



CITY OF LONG BEACH
OFFICE OF SPECIAL EVENTS AND FILMING
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LONG BEACH
SPECIAL EVENTS
and **FILMING**

SPECIAL EVENT APPLICATION



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WELCOME

Long Beach is a city that celebrates special events. From major conventions and international sporting events to community-based festivals, parades and athletic activities, the City of Long Beach is proud to host hundreds of events each year.

The following pages include the City of Long Beach's Special Events Permit Application and accompanying instructions developed to guide you through the permit process. In order to assist you in obtaining the necessary permits and services, it is essential to complete the attached Special Events Application and return it to the Office of Special Events and Filming, One World Trade Center, Suite 300, Long Beach, California 90831 at least sixty (60) days prior to your event. A nonrefundable application fee must be paid upon submission of your completed application.

While many public agencies joined together to make this application process simple and complete, please be aware that in some cases you may be required to contact federal, state or county agencies in addition to the City of Long Beach.

On behalf of the City of Long Beach we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

INTRODUCTION

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events. We hope that you find these instructions helpful in completing your Special Event Permit Application. We at the Office of Special Events and Filming also act as a liaison between City departments and regulatory agencies and you, the event organizer.

In general, no person shall conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event, in, on or upon any city street, sidewalk, alley, park, way, pier, public place, public property or public right-of-way which is owned or controlled by the City without first having obtained a written permit from the City Manager. Permit applications must be received by the City of Long Beach no later than sixty (60) days prior to the actual date of your event and may be submitted no more than one year prior to your event. It must be noted that, although you may turn in a permit application as close as sixty (60) days prior to the event, other permits which may be required in conjunction with the special events permit must be submitted in advance of sixty (60) days. Long Beach Municipal Code Chapter 5.60 provides the framework and guidance for the issuance of Special Event Permits within the City of Long Beach and can be viewed at <http://www.longbeach.gov/apps/cityclerk/lbmc/title-05/frame.htm>.

This information is available in an alternative format by request to the Office of Special Events and Filming at (562) 570-5333.

Internet / Special Events Calendar

A listing of events can be found on the City of Long Beach website at www.longbeach.gov. Look for the calendar drop-down menu.

City, Park, or Beach Events

If you plan to hold your event in the City of Long Beach on a City beach, park, or public property, it is your responsibility to work with the Office of Special Events and Filming to evaluate the availability and appropriateness of the venue for your event. Special rules, regulations and restrictions unique to each site or facility may apply.

City parks, beaches and waterways are very important to our citizens, businesses and visitors, and we want to maximize their availability to the public. We will work with you to facilitate the programming of your activity within these venues based on our policies and procedures.

Most City beaches and park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. In accordance with the Coastal Commission, the Special Events office does not permit certain special events on the beaches or at parks on holidays or during summer weekends because of already overcrowded conditions. However, a permit granted from the Coastal Commission in addition to the special events permit will allow for a special event to take place during those times.

From Labor Day to Memorial Day, our parks are heavily programmed with events for youth, schools, and community organizations. We will work with you to find an opportunity to schedule your event. Please note that not all parks, beaches and waterways will be available in the summer months. The City of Long Beach does not grant special event permits from December 24th to January 2nd, July 4th, as well as during the dates of the annual Long Beach Grand Prix.

Permit Process

The permit process varies based on the size and scope of your event. The permit process begins when the City of Long Beach Office of Special Events and Filming receives the fully completed Special Event Permit Application. Section 5.60.040(H) of the City of Long Beach Municipal Code states that each application shall contain full, complete and detailed information.

At this point, the Office of Special Events and Filming reviews the application to ensure the application is complete. Section 5.60.040(C) of the City of Long Beach Municipal Code states that the City shall, within ten (10) days, determine whether the application is or is not complete.

At any point throughout the process the City has the right to ask the event organizer to make changes to the event and resubmit the application. If the event organizer / host organization chooses to not make the necessary changes and resubmit, the application will then be denied. After the Special Events Office has reviewed the application and verified its completion, copies are forwarded and reviewed by all affected City departments and/or public agencies. During this part of the process the Special Events staff will serve as a liaison between the City departments and/or public agencies and the event organizer/host organization. During this part of the process you may be required to apply for other permits issued by other departments. Once the event has met all of the individual department requirements, and has received their approval, the process continues on to the next step.

Section 5.60.040(C) of the City of Long Beach Municipal Code states that the completed application shall be denied, approved, or conditionally approved by the City Manager within thirty (30) days after the City Manager determines the application is complete. Section 5.60.070(C) of the Long Beach Municipal Code states that an event organizer whose permit application is denied, or whose permit is revoked, pursuant to this section, shall be immediately notified of the action of denial or revocation. This notification shall contain a statement setting forth the reasons for said denial or revocation, as well as a reference to the appeal provisions set forth in section 5.60.130. Notification, pursuant to this subsection, shall be deemed satisfied when the notice is placed, postage prepaid, in the United States mail, certified mail, return receipt requested, and addressed to the applicant at the address shown on the permit application (Ord. C-7791 § 1, 2002).

A draft permit is then created and reviewed with the client to ensure the costs involved with the event are within the host organization's budget. Based on the approved plans the City will then prepare a master permit which, depending on the type and length of the event, must be approved by the Special Events and Filming Office, City Manager, or by the City Council. At this stage of the process conditional approval is given and you are now allowed to begin marketing and advertising the event. The last step in the approval process is with the client signing the master permit. To ensure safety throughout the event, the City departments that are affected will have representatives monitoring the activities to make certain that there is compliance with the terms and conditions of the permit.

Failure to comply with the terms and conditions of the permit may result in a denial or revocation of the permit, or termination of the event.

INSTRUCTIONS

Summary of Event

This section of the permit application is intended to provide us with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic and internet formats.

In many instances, the information you provide in this section will be used in developing the Calendar of Special Events for the City of Long Beach. Please complete the information carefully.

Event Title _____

Description _____

Admission _____

Event Category

Athletic /Recreation Parade/Procession/March Carnival/Circus

Exhibits/Misc. Farmer/Outdoor Market Paid Admission

Festival/Celebration Museum Special Attraction Dance

Concert/Performance Other _____

Anticipated Attendance Total _____ Per Day _____

Anticipated Participants Total _____ Per Day _____

Date/Time (for each day)

Setup Date _____ Time _____ Day of Week _____

Event Starts Date _____ Time _____ Day of Week _____

Event Ends Date _____ Time _____ Day of Week _____

Dismantle Date _____ Time _____ Day of Week _____

Location Description _____

Critical Organization Contacts / Responsible Parties

Host Organization / Lead Individual Name: _____
Address: _____
Street address, P.O. Box not acceptable
Telephone: _____
E-Mail: _____

Organization V.P. / 2nd Lead Individual Name: _____
Address: _____
Street address, P.O. Box not acceptable
Telephone: _____
E-Mail: _____

Event Contact for Public Information Name: _____
Address: _____
Street address, P.O. Box not acceptable
Telephone: _____
E-Mail: _____
Website: _____

Professional Organizer Name: _____
Address: _____
Street address, P.O. Box not acceptable
Telephone: _____
E-Mail: _____

Marketing / PR Contact Name: _____
Address: _____
Street address, P.O. Box not acceptable

**Vendor(s) /
Sub-Contractor(s)**

Telephone: _____

E-Mail: _____

Name: _____

Address: _____

Street address, P.O. Box not acceptable

Telephone: _____

E-Mail: _____

Name: _____

Address: _____

Street address, P.O. Box not acceptable

Telephone: _____

E-Mail: _____

Name: _____

Address: _____

Street address, P.O. Box not acceptable

Telephone: _____

E-Mail: _____

Yes No

Is this an annual event?

If yes, how many years have you been holding this event? _____

If yes, please provide the contact name and number of the municipality where the event was last held.

Yes No

Do you propose this as an annual event?

Applicant and Host Organization Information

To ensure that full payment is made, we require the signatures of the two (2) parties who will be held responsible for all City services and fees.

Chief Officer of Host Organization: This person has overall authority of the Host Organization.

Applicant/Event Organizer: This must be the Chief Officer or a representative of the Host Organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the City’s event planning staff throughout the permitting process.

Professional Event Planner/Sub-Contractor(s): The Chief Officer of the Host Organization may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with the City’s event planning staff in implementing the plan. The professional event organizer must be able to work closely with City event planners throughout the planning process. A letter from the Chief Officer of the Host Organization authorizing the applicant or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.

Host Organization _____

Type of Organization _____

Chief Officer of Host Organization _____

Tax ID# _____

Applicant Name _____

Address _____

Street address, P.O. Box not acceptable

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Pager/Cellular _____

E-Mail: _____

Applicant Name _____

Address _____

Street address, P.O. Box not acceptable

City _____ State _____ Zip _____

Telephone Day_____ Evening_____ Pager/Cellular_____

E-Mail: _____

Please list any professional event organizer, event service provider or commercial fund-raiser that has been hired by you and that you have authorized to work with us on your behalf.

Name _____

Address _____

Street address, P.O. Box not acceptable

City_____ State_____ Zip_____

Telephone Day_____ Evening_____ Pager/Cellular_____

Organization's Tax Status / Proceeds / Reporting

Commercial Entity

All entities or organizations without IRS 501(C) valid tax exemption status are considered to be commercial in nature.

Tax Exempt, Nonprofit

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax-exempt, nonprofit organization, a copy of the IRS 501(C) tax exemption letter certifying your current tax exempt, nonprofit status is required.

Estimated Gross Receipts / Expenses / Revenue

Applicants must attach a budget from the event in previous years. If this is a first-time event, you must attach a projected event budget that includes estimated gross receipts, expenses and revenue. By holding an event on City property you are giving the City the authority to audit the event.

Charitable Solicitation

For any event that is held on public property by a nonprofit or charitable organization that is going to accept money in any way, whether it is through admission sales, raffles, silent auctions, etc., you must receive a Charitable Solicitation Permit from the City of Long Beach Police Department's Vice Division.

Yes No

Is the Host Organization a commercial entity?

Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

Are patron admission, entry or participant fees required?

If yes, please provide amounts:_____

Yes No

 Are vendor or other fees required?

If yes, please provide amounts: _____

\$ _____ Estimated gross receipts, including ticket, entry, vendor, product and sponsorship sales from this event.

Breakdown of estimated total: _____

\$ _____ Estimated expenses for this event.

\$ _____ What is the projected distribution or net dollar amount the Host Organization will receive from this event?

Site Plan / Route Map

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 11" x 17" standard format. A minimum of six (6) copies of the site plan should be included with your permit application.

Based on your event site plan and components, the Long Beach Fire Department may require an inspection of your venue at your cost before and/or during the event. For more information or assistance, please contact the city's Fire Prevention Division at (562) 570-2560.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, The City's Development Services Center may require the issuance of building permits. Please provide all necessary structural calculations and structural drawings to facilitate the structural review, permit issuance and related site inspections required by the City's Development Services Center. This process may require more than sixty (60) calendar days based on the size, number and scope of the proposed temporary construction.

Site Plan / Route Map

Have you included the information below on your site plan and/or route map?

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- The location of first-aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration, including identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or exit locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above, such as VIP Accommodations, Lost Children, and Emergency Evacuation.

Medical Plan

In an effort to help you determine the appropriate medical services for your event, the City of Long Beach has developed guidelines for the appropriate medical services depending upon the type of event and anticipated crowd size. The City has final authority regarding the level of medical support that will be needed for the event.

