



CITY OF LONG BEACH
OFFICE OF SPECIAL EVENTS AND FILMING
 211 E. OCEAN BLVD. • SUITE 410 • LONG BEACH, CA 90802
 PHONE 562.570.5333 • FAX 562.570.5335



OCCASIONAL EVENT PERMIT APPLICATION

ALL AND ANY CHANGES, WHICH NEED TO BE MADE MUST BE DONE THROUGH THE OFFICE OF SPECIAL EVENTS AND FILMING.

- PUBLIC**: This event will be open to the public. Admission may be charged.
- PRIVATE**: This event will not be open to the public. No admission fee allowed. A copy of your invitation **MUST** to be submitted with the application.

PERMIT (for office use only) #			
GENERAL EVENT INFORMATION:			
NAME OF EVENT (If part of a City Special Event, list the name of the event with the name of your event, if different):			
LOCATION OF EVENT:			
TYPE OF EVENT (Grand Opening, Raffle, Dance, Concert, Fundraiser, or Other):			
EVENT DATE(S):		EVENT HOURS:	
TYPE OF ENTERTAINMENT (please be specific; list of bands, entertainers, performers, rides, and vendors. Please list any effects, smoke, pyrotechnics, etc.):			
EXPECTED NUMBER OF ATTENDEES:		ADMISSION FEE:	
HAS A PROMOTER BEEN CONTRACTED?		IF YES, PROVIDE NAME, ADDRESS, & BUSINESS LICENSE # OF PROMOTER?	
WILL MERCHANDISE BE SOLD? (MUST HAVE A VAILD CITY BUSINESS LICENSE):		WILL FOOD BE SOLD? (MUST HAVE VAILD COUNTY OR CITY HEALTH PERMIT):	
WILL MINORS BE ALLOWED ON PREMISES?			

APPLICANT/ORGANIZATION INFORMATION:			
NAME:		ORGANIZATION AND BUSINESS LICENSE #:	
STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
OFFICE PHONE #:		CELL PHONE #:	
EMAIL ADDRESS:			
CONTACT PERSON & CELL PHONE # (Day of Event):			

ALCOHOL INFORMATION (If alcohol will be sold, attach a copy of Department of Alcohol Beverage Control License)	
WILL ALCOHOL BE SOLD, SERVED, OR CONSUMED?	
DESCRIPTION OF BEER GARDEN ALCOHOL CONTROL (If applicable):	
DESCRIPTION OF PROCEDURE HOW TO IDENTIFY PATRONS OVER 21 YEARS OLD WHO WISH TO PURCHASE ALCOHOL:	
ALCOHOL CONTROL – CONDITIONS FOR LOCATIONS WITHOUT A LIQUOR LICENSE	
<ul style="list-style-type: none"> • All alcohol sales shall cease one (1) hour prior to the scheduled end of the event. Non-alcoholic drinks and food shall remain available for patrons. • If drink tickets are used, drink ticket sales shall cease one and a half (1 ½) hours prior to the end of the event. • All alcohol shall be served in wide-mouth plastic containers. • A strict limit of two (2) drinks at a time may be purchased. 	

SECURITY INFORMATION:			
WILL PRIVATE SECURITY BE PROVIDED?			
NAME OF SECURITY COMPANY (If applicable):		STATE OF CALIFORNIA PRIVATE PATROL OPERATOR (PPO) LICENSE #:	
SECURITY SUPERVISOR'S NAME & PHONE #:			
NUMBER OF UNARMED SECURITY:		NUMBER OF ARMED SECURITY:	
METHOD OR PLAN OF COMMUNICATION (include # of radios/cell phones and which persons will be equipped):			
DESCRIPTION OF SECURITY UNIFORMS (Include shirt and color, pants and color, AND any badge, patch, or logo identifying security):			
<p>PLEASE LIST ON YOUR SITE PLAN, A DETAILED DEPICTION OF THE LOCATIONS OF WHERE YOUR SECURITY WILL BE STATIONED.</p> <p>PLEASE INCLUDE PERIMETER SECURITY AND ROVING SECURITY PERSONNEL IF NEEDED.</p> <p><i>(NOTE: Off Duty Police Officers working in a "Private Security" capacity, may NOT wear anything identifying them as a peace officer)</i></p>			

EVENT MARKETING/TICKETING/ENTRY:	
HOW IS THE EVENT MARKETED? (Internet, TV, Radio, Flyers, etc.):	
HOW ARE TICKETS OBTAINED? (Pre-Sale, At Door, etc.):	
DESCRIBE ENTRY AND SEARCH AREA (Bag Checks, Wanding, Pat-Down, etc.):	
LIST OF PROHIBITED ITEMS (List should be posted in Entry Area and should include a trash can or "Amnesty Box" for discarded items):	
LIST OF ANY DRESS CODE RESTRICTIONS:	
IF EVENT SELLS OUT, WHAT PROCEDURE IS IN PLACE?	

APPLICANT SIGNATURE:	
I, the undersigned, have been provided with a copy of, and am familiar with the requirements and provisions of Section 5.72.130 of the Long Beach Municipal Code (L.B.M.C.). I understand that adult entertainment, as defined in Section 21.15.110 of the Long Beach Municipal Code (L.B.M.C.) is not allowed.	
Under penalty of perjury, I declare that I am at least 21 years of age, and that all the information listed herein is true and accurate to the best of my knowledge.	
PERMITTEE SIGNATURE:	DATE:
PRINT NAME:	

APPLICATIONS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED.