street Events shall only be permitted to occur in accordance with the following provisions:

- a. Street Events are permitted, in one direction only, on the following routes:
 1. Ocean Avenue, between Adelaide Drive (northwest City limits) and Pico Boulevard.
 2. Ocean Avenue at the intersection of Adelaide Avenue (northwest City limits) and continuing south on Ocean Avenue, east on Colorado Avenue, south on Main Street, ending at the intersection of Main Street and Pico Boulevard.
 3. Main Street, north of the entrance to the Civic Auditorium parking lot and continuing south on Main Street, west on Marine Street, north on Barnard Way to the South Beach parking lots.
 4. Main Street, north of the entrance to the Civic Auditorium parking lot and continuing south on Main Street to the Santa Monica/Los Angeles border.

The Community Event Committee shall be authorized to approve minor deviations from these established routes to the extent necessary to avoid construction or other obstructions which would otherwise prevent the Street Event from proceeding on the established route.

- b. Street Events may be conducted on other streets in the City and the adjoining sidewalk so long as the Street Event does not prevent at least one lane of vehicular traffic from being maintained in the same direction as the street event and



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vehicular traffic in the opposite direction of the street event is not disrupted. In addition, so as to ensure the safety of the participants and motorists, there must be at least a six (6) foot separation and/or static barricades suitable for limiting the access of vehicular traffic to the area designated for the participants. Motorists must have sufficient space to safely pass event participants without placing undue risks to participants and motorists. The participants must be organized in units of twenty (20) rows or less, with an interval of fifteen (15) feet being maintained between units so as to preserve the flow of cross-traffic unless otherwise directed by the Police Department. In establishing the maximum number of participants per row, it will be assumed that each participant will utilize two (2) square feet of space. Sufficient space must be maintained on the sidewalk so as to ensure that non-participants are not prevented from utilizing the sidewalk. Street events on the Third Street Promenade are not subject to these limitations.

Street Events shall not be conducted on the following streets between the hours of 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 7:00 p.m. on business days unless the event is being conducted at a time to coincide with another event, not organized or planned by the permittee, occurring on or adjacent to the arterial street upon which the Street Event will be conducted:

1. San Vicente Boulevard
2. Wilshire Boulevard
3. Santa Monica Boulevard
4. Colorado Avenue (Ocean Avenue to Centinela Avenue)
5. Olympic Boulevard (11th Street to eastern City limit)
6. Pico Boulevard
7. Ocean Park Boulevard (Neilson Way to eastern City limit)
8. Ocean Avenue/Neilson Way (California Avenue to southern City limit)
9. 4th Street (Wilshire to Pico Boulevards)
10. Lincoln Boulevard (Wilshire Boulevard to southern City limit)



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11. Cloverfield Boulevard (Santa Monica to Pico Boulevards)
12. 26th Street (Wilshire to Cloverfield Boulevards)
13. Pacific Coast Highway

Street Events may not be conducted on the Third Street Promenade (between Wilshire Blvd. and Broadway Avenue) on Fridays and Saturdays between the hours of 7:00 p.m. and 12:00 a.m.

4. Marches/Processions/Walks/ Assemblies on Sidewalks or Park Paths

A march, procession, walk, or assembly on public sidewalks or City park paths will be required to obtain a Community Event Permit only if it is likely to:

- interfere with the free use of any public way by others; or
 - not comply with traffic regulations
- a. A march, procession, walk, or assembly will not interfere with the free use by others of a public sidewalk or City park path and is not required to obtain a Community Event Permit if the total group consists of 500 or fewer participants and if all participants:
 - Assemble, march, or walk in groups of less than 50, 2 abreast (to create spacing between groups), and give way to others they encounter on the public way.
 - do not obstruct traffic flow.
 - obey all traffic regulations.
 - obey all park regulations.
 - b. A march, procession, or walk that exceeds 500 participants, but is less than 1,000 participants, will not interfere with the free use by others of a public sidewalk or a City park path and is not required to obtain a Community Event Permit if the requirements of subsection (a) of this Section are met, if



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start times are staggered to create spacing between groups, if private property is used as the start/finish location, and if the event organizer provides a plan for participants' parking.

All assemblies on a public sidewalk or park path that exceed 500 participants will require a Community Event Permit.

VI. Managing Impacts of Events on Neighbors

The general approach to managing impacts on neighbors is to limit the time periods (by season, days of week, and times of day) during which Category 1 events may occur and the frequency of events during those periods, so that they are predictable, are limited in number, and avoid conflicts with one another and with other activities within the City.

1. **Reducing impacts on neighbors**

Key strategies designed to reduce impacts on neighbors for Category 1 events include:

- a. Event organizer will be required to provide temporary directional signage to parking lots.
- b. Event organizer may have to pay for temporary parking for residents whose access to on-site parking is restricted due to event-related roadway closures. This requirement does not apply to residential block parties.
- c. The number and maximum size of events (based on individual event site characteristics as described in the Event Site Guidelines) will be limited.
- d. An event organizer will be required to have a single contact person in charge of the event and present at the entire event, who has the authority and responsibility to control activities, including sound levels, at the event.
- e. Event organizer will be required to provide a cell phone number so that a responsible person can be reached during



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the event. Emergency calls during an event can also be directed to the Police Department.

- f. The locations, frequency and length of time street closures may occur for walks and races will be limited.
- g. Neighbors will be notified in writing prior to a Category 1 event held outdoors or in a tent/temporary structure if the event involves amplified sound (other than brief, intermittent announcements) or live music or if the event requires a Transportation Management Plan. Neighbors will be notified about Category 2 and 3 events provided the event meets the criteria described above and the application is received with ample time to prepare and mail the neighbor notification.