For projected attendance between 0 and 2,500 the minimum requirements are for security staff to have current "First-Aid Cards" so they can provide basic services in the First-Aid Tent. These staff members must be dedicated to emergency medical support and not have security responsibilities during events.

For estimated attendance between 2,501 and 4,999 the Police and Fire Departments and Host Organization must agree on the emergency response plan for the event. If concurrence is not reached, the Fire and Police representatives will define the requirements for the event. This decision will be based on the planned activities at the event and the estimated support level required to provide a safe environment.

For estimated attendance of 5,000 and above the events will require EMTs from the Long Beach Fire Department to be on-site during the entire time the area is open to the public.

Yes No

Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

Medical Services Provider _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Pager/Cellular _____

Please describe your medical plan, including your communications plan, the number of personnel, certification levels (MD, RN, Paramedic, EMT), types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include the hours required to setup and dismantle these medical aid areas. If needed, provide this plan as an attachment.

EMERGENCY MEDICAL SERVICES RESOURCE MATRIX								
<ul style="list-style-type: none"> ● Required resource. Multiple resources should be considered depending on boundaries of event or size of crowd. ✓ Recommended resource intended to ensure safety of participants. 								
EVENT TYPE	Anticipated Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	BLS Ambulance(s)	ALS Ambulance(s)	Mobile Team(s)
Concert/ Music Festival Block Party/ Street Fair Outside Venue	Less than 2,500	●	●	✓		✓		
	2,500 to 15,000	●		●		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●			●	●	●	●
Athletic/ Sporting Event	Less than 2,500	●	●	✓				
	2,500 to 15,000	●		●	✓	●	✓	
	15,000 to 50,000	●			●	●	●	●
	Over 50,000	●			●	●	●	●
Parade	Less than 2,500	●	●					
	2,500 to 15,000	●	●	✓		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●		●	✓	●	●	●
Conference/ Convention	Less than 2,500	●	●					
	2,500 to 15,000	●	●	✓		✓		
	15,000 to 50,000	●		●		●	✓	●
	Over 50,000	●		●	✓	●	●	●

Accessibility Plan

As an event organizer, you are required to comply with all City, County, State and Federal disability access requirements applicable to your event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. An activity cannot be offered only to patrons with disabilities.

Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths, and clear paths of travel. If all areas are not accessible, directional signage, a map or program must be provided to attendees indicating the accessible restrooms, parking area, telephones, drinking fountains, etc.

Ten percent of each cluster of restrooms must be accessible. At least one pay telephone per group must have volume control and be accessible to all. If you have any questions or concerns regarding making your event accessible please feel free to contact Dora Jones, ADA Compliance Officer for the City of Long Beach at (562) 570-6304.

Compliance with the Americans with Disabilities Act of 1990 and any and all amendments thereto shall be the sole responsibility of (Contracting Party), and (Contracting Party) shall defend and hold the City harmless from any expense or liability arising from (Contracting Party's) non-compliance therewith.

In completing your accessibility plan, please review the following checklist. Please know that this list is not all-inclusive and your event may need additional accessibility requirements.

Yes No

 Will there be a clear path of travel throughout your event? Please describe.

 Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event? Please describe.

 Will a minimum of 10% of each portable restroom cluster at your event be accessible? Please describe.

 Will all food, beverage and vending areas be accessible? Please describe.

 Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility? Please describe.

 If telephones are provided, will at least one telephone at each phone bank have a volume control and be hearing aid compatible? Please describe.

 If all areas of your event cannot be made accessible will maps or programs be made available to show the locations of accessible restrooms, parking lots, phones, first aid stations and drinking fountains? Please describe.

Parking and Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. A parking plan is needed if 75 or more people will be at the event or if the parking for the event will have an impact on residents and/or businesses. As an event organizer you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place, remembering that parking, traffic congestion and environmental pollution are all factors of concern during an event. You should include the use of carpools, public transportation and alternate modes of non-polluting transportation whenever possible. You must always include accessible parking and/or access in your event plans. It is noted that the use of neighborhood streets for parking is not a sufficient way to plan for the arrival and departure of participants, vendors, and the public.

