

Special Event Permit Frequently Asked Questions

1. **Why do I need a Special Event Permit?**

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.

2. **What types of events require a Special Event Permit?**

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 use 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.
- Other Special Events as defined in the City Council adopted Policy Statement.

3. **Do I need to carry 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.

4. **What does a Special Event Permit cost?**

There is an application fee due at the time of your application submittal, but there may be more fees due for permits, hourly park rental, city personnel, or other expenses that may be invoiced to the applicant before the event date. The application fee for a Special Event Permit is \$180.00 for residents of Seal Beach or \$340 for non-residents for one event. City Staff from multiple departments will determine any additional fees that will be included on the final invoice.

5. **Why do I have to pay the Special Event Application Fee?**

The Special Event Permit fees pay 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.

6. **How long does it take to process a Special Event Permit request?**

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.

7. **Are any other permits required?**

Depending on activities taking place during the event, additional permits may be required. Refer to the application packet for a list of permits that may be required for common activities.

8. **Am I required to pay taxes on my sales?**

Yes. Special Events that involve the sale of taxable goods must pay the requisite amount to the City. A typical example of this would be a used car sale.

9. **What if I need Electricity at the park?**

There is a charge of \$60 per location if power is to be used.