2. Noise

- a. As provided herein, permitted community events are exempt from the noise ordinance. The following measures, however, will be required to reduce noise impacts on surrounding neighbors.
- b. Events that include live music, amplified sound or other sound that may disrupt the quiet enjoyment of neighbors will be directed to sites where impacts can be managed.
- c. Time periods and length of time will be limited for live musical performances, amplified sound, or other sound generators that are audible beyond the geographic boundaries of the event.
- d. Sound-check time during which sound amplification is used and practice time for live music will be limited to a cumulative total of two hours between the earliest permitted event start time for each event site, defined in the Event Site Guidelines, and the start of the event for events that are held outdoors or in a tent or temporary structure.
- e. When amplified sound is used at the Pier, North Beach Lot (1550) and South Beach Lots (2030/2600), the speakers



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must be oriented toward the ocean and away from residences.

- f. When amplified sound is used at the North Beach Lot (1550) and South Beach Lots (2030/2600), the music or other amplified sound must be an incidental component of the event. The height of stages and risers at these locations is limited to no more than 30" high.
- g. The use of "silent" generators will be required.

Events on the Third Street Promenade are subject to the provisions of SMMC 6.116.030.

3. Transportation and Parking Management

- a. A Transportation Management Plan will be required for all Category 1 events. Category 2 and 3 events shall comply with a City-provided Traffic Control Plan if established.
- b. In accordance with the Event Site Guidelines, events will be limited to a size that can be accommodated by the amount of event parking available, including adjacent off-street parking and shuttle parking and excluding parking required to accommodate the general public, based on past experience.
- c. The following shall be required as part of the Transportation Management Plan for Category 1 events as appropriate:
 - detailed plan showing all necessary traffic control devices (e.g., cones, barricades, signs, electronic message boards)
 - set up and tear down plan
 - encroachment permit for the installation of traffic control devices within Caltrans right-of-way
 - parking with shuttle bus service to the event
 - inclusion of shuttle parking locations in advertising



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- directional signs that direct event traffic to parking/shuttle locations
- traffic signal timing adjustments
- such other signage as requested by the event organizer or as required for transportation management
- inclusion of transit, carpooling, walking and bicycling information in all promotional materials where car parking is mentioned

The following shall always be required:

- vehicle trip reduction plan, including measures to encourage and support patron use of alternative travel modes such as carpooling, transit, walking and bicycling with appropriate facilities and communications/publicity
- secure bicycle parking or bicycle valet parking service
- inclusion of secure bicycle parking or bicycle valet parking service locations in event promotions
- directional signage to secure bicycle parking or bicycle valet parking service
- specific locations and times for temporary no parking requests

4. Coastal Access

Races, runs, parades or walks must be timed so that they do not conflict with coastal access.

5. Neighbor Notification

- a. For Category 1 events, residents and businesses within 500 feet of an event site and 250' along approved race routes must be notified in writing prior to an event held outdoors or



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in a tent/temporary structure if there will be amplified sound (other than brief, intermittent announcements) or live music or if the event requires a street closure. In addition, as part of the Traffic Management Plan, race organizers will be required to schedule and pay applicable fees for use of the electronic messaging boards. The Community Events Office will mail out the above notices on standard City forms and pass the full cost of the notice and mailing service to the event organizer. The Community Events Office will maintain a list of surrounding residences for each fixed site. The notice will state clearly whether or not the event is a City-produced or City co-produced event and, if it is not a City-produced or co-produced event, that the purpose of the notice is to inform residents of the upcoming event, not to indicate City support of it.

- c. Provided that event applications for Category 2 and 3 events meet the criteria described above and the application is received with ample time to prepare the notice, neighbor notifications will be mailed out at no cost to the event organizer.

VII. Event Management and Operations

1. **Event Monitoring**

Large or complex Category 1 events will be required to hire a dedicated event monitor. The City's Community Events staff and site manager will make the determination as to whether a monitor is needed. The site manager will arrange for monitoring, which may be provided by either City staff or a contracted service for designated events. The event organizer will be charged the full cost of the event monitor's time. Events on the Third Street Promenade, public spaces within the defined Downtown Santa Monica, and the Santa Monica Pier will be monitored by DTSM, Inc. or SMPC staff.



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2. Standards for Appropriately Scaled and Operated Events by Site

Conditions vary at each event site in the City. As a result, one set of standards cannot be applied uniformly to all sites. Instead, requirements for events must be tailored to the conditions of each site and the experience and judgment of the site manager and City staff.

a. The Event Site Guidelines, which shall be developed and revised periodically by the Community Events Committee consistent with the Community Events Ordinance and this Administrative Instruction, include:

- The first person to contact regarding an event at a particular site.
- Applicable event site charges, which are in addition to fees for direct services, facility permits and the Community Event Permit application and administrative fee.
- Time periods during which events may occur -- season and within that season, days and hours.
- Size thresholds -- maximum event size.
- Limits, if any, on the total number of events permitted during a given time period.
- Policies regarding vending, amplified sound, and alcohol sales and consumption.

b. In order to have public spaces available at all times for Category 2 and 3 events, at least one park will be available daily on a rotating basis. The Community Events Office will maintain and monitor a park rotation schedule.

3. Coordination of Police and Private Security

a. The purpose of Police presence during events is to 1) ensure public safety, 2) keep the peace, 3) enforce relevant laws, codes and ordinances, and 4) provide vehicular and



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pedestrian traffic control including the enforcement of red zone violations, preventing foot traffic associated with events from interfering with vehicular traffic on public streets, traffic direction and the enforcement of event-specific conditions.

