

# City of Seal Beach



## Special Event Permit Application Packet

Available at City Hall or our website:

<https://www.sealbeachca.gov/Departments/Community-Services-Recreation/Forms>

## When is a Special Event Permit needed?

The City of Seal Beach adopted an ordinance that requires certain activities to obtain a Special Event Permit. ALL persons or organizations wishing to engage in these types of activities are required to obtain a Special Event Permit. Failure to secure a permit will result in the termination of your event, citation by the City, or both.

One-time uses or events that do not commonly take place on a property are considered Special Events. Events taking place on public property, events requiring street closures or some other private uses of public areas are considered Special Events.

### Examples of public & private property special events:

- Large assembly or gathering of people
- Party on private property with live music
- Beach wedding (ceremony only - no receptions)
- Carnivals/fairs/large community events
- Christmas tree lots and pumpkin patch lots
- Haunted house events
- High school graduation night events
- Live music/outdoor dining
- Outdoor/sidewalk sales and street fairs
- Public fireworks displays
- Large, temporary structures like tents or canopies.

## When is a Special Event Application due?

Review and processing takes a minimum of 30 days for each Special Event application. Requests are forwarded to each Department for review and comment. Comments are generated based on the proposed location, event and impact on surrounding uses. Once all departments have completed review, comments and conditions are coordinated to issue an approval or denial. Due to the need for staff review and careful consideration of each special event, applications must be submitted within the timeframe specified below. If this time period is not met, City Staff cannot process the request and the application will not be accepted.

1. **A Special Event Permit Application for any event must be submitted no later than 4:00 p.m., thirty (30) days prior to the event date.**
2. **Due to the high attendance on the beach during the summer months, special events proposed at Eisenhower Park or on the beach during peak season are not guaranteed. Applications will be individually reviewed based on impacts to beach use by residents and visitors. Peak season begins the Friday of Memorial Day weekend and ends on the Tuesday after Labor Day.**
3. **Appeals – Any written appeal to Staff's decision must be filed within five (5) calendar days of the receipt of the decision. A fee must be submitted at the time an appeal is filed.**

## How do I apply for a Special Event Permit?

To request City consideration of a Special Event Permit, the attached application and supporting documentation must be submitted to the Recreation and Community Services Department. All of the **Application Submittal Requirements** are listed on **pages 3 and 4** of this packet, and must be submitted altogether at the same time. If an application is incomplete, City Staff cannot process the request and the application will not be accepted. If an application is not submitted prior to the thirty (30) day timeframe, the application will not be accepted. City Staff will be available if you need assistance in completing the forms. For questions, please contact the Recreation and Community Services Department at (562) 431-2527 x 1344.

## Application Submittal Requirements:

### 1. Application Forms

Complete the **Special Event Application** on pages five and six (5 – 6) and the **Community Event Accessibility Compliance Form** on page eight (8) in detail providing a complete description of the proposed event. Include both your mailing address and your home or business address, as applicable. Both the applicant and the property owner must sign the application, if applicable. The application must be submitted no later than 4:00 p.m., thirty (30) days prior to the event date.

### 2. Application Fee

A **Nonrefundable** Fee of \$180 for Seal Beach Residents or \$340 for Non-Residents must be paid at the time the application is submitted. Checks should be made payable to: City of Seal Beach. This fee pays for staff time in reviewing, coordinating approval or denial and monitoring conditions placed on events. When applicable, supplement deposit monies are necessary to protect the City in the event of an unforeseen situation that might arise from the proposed event.

**Note:** *In some cases where there will be greater impacts to the City, a larger deposit will be required. City Staff are available to answer any questions regarding this.*

### 3. Site Plans

A site plan, floor plan, and elevations depicting the location of the special event and proposed activities must be submitted with the application. All activities and their locations must be clearly shown on the plans. All plans must show how accessibility accommodations will be provided during the event. Page seven (7) provides an overview of accommodations that may be necessary. The applicant must submit plans as follows:

All plans must be provided on a **minimum size of 8½" x 11" sheet of paper** or **maximum 11" x 17" sheet folded flat to measure 8½" x 11"**.