Yes No

 Do you include accessible parking and access in the plan?

 Will parking for the event impact local residents and/or businesses?

If yes, Please describe how you are minimizing the impact.

 Have you incorporated any types of mass transportation, car pools, or non-polluting transportation into your plan?

If yes, please explain how you have implemented this into your plan.

Please describe or provide an attachment of your plan.

Traffic Safety Equipment & Signage

If your event involves street closures, you will be required to obtain traffic safety equipment for the safe closure of your venue and to ensure detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. A traffic planner from the Police Department will send you a list of the required safety equipment before your event. You should attach a map of the area where the event will take place with your application. Included in the map should be items such as streets/roads that will be closed or any routes that will be altered. The map should also include the traffic flow of the event. In addition, you should include information on what type of safety equipment and signage you will provide to ensure the safety of both vehicular and pedestrian traffic. To ensure quick action to emergencies you should include on the map an emergency access plan that outlines where emergency vehicles will be able to gain access into the event as well as where they will be located throughout the event. Finally, within the plan you must make sure to explain how you will limit the impact on businesses and allow for deliveries to occur to those businesses that are affected by the event.

Yes No

 Will your event involve the use of traffic safety equipment?

If yes, please list:

Equipment Company _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Pager/Cellular _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Entertainment and Related Activities

As an event organizer, you must be certain that all event-related activities comply with local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of local and state law. If City staff determines that noise from your event is offensive to others you may be required to lower or discontinue the noise. Also, City staff may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of Long Beach does not allow slam dancing, crowd surfing, mosh pits or other similar activities.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location of these items must be included in your site map and must receive approval from the Office of Special Events and Filming. In certain areas, and under certain conditions, these items are prohibited.

In some instances your event may require a Police Vice Permit in addition to your Special Event Permit. A Police Vice Permit issued by the Police Department's Investigative Bureau, Vice Licensing and Permits Office is required for any event that includes bingo games, casino games, or boxing events. In addition to events that charge admission, any event (or activity within an event) located on public property that is hosted by a non-profit entity must receive a permit for charitable solicitation.

Massage provided as part of a special event may be performed, but must receive prior approval by the Office of Special Events and Filming. In addition to the approval of the Special Events Office, you must also be currently licensed and permitted to provide massage activities in the City of Long Beach. For more information regarding the rules and regulations of Massage Activities you may find it in the City of Long Beach's Municipal Code Chapter 5.58. Inclusion of this type of activity at your event may have additional insurance requirements.

Entertainment and Related Activities

Yes No

Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment that lists all performers/bands, types of music, sound check and performance schedule.

Number of stages _____

Number of performers/bands _____

Performer/band name and music type _____

Will sound checks be conducted prior to the event?
If yes, Start time _____ Finish time _____

Will sound amplification be used?
If yes, Start time _____ Finish time _____

Do you plan to have a patron dance component to either live or recorded music at your event?
If yes, please describe. _____

Will any type of sound equipment be used at your event?
If yes, please describe. _____

Will inflatables, hot air balloons, or similar devices be used at your event?
If yes, please describe. _____

Does your event include the use of fireworks, rockets, lasers or other pyrotechnics?
If yes, please describe. _____

Will your event include the use of any signs, banners, decorations, or special lighting?
If yes, please describe. _____

Will there be massage activities at your event?
If yes, please describe. _____

Do your event plans include any casino games, bingo games, drawings or lottery opportunities?
If yes, please describe. _____

Do your event plans include the use of live animals?
If yes, please describe. _____

Do your event plans include the use of any vehicles?
If yes, please describe. _____

Alcohol

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State Department of Alcoholic Beverages Control (ABC). In many areas of the City public consumption of alcohol is illegal. The Special Event Permit you receive from the City of Long Beach will likely prohibit the consumption of alcohol in the event venue outside of a controlled, fenced off area. If your event includes the use of alcohol on City property, Liquor Liability Coverage must be included on your certificate of insurance.