- b. In assessing the need for vehicular and pedestrian traffic control at Category 1, 2 and 3 events, the City shall take into account both vehicular and pedestrian traffic on City streets, sidewalks, bike paths, and other public right of ways (“public property”). In establishing the number of officers that will be required for traffic control, the following factors shall be considered:
 - i. The number of streets and/or size of public property to be controlled and/or closed.
 - ii. The type of street and/or public property to be controlled and/or closed which shall take into consideration the traffic flow of the street.
 - iii. The number and size of the intersections to be controlled or closed.
 - iv. The time of day and day of week of the event.
 - v. The amount of traffic required to be rerouted as a result of the event route or other permitted activities.
 - vi. The number of signalized intersections that are required to be operated manually by police officers as a result of the event.
 - vii. The characteristics of the area of the route or public property including the volume of event traffic, pedestrian traffic, limitations on egress and ingress, and speed limits of the area.
 - viii. The anticipated weather conditions.
 - ix. The estimated duration of the event.
- c. Responsibilities of private security hired by the event organizer that would not be addressed by the Police Department include but are not limited to checking IDs to prevent under aged drinking and collecting tickets at the entry.



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- d. Crowd control measures are a joint responsibility of private security and the Police Department. Private security is responsible for limiting the number of people in an area to capacity limits by denying entry. The Police Department monitors this and takes action if private security does not keep the crowd at or below capacity. The Police Department will handle crowd control outside the event and will handle criminal incidents, such as fights or alcohol-related violations, inside the event.
- e. A balance between Police and private security should be achieved through a coordinated determination of staffing levels by site manager, Police Department, and Community Events Office. For more complex events, a pre-meeting can be conducted before the event to discuss responsibilities and conditions.
- f. A copy of the Event Permit will be forwarded to the assigned officer(s) prior to the event.
- g. A contact person representing the event organizer must be at the event for its entire duration, and must have a copy of the Event Permit available for review.
- h. If the event requires that equipment or structures be left on City property overnight, the event organizer will be required to provide overnight security.

4. Fire Department Approvals

Fire Department Permits may be required for tents/canopies, open flame/candles, cooking, liquid petroleum gas, and pyrotechnics. A Fire Safety Officer(s) (FSOs) may be required for events that could impact fire and life safety. The event location, size of attendance and potential hazards is evaluated for each event.

Fireworks are not permitted as part of an event, even if the fireworks are discharged outside the City limits, unless prior City Council authorization is obtained.



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5. Building and Safety Approvals

a. Building Permits

Pursuant to Uniform Administrative Code Section 102.7, special permits for temporary structures or buildings may be issued for limited periods of time. Structures may be considered temporary when used for a period not to exceed six months and if completely removed on or before the expiration date of the time limit stated on the permit. Building Permits may be required for reviewing stands, platforms, fences, canopies, tents and other similar miscellaneous structures. One Building and Safety permit will be issued for each event, if required, covering all aspects of the event that require Building and Safety approval. Specific criteria for permits are available through the Building and Safety Division or the Community Events Office.

Special permits are required for any of the following:

1. Temporary structures that cover an area in excess of 120 square feet. (3103.1.1CBC)
2. Tents or membrane structures in excess of 400 square feet. (2403.2CFC)

Exceptions: Tents or membrane structures open on all sides that comply with the following:

- A. Structure does not exceed 700 square feet.
 - B. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet does not exceed 700 square feet total.
 - C. A minimum clearance of 12 feet to all structures and other tents.
3. Reviewing stands or bleachers. (1028.1.1, 1104B3.5(exc.1), 1104B.4 ,1607.1, 1004.7 CBC)



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4. Electrical work that requires direct wiring into an existing or new service. (105CBC)
5. Electrical equipment such as portable generators or motors, temporary lighting. (105CBC)
6. Decks, stages or platforms more than 30 inches above grade. (410 CBC)

b. Plan Requirements

Applications for events that will use reviewing stands, tents or platforms (exceeding 30 inches in height), may require plans for review by the Building and Safety Division. Plans must contain a simple site plan that shows general location and positioning of the temporary structures. Standard Plans approved by the City or County of Los Angeles for deck, platforms, bleachers and tents can be used to meet the construction drawings requirement. Once approved by Building and Safety, construction drawings for temporary structures may be re-submitted for use at subsequent events without requiring further plan review. Construction drawings may be prepared by the manufacturer.

c. Field Inspection

In the event that construction drawings for the temporary structures are not readily available, the event organizer may request review and approval of the temporary structures during field inspection. Plan review is recommended as a means to identify any substandard or unacceptable construction problems of the temporary structures before the installation occurs. Such problems, if discovered at the time of the field review and inspection, will have to be corrected and re-inspected before the event will be permitted to take place. In all cases, inspection request and approval must occur prior to event opening.

d. Accessibility Requirements



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California's Division of the State Architect considers temporary structures subject to the accessibility provisions of the California Building Code. Temporary ramp structures or moveable wheelchair lifts are required for all reviewing stands, platforms, stages, and exit ways and corridors that serve the public.

6. Vending

Vending and commercial activity includes selling, offering or exposing for sale, soliciting offers to purchase, bartering food, goods, merchandise, or services, merchandise displays and product sampling. Requests for donations in exchange for merchandise also constitute vending.

- a. At events in parks, on beaches and on temporarily closed streets, such as parades and races, vending and other commercial activity is permitted, with City authorization, at City-produced or co-produced events only, except as otherwise authorized by Santa Monica Municipal Code Section 6.36.030(f). The collection of registration/entry fees shall also be permitted at these locations for all races, walks, and other participatory sports events. Event-related hats, t-shirts, etc. may be distributed to participants if included as part of the registration fee. Otherwise, the collection of monetary donations shall only be permitted at these locations as long as there is no exchange for merchandise.
- b. At other sites, including the beach parking lots, Pier and Airport parking lots and Third Street Promenade, vending and other commercial activity is permitted in conjunction with, ancillary and subordinate to approved community events provided that all required permits, including County Health Department permits, are obtained and all regulations and conditions of approval are followed.