The plans submitted must indicate the following:

- a. All property lines, street and alley locations, street names, walkways, patio areas, all structures and their dimensions. Location of Special Event activities shall be indicated on the Site Plan.
- b. Automobile parking arrangement, including location of driveways and their dimensions.
- c. Interior floor plans showing the location of proposed special event activities
- d. Location and type of existing or proposed walls and/or fences.
- e. Officially Certified Traffic control plan may be required.
- f. Location of alcohol service. (Alcohol Beverage Control [ABC] Permit required. Not all requests for alcohol sales will be approved).
- g. Location of cashier, if applicable.
- h. Location of live band area, if applicable.
- i. The applicant shall provide an area for use by persons not affiliated with the Event who may wish to engage in free speech activities such as entertainment, speeches or readings. The free speech area shall be designated on the site plan for the event and no vendor stalls shall be located in the free speech area.

### 4. Insurance

Liability Insurance in an amount not less than one million dollars (\$1,000,000) per-occurrence/ two million dollars (\$2,000,000) aggregate limit must be carried for the date of the actual event and must show the City of Seal Beach as an Additional Insured by this policy for the date of the event. The City also reserves the right to adjust the insurance minimum as needed. A sample Certificate of Insurance can be found on the City Website under Special Events, or can be provided by the Recreation and Community Services Office. *Proof of this insurance must be provided with the Special Event Permit application. Failure to provide this information at the time of application will deem the application incomplete.*

## Other Potential Permits, Licenses, and Fees

There may be additional permits, licenses, and fees that may be required for the applicant to run this event. These items may be requirements from multiple agencies, including the City of Seal Beach, the Orange County Health Department, the Orange County Fire Authority, the Department of Alcohol Beverage Control, and other agencies not listed. Based on the information provided in this application packet, City staff will make the determination of what City permits and fees are necessary, and may give recommendations to contact other appropriate agencies.

### 1. Additional Fees

Additional fees may be associated with the event, including facility rental, park rental, and cost recovery for staff time. Facility and park rental fees are established by City Council and are updated from periodically. The fee schedule is on the City's website, located under the Finance Department Information. Staff costs will include a fully-burdened hourly rate determined by the Finance Department according to the most current salary schedule. Overtime rates may apply. Staff costs are most commonly associated with large events requiring assistance from the Police and/or Public Works Departments.

Fees will be determined during departmental review of the Special Event application, and an invoice will be produced. Invoiced amounts must be paid prior to the issuance of the Special Event Permit.

**NOTE: Public safety is the City's top priority. Requirements for special events are determined by staff experts, including the Public Works Director, Building Official, and command staff from Police, Fire, and Marine Safety. Staff will work with applicants on mitigation measures to make events as safe as possible. However, conditions of approval and associated costs if relevant, are not negotiated.**

### 2. Additional Permits/Licenses

Staff will determine if permits/licenses listed below are needed.

*Please note: Vendors may need a business license in order to sell food/items. For events that have a large amount of vendors, the event organizer may obtain a one day business license for all vendors. City staff can provide further instructions as needed.*

Activity	Required Approval, Permit, Fees, or License
Use of City park or facility	Community Services – Facility/Park Rental Hourly Fees
Generator	Building Division - Permit <i>may be required</i>
Street closure	Public Works - Street Closure Permit
Event banner	Public Works - Banner Permit
Advertisement on public property	Public Works - Encroachment Permit
Water from hydrant	Public Works - Water Hydrant Permit
Storage of trash or materials	Public Works - Dumpster Permit
Sale of taxable goods	Finance Department - Seal Beach Business License
Serve/sale of food – from Vendor or Organizer	Finance Department - Seal Beach Business License
	Health Permit with Orange County Health Department
Tent or canopy (depending on size)	Fire Permit with Orange County Fire Authority
Assembly of 50 or more people (if facility is not classified for 50 or more)	Fire Permit with Orange County Fire Authority
Serve/Sale of Alcohol	Daily Alcohol License with Alcohol and Beverage Control
Special event on private property	Property Owner's Affidavit Form, signed and notarized



## Special Event Permit Application

### Contact Information:

Event Organizer Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

For-Profit     Non-Profit: provide 501C3: \_\_\_\_\_     Not Applicable

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of Special Event Permits in last 12 months \_\_\_\_\_ Number of workers: \_\_\_\_\_

### Event Information:

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_  
*(City facilities are subject to hourly rental rates))*