In addition to the ABC, the Long Beach Police Department must approve the plans for the consumption, distribution or sale of alcohol. Prior to the start of the event, the Long Beach Police Department will set a cutoff time for sales or distribution of alcoholic beverages.

The sale and consumption of alcohol requires additional security staff to monitor and control activities. The level of staffing is to be defined by the Long Beach Police Department prior to the final approval of the plan. The host organization is responsible for supplying the staff.

Yes No

 Does your event involve the use of alcoholic beverages?
If yes, please check all that apply:

- Free / Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

Food Concessions

The City of Long Beach Department of Health & Human Services Food Program regulates Organizers/promoters and food vendors at all Special Events to ensure food that is sold or given away to the public is prepared, handled, cooked, and served in a safe manner.

If you plan to include food & beverage booths in your event, a Health Dept Organizer Permit Application must be completed at least two (2) weeks prior to the event. Remember, food includes popcorn, cotton candy, bottled water, beer, wine, soda, prepackaged items, as well as open foods. The Organizer must provide a site plan, a food vendor listing, and information on utensil, handwash, and janitorial sinks, in addition to restrooms to the Health Dept with the application. In addition, all food vendors must complete a Health Department Temporary Food Facility Permit Application one week prior to the event. Please contact Jackie Hampton, Food Supervisor, at the Health Department at (562) 570-4144 for applications and additional information.

After your permit application is approved by the Office of Special Events and Filming, you are required to obtain per day Special Events vendor booth permit(s), from the Business License Section, Department of Financial Management, on the 4th Floor, City Hall, at 333 W. Ocean Blvd., Long Beach CA. Please note that promoters are responsible for providing a list of vendors and ensuring that all vendors pay required booth fees. For more information please call (562) 570-6211.

Yes No

Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared.

Yes No

Do you intend to cook food in the event area?

If yes, please specify method.

Gas

Electric

Charcoal

Other (Specify) _____

Concessionaires

The City of Long Beach Special Events Ordinance may allow you exclusive control and regulation of any concessionaires within your defined event venue. You shall provide a plan for regulation and controlling such concessionaires. If your event is on park or beach property, please contact the Office of Special Events and Filming as regulations may vary.

After your permit application is approved by the Office of Special Events and Filming, you are required to obtain a Promoter's business license from the Business License Section, Department of Financial Management, on the 4th Floor, City Hall at 333 W. Ocean Blvd., Long Beach CA, and submit a California Seller's Permit application for Temporary Sales with the California State Board of Equalization. Please note that promoters are responsible for providing a list of vendors and ensuring that all vendors pay required booth fees.

Yes No

- Will items or services be sold at your event?

If yes, please describe or attach a complete list of vendors and include a sample of the vendor pass that will be used.

Yes No

- Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)?

If yes, Please describe or attach a complete list of vendors.

Portable Restrooms

The City of Long Beach Environmental Health Bureau requires one (1) chemical or portable toilet for every 250 people, or portion thereof that attends your event. One (1) out of every ten (10) portable restrooms must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Long Beach may determine the total number of required restroom facilities on a case-by-case basis. To ensure clean and sanitary conditions, restrooms must be cleaned and sanitized on a daily basis.

Yes No

 Do you plan to provide portable restroom facilities at your event?

If yes, total number of toilets. _____

Number of ADA accessible portable toilets. _____

If no, please explain. _____

Restroom Company _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Pager/Cellular _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Sanitation and Recycling for ALL events

As an event organizer, you must properly dispose of waste and garbage throughout the term of your event, and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Long Beach community.

Should you fail to perform adequate cleanup, or should damage occur to City property and facilities due to your event, you will be billed at full-cost recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. The City does not provide street sweeping services for Special Events, so please plan accordingly.