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7. Business Licenses

- a. All event planners or promoters for hire will be required to obtain a business license regardless of whether the special or community event is carried on for charitable purposes.
- b. Subcontracting supply and service companies, e.g., catering, valet, rental, security services, etc., will be required to obtain individual business licenses.
- c. Retail vendors and exhibitors at permitted community events are exempt from having to obtain a Santa Monica business license.

8. Sale or Distribution of Food to the Public

- a. The sale or distribution of food to the public may be allowed at permitted events provided that all required permits, including County Health Department permits, are obtained and all regulations and conditions of approval are followed.

9. Sale and Consumption of Alcohol

- a. At parks, beaches, and on public streets, including the Third Street Promenade, the sale and consumption of alcohol will be prohibited at all times.
- b. At parking lot sites, the sale and consumption of alcohol will be prohibited at events that are free to the public. The sale and consumption of alcohol will be permitted at events that require paid admission or a personally-addressed invitation to enter, provided that: 1) both the sale and consumption of alcohol is located within a defined, enclosed area with security at all entries or the entire event area is defined, enclosed with controlled access and security at all entries; 2) alcohol is served in conjunction with food, 3) all required approvals are obtained, and 4) the Guidelines for Sale and/or Consumption of Alcohol at Community Events are complied with.



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- c. SMPC-produced events may include the sale and consumption of alcohol at events that are free and open to the public as long as the sale and consumption of alcohol is located within a defined, enclosed area with security at all entries and the Guidelines for Sale and/or Consumption of Alcohol at Community Events are complied with.
- d. Where alcohol is allowed, the alcohol must be in conjunction with, ancillary and subordinate to approved community events.
- e. Where alcohol is allowed, the implementation of specific alcohol management regulations to be stipulated by the Community Events Office, will be required to promote a safe and enjoyable environment for guests attending and leaving events and reduce exposure to liability.
- f. The event organizer must provide a copy of the Alcohol Beverage Control permit to the City of Santa Monica before a Community Event Permit can be issued for an alcohol related event.
- g. The event organizer must provide commercial general liability insurance including liquor liability coverage in limits specified by the Risk Manager.

10. Clean-up, Waste Disposal and Recycling at Events

The City of Santa Monica is committed to the Sustainable City policy and goals adopted by City Council in 1994. This policy was initiated as a way to create the basis for a more sustainable way of life--one that safeguards and enhances our resources, prevents harm to the natural environment and human health and sustains and benefits the community and local economy--for the sake of current and future generations. Community Events play a vital role in accomplishing these goals.

- a. Event organizers for Category 1 events will be required to complete and submit a Zero Waste Plan to Resource



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Recovery and Recycling. The Zero Waste Plan includes a checklist and serves as a guide to help the organizer address strategies to reduce and recycle waste generated by the event.

- b. Category 1 event organizers have the option of renting waste collection bins from the City or from City-approved vendors. Category 2 and 3 event organizers have the option of renting waste collection bins from the City or from City-approved vendors or completing the clean-up and waste disposal on their own.
- c. The City of Santa Monica offers the following event recycling support for a fee: Recycling bins (2 and 3 cubic yard capacity) for vendor recycling of mixed paper waste (cardboard, paper, booklets, programs, packaging, etc.), steel cans, aluminum cans, glass (all colors, consumer bottles only), and plastic (consumer bottles only).
- d. Based on the expected attendance and whether or not there will be food and/or drink at the event, a refundable clean-up/damage deposit may be required for Category 1 events. Santa Monica-Malibu Unified School District events are exempt from having to pay a clean-up/damage deposit.
- e. Clean-up costs shall be incurred when permittees fail to clean up trash and debris left at the event site by event attendees.

11. Temporary Signs

- a. The permit holder, or his/her designee, may install temporary or non-permanent signs identifying or pertaining to the community event within the event site, as defined in the Event Permit.
- b. At park and beach events, the logo of a commercial sponsor or vendor may be included on a small area of the temporary sign, not to exceed one square foot or five percent of the sign area, whichever is smaller, provided said signs are, to



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the extent possible, internally oriented. The logo of tobacco sponsors is prohibited.

- c. At other events sites, including the pier lot, beach lots, Third Street Promenade and at the start and finish of race and walk routes, the logo of a commercial sponsor or vendor is not to exceed 30% of the sign area, provided said signs are, to the extent possible, internally oriented.
- d. Directional signs for walk and race routes indicating start, finish, turns, water, first aid and other stations are permitted and may be installed by the event organizer or his/her designee, provided that each sign is 1) less than two square feet in size; 2) attached only to a street light or other utility pole at a height of between five and six feet and without damaging the finish of the pole; and 3) installed less than two hours prior to the start of the event and is removed within one hour of the completion of the event.
- e. A plan showing a schematic of the proposed signage, including the type, copy, size, and location, must be submitted as part of the Community Event Permit application package and approved by the City. The event organizer will be charged a fee for each sign that does not meet the installation and removal standards.

12. Accessibility

It is the event organizers' responsibility to comply with all City, County, State and Federal Accessibility requirements, including the Americans with Disability Act (ADA). The ADA mandates equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection.

- a. All indoor and outdoor event sites, temporary event venues and structures used for Community Events in Santa Monica must be accessible to people with disabilities, or reasonable accommodations made. If a portion of the event area cannot



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be made accessible, an alternative area must be provided with the same activities.

- b. Each event organizer must submit an accessibility plan with the Community Event application. Accessibility may include parking, clear path of travel, restrooms, transportation, signage, telephones, accessible vendors and booths, visual, print media and communication access.
- c. An Event Accessibility checklist is provided with the Event Application. Information on accessibility requirements and accommodations can be found at www.access-board.gov.