Event Date(s): \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Setup Times: \_\_\_\_\_ Actual Event Times: \_\_\_\_\_ Breakdown Times: \_\_\_\_\_

Describe Event Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A Site Plan with a detailed description of the event layout must be attached to this application.**

*Note: City Departments may require additional permits/fees for the items listed below and may also require the presence of City Staff at the cost of the applicant. Public safety is the City's top priority. Requirements for special events are determined by staff experts, including the Public Works Director, Building Official, and command staff from Police, Fire, and Marine Safety. Staff will work with applicants on mitigation measures to make events as safe as possible. **However, conditions of approval and associated costs if relevant, are not negotiated.** See **Application Submittal Requirements** for more information.*

### Please check all requested City services that will apply to this Special Event:

Electrical power from Eisenhower Park (\$60/event)

Street Banner (Additional permit application will be provided, and additional fees will apply)

Location:     Pacific Coast Highway/Main Street     Electric Avenue/Main Street

"No Parking" Signs along street parking. Location(s) must be shown on **attached site plan**.

List specific dates/times for signage: \_\_\_\_\_

Water from hydrant (Additional Permit/Fees will be applied)

Other City Service Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check all other details that will apply to this Special Event:**

Applicant will set up a Tent/Canopy: Quantity: \_\_\_\_\_ Size(s): \_\_\_\_\_

Location(s) must be shown on **attached site plan**.

There will be live music and/or public address:  Amplified  Non-Amplified

Applicant is requesting permission for a street closure Location(s) must be shown on **attached site plan**.

Please note – A Traffic Control Plan will also be required for review.

Applicant will utilize portable restrooms. Quantity: \_\_\_\_\_ Location(s) must be shown on **attached site plan**.

Applicant will utilize a generator(s) for this event. Location(s) must be shown on **attached site plan**.

Vendors will be present at this event. City business License is required for each vendors selling food or taxable goods.

Quantity: \_\_\_\_\_ (Large events: organizers may pay for vendors' business licenses. See "Submittal Requirements".)

There will be food at this event. Additional Permits may be required from the OC Health Department.

Food served

Food sold

Food cooked. Provide description: \_\_\_\_\_  
Please note: BBQ and cookouts are prohibited on the beach and the pier - SBMC 9.05.055)

Alcohol will be served/sold at this event. An ABC License will be required.

There will be sales of taxable goods

Additional security measures. Provide description: \_\_\_\_\_

**Indemnification Agreement**

In consideration of the approval by the City of Seal Beach ("City") of my Special Event Permit Application, I/We, \_\_\_\_\_ (Name and Organization), hereby certify that the above information is complete, and shall defend (with counsel acceptable to the City), indemnify, and hold the City, its officials, officers employees, volunteers, and agents (collectively "the indemnitees") free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or conduct of mine, my employees, agents, consultants, and contractors arising out of or in connection with the issuance of the Special Event Permit and the activities permitted thereby. This obligation includes without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. I shall defend (with counsel acceptable to the City), at my own cost, expense, and risk, anyand all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against the Indemnitees. I shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnitees in any such suit, action, or other legal proceeding. I shall reimburse the Indemnitees for any and all legal expenses and costs incurred by each of them in connection with or in enforcing the indemnity herein provided. My obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnitees.

I/We will not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations.

I have read, do understand, and hereby agree to the above indemnity agreement.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

# Accessibility Guidelines for Large Community Events

Please note that the guidelines provided below are to assist in planning the event only and may not be inclusive of all City, State, and Federal disability access requirements.

## General

- Develop plans to ensure the unique conditions and activities of the event comply with all accessibility laws.
- The site plan must show the event layout with accessibility elements such as parking, portable toilets, ramps, seating, accessible path of travel, etc.
- All printed materials for the event must include a Request for Accommodation notice with the international symbol of accessibility, a contact name, and contact's phone number.
  - Requests may require material in alternate formats, interpreters, or assistive listening devices.

## Accessible Routes/Paths of Travel

- Accessible routes must be provided throughout all event areas
  - Including parking areas and passenger loading and unloading zones.
- Accessible routes must be identified with the international symbol for accessibility & include directional arrows.
  - Must be placed a minimum of 60 inches above the finished floor or grade.
- Accessible routes must be a minimum 36" in width.
- Accessible routes must be stable, firm, slip resistant, and have no changes in level that exceed one half inch.
  - Loose gravel or grass areas do not meet the accessible route requirements.
- Cords, wires, hoses, etc. within paths of travel must be placed within cable ramps or under rubberized mats.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route.

## Accessible Parking

- If designated parking is provided for an event, accessible parking is required.
  - Accessible parking spaces should be available near the accessible entrance.
- An accessible passenger loading & unloading zone is required, even when event parking is not designated.
- Accessible parking and loading zones must be identified with the international symbol for accessibility.

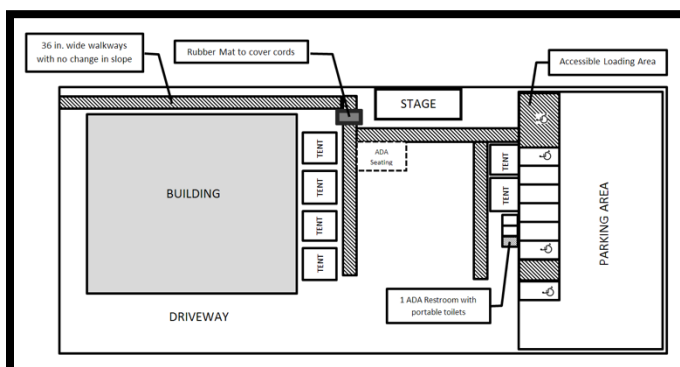
## Accessible Restrooms

- There should be at least one (1) fully accessible male and one (1) fully accessible female restroom, or one (1) accessible unisex restroom for the special event.
- If portable toilets are provided:
  - At least 5% of all portable toilets, but not less than one, must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
  - An accessible route to each portable toilet is required.
  - Accessible portable toilets must be identified with the international symbol of accessibility.
- Signs directing event attendees to restroom facilities must be provided.

## Accessible Seating

- If seating is provided, accessible seating and companion seating areas must be designated.
- Designated areas must have accessible routes from accessible entrances and to accessible restrooms.
- Accessible seating areas should be located to provide a clear and unobstructed line of sight to the event.
- The international symbol for accessibility must be placed at a height for maximum visibility of designated area.

- **SAMPLE SITE PLAN:**



**PLEASE NOTE:** This sample serves as a reference only. All site plans submitted as part of this application should fully represent the locations where events are proposed. Dimensions should be provided for all drive aisles, parking areas, walkways and gathering areas. **For additional information, contact the Building Division at 562-431-2527 ext. 1323.**



# Community Event Accessibility Compliance Form

The City of Seal Beach wants to ensure that individuals with disabilities have equal opportunities to access and enjoy special events held in Seal Beach. As part of the City of Seal Beach Special Event Application, applicants must show the event will be accessible to persons with disabilities. Complete the following checklist to indicate an accessibility plan has been developed and the event will comply with all accessibility laws. The site plan must clearly show the event layout with all applicable accessibility elements.

### Accessibility Compliance Checklist:

- 1. Request for Accomodation Notice included on Printed Material.....  Yes  No  N/A
  - a. AssistedListening Devices Available.....  Yes  No  N/A
- 2. Parking Provided for the Event.....  Yes  No  N/A
  - a. Accessible Parking Provided.....  Yes  No  N/A
- 3. Accessible Passenger Loading/Unloading Zone.....  Yes  No  N/A
- 4. Accessible Path of Travel – Marked/Identified.....  Yes  No  N/A
  - a. Temporary Directional Signs.....  Yes  No  N/A
  - b. Temporary Ramps.....  Yes  No  N/A
- 5. Seating Area Provided.....  Yes  No  N/A
  - a. Accessible & Companion Seating – Marked.....  Yes  No  N/A
- 6. Sales or Service Counters Provided.....  Yes  No  N/A
  - a. Counters provided at 36 inch height maximum.....  Yes  No  N/A
- 7. Hose Bridges or Cord Covers.....  Yes  No  N/A
- 8. Barricades (tent tie downs requires some form of barricade).....  Yes  No  N/A
- 9. Total Number of Toilets.....  Yes  No  N/A
- 10. Number of Accessible Toilets.....  Yes  No  N/A

### Organization Information:

Event Organizer Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

For-Profit  Non-Profit: provide 501C3: \_\_\_\_\_  Not Applicable

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_