13. Insurance Requirements

- a. All Category 1 events will be required to meet the following minimum insurance requirements:
 1. Commercial General Liability (CGL) Insurance: \$1 million per occurrence for bodily injury, personal injury and property damage.
 2. Liquor Liability/Automobile Liability and Garage Keeper's Legal Liability Insurance
 - (1) If alcohol is served as part of the permitted event, Permittee will provide evidence of liquor liability insurance (\$1 million per occurrence).
 - (2) If a valet service is used as part of the permitted event, Permittee will provide evidence of Automobile Liability (\$1,000,000 per accident) and Garage Keeper's Legal Liability Insurance (\$100,000 per vehicle).
- b. The City's Risk Management Division will review all Category 1 Community Event Permit applications and reserves the right to modify the minimum insurance requirements identified in subsection "a," including increasing insurance limits based on the nature of the risk or any other special circumstances.



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- c. A complete listing of special event insurance requirements can be found at www.smgov.net/events.
- d. An optional event liability policy is available for purchase through the City in order to meet the insurance requirements.
- e. Category 2 events will be required to meet the following insurance requirements:
 - (1) The permittee shall obtain and submit to the City a certificate of insurance from the vendor installing the temporary structure (e.g., tent, stage, bleachers, etc.) providing evidence of Commercial General Liability insurance coverage in the amount of \$1 million per occurrence.
 - (2) If alcohol is served as part of the permitted event, Permittee will provide evidence of liquor liability insurance (\$1 million per occurrence).
- f. Category 3 events will not be required to meet the insurance requirements of this Administrative Instruction, unless there is a specific, demonstrable history of personal injury or property damage claims being awarded against the applicant attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. The amount of insurance required shall be based on this prior history of personal injury or property damage. However, such events will be required to either (1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents, and volunteers against all claims, damages, expenses, loss, or liability of any kind or nature whatsoever resulting from the alleged willful or negligent acts or omissions of the permittee, its officers, agents, or employees in connection with the event; or (2) agree to redesign or reschedule the permitted event to respond to specific risks, hazards and dangers to the public health and safety identified by the City Manager or his/her designee as



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being reasonably foreseeable consequences of the permitted event; or (3) provide insurance coverage as otherwise required by this Administrative Instruction.

- g. A "safety plan," including participant release forms, documentation of equipment safety, etc., may be required for events that include physical activity by attendees.

14. Indemnification Requirements

Each permit for a Category 1 event shall expressly provide that the permittee agrees, at permittee's own costs and expense, to indemnify, hold harmless, and defend the City, including, but not limited to, the City Council, boards and commissions of the City of Santa Monica, its officers, agents, employees and volunteers (collectively the "City Indemnitees"), from and against any and all demands, claims, actions, suits, judgments, damages, liability, costs and expense, including, but not limited to, reasonable attorneys' and other professional fees (collectively "Claims"), to the extent arising directly or indirectly from one or more of the following: (i) the possession, occupancy, use, or enjoyment of the permitted area by Permittee or its officers, agents, contractors, subcontractors, employees, volunteers, sponsors, participants, guests, and invitees thereof (collectively, the "Indemnitors"), (ii) Permittee's business, activities, operations, services or work conducted in, on or about the permitted area; (iii) any breach or default in the performance of any obligation on Permittee's part to be performed under the terms of the Community Events permit; (iv) any negligent or wrongful act or omission of any Indemnitor; and (v) furnishing or supplying any work, services, materials, equipment or supplies by any person, firms, corporations, or other entities in, on or about the permitted area on behalf of the permittee; provided, however, that Permittee shall have no obligation to indemnify, protect, or defend or hold harmless the City Indemnitees for Claims arising from the sole active negligence or willful misconduct of the City Indemnitees. All provisions of this Agreement shall survive the termination or expiration of the Community Events Permit.

Each permit for Category 2, and 3 events shall expressly provide that the permittee agrees, at indemnitor's own costs and expense, to defend the City of Santa Monica, its Council, boards,



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commissions, officers, employees, agents, and volunteers (“the City”) from and against any and all claims, damages, expenses, including reasonable attorney’s fees, loss of liability of any kind or nature whatsoever in connection with the permitted event or activity (“claims”) resulting from the alleged willful or negligent acts or omissions of Indemnitor, its officers, agents, or employees. In addition to bearing the full cost and expense of defending the City, the Indemnitor shall also indemnify and hold the City harmless from any settlement entered into and any judgment that may be rendered against the City as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions of the Indemnitor or Indemnitor’s officers, agents, or employees in connection with the permitted event or activity.

15. Display of Community Event Permit

A copy of the Community Event Permit must be available at the Community Event site and must be exhibited upon the demand of any City official.

VIII. Fiscal Impact of Community Events

1. Cost of Direct City Services

a. In addition to the payment of all applicable non-refundable permit application and administrative fees, a permittee shall pay the City for reasonable City departmental service charges incurred due to the permittee’s activities under the permit as detailed herein.

1. Category 1 events will pay for police services for public safety and/or traffic control, overnight security if required, tent/canopy permits, cooking/open flame permits, fire safety officers, building permits, transportation management plan, bike valet, auto valet permit, street closure permit, any loss of parking metered spaces, bus supervisor and/or other costs related to bus re-routing, business licenses, clean-up/damage deposits, clean-up/damage fees, event monitor, neighbor notification, insurance, and other



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direct City services to the extent such services are utilized and/or required due to the event.

2. Category 2 events at parks or other fixed venues will pay for police services for traffic control, overnight security if required, tent/canopy permits, cooking/open flame permits, fire safety officers, building permits, street closure permit, any loss of parking metered spaces, bus supervisor and/or other costs related to bus re-routing, business licenses, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.
3. Category 3 events at parks or other fixed venues will pay for police services for traffic control, cooking/open flame permits, fire safety officers, business licenses, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.
4. Category 2 events on City streets, public sidewalks, and paths within a park will pay for street closure permit, any police services for traffic control, any loss of metered parking spaces, overnight security if required, a bus supervisor and/or other costs related to bus re-routing, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.
5. Category 3 events on City streets, public sidewalks, and paths within a park will pay for street closure permit, any police services for traffic control, any loss of metered parking spaces, a bus supervisor and/or other costs related to bus re-routing fees, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.

A permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrations or for general law enforcement in the vicinity of the event. The permittee



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shall also not be responsible for clean-up costs or damages attributable to hostile members of the public or counter-demonstrations. Additionally, clean-up costs shall only be incurred when permittees fail to clean up trash and debris left at the event site by event attendees.

- b. For City produced or co-produced events, all City departments/divisions will be required to budget and pay for 1) the printing and mailing of neighbor notifications when required and 2) staffing, services and supplies from other departments/divisions when the staffing, service or supplies provided results in an additional expenditure of funds. The Community Events Office will maintain the neighbor notification database and provide the mailing lists. A base hourly rates, excluding benefits, will be charged for staffing.
- c. City-produced or co-produced events will not be required to pay Community Event Permit application and administrative fees.
- d. SMPC- and DTSM, Inc.-produced events will be required to pay for City services and fees but will not be required to pay for Community Event Permit application and administrative fees.
- e. For each approved event, City departments must provide an estimate of expected service costs to the event organizer prior to the event and submit final invoices and billings no later than ten working days after the event.

2. Administrative Costs

Administrative fees for event applications processed through the Event Committee are established by Council resolution.

3. Other Fees

License rates may be charged for parking lot event sites based on market rates.



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4. Fee Waivers

- a. Any indigent natural person who cannot pay for permit fees and/or departmental service charges may have these charges waived. Application for indigent status will be made at the time of permit application and will be accompanied by such relevant information and documentation as may, in the opinion of the City Manager or his/her designee, be reasonably necessary to verify such status.

For purposes of this Administration Instruction, "indigent natural person" means:

1. A person who is receiving benefits pursuant to the Supplemental Security Income (SSI) and State Supplemental Payments (SSP) programs (Sections 12200 to 12205, inclusive, of the California Welfare and Institutions Code), the California Work Opportunity and Responsibility to Kids Act (CalWORKs) program (Chapter 2 (commencing with Section 11200 of Part 3 of Division 9 of the California Welfare and Institutions Code), the Food Stamp program (7 U.S.C. Sec. 2011 et seq.) or Section 17000 of the Welfare and Institutions Code.
 2. A person whose monthly income is 125 percent or less of the current monthly poverty line annually established by the Secretary of Health and Human Services pursuant to the Omnibus Budget Reconciliation Act of 1982, as amended.
- b. Application for indigent status will be made at the time of permit application and will be accompanied by the following information:
 1. Applicants who claim indigency pursuant to paragraph 4(a,1) shall declare under penalty of perjury that they are receiving such benefits and attach to the application documentation of benefits to support the claim.



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2. Applicants who claim indigency pursuant to paragraph 4(a,2) shall file a financial statement under oath disclosing the following information about the applicant: a) current street address; b) date of birth; c) occupation and employer; d) monthly income and expenses; e) size of family unit; f) address and value of any real property owned directly or beneficially; and g) personal property with a value that exceeds five hundred dollars (\$500). The information furnished by the applicant shall be used by the City Manager or his/her designee in determining his or her ability to pay all or a portion of the fees and costs.
- c. An organization in which a majority of its members meet the criteria for indigent status, as established in subsection (a) of this Section, will also be eligible for waiver of departmental service charges. It will be presumed that a majority of an organization's members qualify for indigent status if a majority of its officers qualify as indigent natural persons or the organization otherwise provides sufficient factual information demonstrating that a majority of the organization's members are indigent.

IX. Community Events Committee Responsibilities

1. **Director, Community and Cultural Services, or his or her designee**
 - a. Oversees the development and implementation of the community events management and permitting program.
 - b. Provides information to the City Manager.
 - c. Evaluates and responds to requests for appeals of an Event Permit denial or revocation.



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2. Community Recreation Manager or his or her designee, Community and Cultural Services Department

- a. Supervises Community Events staff.
- b. Ensures effective coordination and communication among Community Events Committee members.
- c. Approves and signs final Event Permits.
- d. Prepares and administers requests for proposals, agreements, staff reports, procedures and policies needed for community events.

3. Administrative Staff Assistant and/or Senior Administrative Analyst, Community Recreation Division, Community and Cultural Services Department

- a. Provides information to prospective event organizers regarding Event Permit procedures, relevant policies and site availability.
- b. Distributes applications upon request.
- c. Reviews event applications and determines City requirements.
- d. Forwards e-mail summaries of event applications and City requirements to all Community Event Committee members.
- e. Notifies event organizers in writing of all requirements and conditions (e.g., licenses, permits, fees, insurance, etc.).
- f. Assists event organizers in obtaining all necessary approvals.
- g. Directs event organizers to non-City agencies that may be affected by the event or which may have separate requirements or permits.



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- h. Ensures requirements are met and fees are paid by specific deadlines.
- i. Schedules meetings for those events which are complex, may need to be modified or may be denied.
- j. Evaluates follow-up reports and coordinates proper payment of and accounting for event fees.
- k. Ensures effective coordination and communication among City departments and among other agencies which are affected by a community event.
- l. Notifies Pier Management when beach and/or beach lot events may affect Pier access.
- m. Represents the City with regard to major community events brought to or made available to the City of Santa Monica.
- n. Coordinates neighbor notification program.

4. Airport, Public Works

- a. Evaluates impact of proposed events on Airport operations and surrounding community.
- b. Informs prospective event organizers of Airport event procedures and directs event organizer to Community Events Office for Event Permit application.
- c. Issues related permits and collects fees for any necessary payments for rental of space, closure of facilities or assignment of personnel.
- d. Reviews and approves special parking requirements related to the event.
- e. Regulates the use of airplanes in an event through the Airport Noise Abatement code.



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5. Beach Administrator, Community and Cultural Services Department

- a. Reviews all beach, beach parking lot and Pier event applications to ensure effective coordination and to avoid conflicts with extended commercial events in the 1550 lot.

6. Big Blue Bus

- a. Evaluates the impact of the event on the City bus routes and establishes alternate routes if needed.
- b. Determines the most feasible bus stops for alternate routes and posts notices for passengers.
- c. Assigns re-routing supervisors as appropriate. Associated cost estimates for re-routing supervisors to be provided in writing to event organizer.
- d. Notifies Metropolitan Transit Authority if event will impact their routes or services.

7. Building and Safety Division, Planning and Community Development

- a. Reviews application for compliance with Building and Safety codes and other City policies and procedures to determine if a Building Permit is required. If one is, staff reviews permit application and plans, issues permit, and inspects site prior to event opening.
- b. Responds to noise complaints generated by events, takes noise measurements and places noise limitations on event, if required.

8. Business License, Business and Revenue Operations, Finance

- a. Confirms current status of and/or issues new Santa Monica business license.



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9. City Manager's Office - Administration

- a. Advises Committee regarding policy-related issues.
- b. Provides information to City Council when appropriate.

10. City Planning Division, Planning and Community Development

- a. Reviews application for compliance with City Zoning Codes and other City policies and procedures, as applicable, to ensure that proper permits are obtained.

11. Cultural Affairs, Community and Cultural Services

- a. Provides technical and artistic review on an as-needed basis.
- b. Evaluates impact of proposed events on Civic Auditorium and Annenberg Community Beach House events.

12. Downtown Santa Monica, Inc.

- a. Pre-screens applications for each event on the Third Street Promenade or on public space within the defined Downtown Santa Monica area to determine available calendar dates.
- b. Informs prospective event organizers of DTSM, Inc. event procedures and directs event organizers to Community Events Office for Event Permit application.
- c. Refers event organizer or representatives to appropriate City Departments for additional services when necessary.
- d. Reviews applications as a member of Community Events Committee.

13. Economic Development, Housing and Economic Development

- a. Ensures that activities on privately operated venues on land leased from the City, including Bergamot Station, Pacific Park, The Victorian and the Heritage Museum comply with



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their lease terms. Events at these facilities, when not specifically regulated by provisions of a lease, operating agreement, or a Conditional Use Permit, require a Community Event Permit.

14. Fire Marshal, Fire Department

- a. Ensures event does not impede Fire or Paramedic vehicle access.
- b. Approves procedures for handling of vehicle fuel or liquid petroleum gas.
- c. Approves procedures for use of cooking equipment.
- d. Approves any tent, canopy, fabric enclosure or air supported structure.
- e. Approves use of any open flame device including space heaters.
- f. Approves use of portable generators and associated wiring.
- g. Approves occupancy and spacing of tables, enclosures, and exiting.
- h. Approves all pyrotechnic special effects (e.g., fireworks, explosive devices, etc.).
- i. Approves assignment of Fire Personnel and provides associated cost estimates in writing to event organizer.

15. Parking Office, Business and Revenue Operations, Finance

- a. Checks calendar and approves dates for beach lot events.
- b. Cordons off reserved areas in beach lots.
- c. Invoices and collects beach lot rental fees.
- d. Arranges for additional parking staff as needed.



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- e. Inspects and approves post-event repair of lots as needed.
- f. Provides input on parking plans for events with impacts beyond the event site.

16. Santa Monica Pier Corporation

- a. Pre-screens applications for each event on the Pier to determine available calendar dates.
- b. Informs prospective event organizers of Pier event procedures locations, Pier fees and directs event organizer to Community Events Office for Event Permit application.
- c. Coordinates event organizers or representatives with appropriate City Departments for additional services when necessary.
- d. Reviews applications as members of Community Events Committee.
- e. Notifies Community Events staff when event may affect beach parking lot access.

17. Police Department - Operations Division

- a. Ensures that event organizer will provide for a sufficient number of Police personnel, adequate barricades, cones and no-parking signs; internal security and crowd control; nighttime lighting; and any other requirements necessary to protect the public health and safety. Cost estimates will be provided to event organizer in writing.
- b. Ensures conformity to terms of the Event Permit, applicable state laws, municipal code and Alcohol Beverage Control licenses.
- c. Plans Police Department emergency vehicle access and traffic safety related to street closures, if any, necessitated by the event.



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- d. Issues Event Permits (within 48 hours) for Category 3 events when the Community Events Office is closed, including obtaining Indemnity and Hold Harmless Agreement, permit fee, and providing "Temporary No Parking" signs as needed.
- e. Checks to ensure events on public property are properly permitted.

18. Public Landscape Division, Public Works Department

- a. Reviews and approves site plans for park, beach and Third Street Promenade events.
- b. In conjunction with Resource Recovery and Recycling, reviews and approves clean-up and recycling plans for park, beach and Third Street Promenade events.
- c. Collects refundable damage/clean-up deposits for Category 1 events at parks, beach and Third Street Promenade.
- d. Alters irrigation schedule as needed to accommodate events.
- e. Conducts post-event inspection of site, arranges for necessary repairs or clean-up, and returns deposits as appropriate.

19. Public Works, Administration

- a. Provides information, rules, requirements, and issues permits for banners, film permits, and use of public property (equipment, materials, vehicle or structure storage, etc.).

20. Resource Recovery and Recycling, Public Works

- a. Reviews and approves clean-up and recycling plans for all events. Forwards plans for events at parks, beach and Third Street Promenade to Public Landscape staff.
- b. Collects and reviews Zero Waste Management Plan for Category 1 events.



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- c. Collects refundable damage/clean-up deposits for Category 1 events at sites other than parks, beach and Third Street Promenade.
- d. Provides solid waste management services or referrals as needed (e.g. recycling containers, refuse bins, hauling, etc.)
- e. Conducts post-event inspection of site, arranges for necessary repairs or clean-up, and returns deposits as appropriate.

21. Risk Manager, Finance

- a. Evaluates any potential hazards which may impact the City's liability.
- b. Establishes insurance limits and specifications as required.
- c. Reviews and modifies Indemnification provisions in conjunction with the City Attorney's office.
- d. Arranges for special events liability policy to be available for prospective event applicants to purchase.

22. Street and Fleet Services, Public Works

- a. Issues traffic control equipment for residential block parties approved by Traffic Engineering Group and City events.
- b. Informs Event Committee of impact of any ongoing street repair or construction projects.

23. Transportation Engineering Group, Planning and Community Development

- a. Evaluates the impact of the event on the City street system and establishes any special conditions.
- b. In conjunction with the Police and Fire Departments, approves street closures and detour routes.



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- c. Reviews and approves Transportation Management Plan including Vehicle Trip Reduction, Traffic Control and Parking plans.
- d. Coordinates bike valet staffing plan with the Parking Office.
- e. Arranges for the use of public on-street and off-street parking spaces (including metered spaces).
- f. Issues temporary valet parking permits.
- g. Monitors event traffic control and compliance with approved transportation management plan.

24. Water/Wastewater, Public Works

- a. Arranges for sewer, water, or electrical hook-up as required and ensures payment of fee or charges for provision of services.

X. Procedures

Category 1 Timeline – Application must be received at least 30 calendar days prior to event date

1. Community Events Office shall receive initial inquiry from client for an event and determine availability of dates and conformity with Event policies and laws, anytime during business hours.
2. Individual proposing event shall obtain and Event permit application from the Community Events Office, anytime during business hours.
3. Submit completed application, all necessary accompanying information, and permit fees to the Community Events Office.

Category I: Timing for Community Events Office Action Upon Receipt of Application

Receive Application	Email summary to events committee	Receive comments from events committee	Approve subject to conditions or deny	Confirm if requirements are met	Issue Permit
At least 30 – 120 days prior to event date	Within 7 days of receipt of application	Within 3 days of emailing event summary	Within 7 days of receiving events committee comments	At least 5 days prior to event date	Within 3 business days of conditions and requirements being met by organizer or 3 business days prior to event date, whichever comes first
121 days to	Within 30	Within 3	Within 7 days	At least 5 days	Within 3 business days of



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1 year prior to event date	days of receipt of complete application	days of emailing event summary	of receiving events committee comments	prior to event date	conditions and requirements being met by organizer or 3 business day prior to event date, whichever comes first
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Refunds will be issued within 3 weeks after event is held by appropriate City departments.

Category 2 Timeline – Application must be received at least 3 business days prior to event date

1. Community Events Office shall receive initial inquiry from client for an event and determine availability of dates and conformity with Event policies and laws, anytime during business hours.
2. Individual proposing event shall obtain and Event permit application from the Community Events office, anytime during business hours.
3. Submit completed application, all necessary accompanying information, and permit fees to the Community Events Office.

Category 2: Timing for Community Events Office Action Upon Receipt of Application

Receive Application	Email summary to events committee	Receive comments from events committee	Approve subject to conditions or deny	Confirm if requirements are met	Issue Permit
Less than 7 days prior to event date	Within 1 business day of application receipt	Within 1 business day of application receipt	Within 1 business day of application receipt	Within 1 business days of event date	Within 1 business day of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first
8 -30 days prior to event date	Within 1 business day of application receipt	Within 2 business days of application receipt	Within 3 business days of application receipt	Within 2 business days of event date	Within 1 business day of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first
31 – 120 days prior to event date	Within 2 business day of application receipt	Within 4 business days of application receipt	Within 6 business days of application receipt	Within 2 business days of event date	Within 1 business day of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first



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121 days to 1 year prior to event date	Within 7 days of receipt of application	Within 3 days of receiving event summary	Within 7 days of receiving events committee comments	At least 2 business days prior to event date	Within 1 business day of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first
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Category 3 Timeline – Application must be received at least 2 calendar days prior to event date

1. Community Events Office shall receive initial inquiry from client for an event and determine availability of dates and conformity with Event policies and laws anytime during business hours or from the Police Department if Community Events office is closed.
2. Individual proposing event shall obtain and Event permit application from the Community Events office anytime during business hours or from the Police Department if Community Events office is closed.
3. Submit completed application, all necessary accompanying information, and permit fees to the Community Events Office.

Category 3: Timing for Community Events Office Action Upon Receipt of Application

Receive Application	Email summary to events committee	Receive comments from events committee	Approve subject to conditions or deny	Confirm if requirements are met	Issue Permit
less than 7 days prior to event date	Same day as application is received	Same day as application is received	Same day as application is received	Within 1 day of event date	Within 1 day of conditions and requirements being met by organizer or 1 day prior to event date, whichever comes first
8 -30 days prior to event date	Within 1 business day of application receipt	Within 2 business days of application receipt	Within 2 business days of application receipt	Within 1 business days of event date	Within 1 business day of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first



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31 – 120 days prior to event date	Within 2 business day of application receipt	Within 4 business days of application receipt	Within 6 business days of application receipt	Within 2 business days of event date	Within 1 business day of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first
121 days to 1 year prior to event date	Within 7 days of receipt of application	Within 3 days of receiving event summary	Within 7 days of receipt events committee comments	At least 2 business days prior to event date	Within 1 business days of conditions and requirements being met by organizer or 1 business day prior to event date, whichever comes first

XI. Authorized By:

A handwritten signature in blue ink that reads "Rick Cole".

RICK COLE
City Manager