The Special Events Office strongly encourages event organizers to plan ways to encourage vendors, participants, and the general public to recycle waste that is generated during the event. Any help will ensure Long Beach remains a beautiful place for years to come.

Number of Trash Cans _____

Number of Trash Cans with Lids _____

Number of Dumpsters with Lids _____
(One for every increment of 400 people)

Number of Recycling Containers _____

Sanitation Company _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Pager/Cellular _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Recycling Guidelines for Large-Scale Events

In accordance with State Law AB 2176, large venues and special events are required to develop and implement waste reduction plans and report their progress to their local governments. The State's definition of a special event or large venue includes a benchmark in which over 2,000 people visit the site per day, including staff.

This law requires that the operator of a large venue or special event must submit pre and post written documentation of waste reduction programs implemented. Forms are available at the Special Events office or online. The reports should include the type and weight of materials diverted and disposed at that large venue or special event.

Please send forms directly to: City of Long Beach
 Environmental Services Bureau
 Attn: Lisa Harris, Recycling Specialist
 2929 E. Willow St.
 Long Beach, CA 90806

You may also e-mail the forms to Lisa_Harris@longbeach.gov. For further assistance please call Lisa Harris at (562) 570-4694.

The following are recommendations to successfully implement a recycling plan at your event or venue:

- Always place recycling containers with trash containers.
- Place containers near where waste is generated (food vendors, eating areas, etc) and exits.
- Containers should be placed between 3 and 15 yards apart to prevent littering. The distance shall depend on the number of food vendors or attractions you have. The more waste you generate, the closer together the bins should be.
- Recycling stations should be highly visible (e.g., a flag on a tall pole, balloons, signs,)
- Make sure trash is emptied in a timely manner so waste doesn't end up in recycling containers.
- Recruit volunteers to man recycling stations to encourage event participants to recycle.
- Clearly identify the larger trash and recycling bins where the small containers shall be emptied.

Mitigation of Impact

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your activities. Most neighborhoods and business districts are represented by a number of community groups that are officially recognized by the City of Long Beach. These groups include community groups, town councils, business improvement districts, and recreation councils. If your event venue is in an area that is governed by one or more of these groups, you must present your event concept to these organizations for their support or endorsement. You must also meet with residents, businesses, places of worship and schools that may be impacted by the noise and street closures related to your event. The event organizer must notify the Office of Special Events and Filming of the date and time of any meetings held with community groups prior to the meeting.

The City of Long Beach requires that notices be mailed or hand delivered two weeks prior to your event to all entities impacted by event activities. Information in this notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and type of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice must also include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed.

The City of Long Beach will also require you to provide advisory signs placed a minimum of 30 days prior to your event if the event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Yes No

- Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups. If no, please explain.
-
-

- Have you met with residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain.
-
-

- Do you have a sample of the notice that you propose to distribute two weeks prior to your event? If yes please attach. If no, please explain.
-
-

Marketing and Public Relations

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise the event. Conditional approval is given after the Master Permit has been approved by the City Council, City Manager or Office of Special Events and Filming.

You may proceed to promote, advertise, or market the event at your own risk. However, if a permit is not granted and the event is therefore canceled, you may not hold the City responsible or liable for any of the costs incurred from your marketing.

Acceptance of your Special Event Permit Application by the City is not a guarantee of the date and location, or an automatic approval of your event.

If you plan to include radio, television, or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue. No posting of sponsorship materials/ads on city owned property, poles or structures will be allowed without the express written consent of the Office of Special Events and Filming.

Yes No

- Will this event be marketed, promoted, or advertised in any manner? If yes, please describe signage plans, public display(s) of sponsorship and/or advertising materials.

- Will there be live media coverage during the event? If yes, please describe.

- Will media vehicles be parked within the event venue? If yes, please describe safety plan.

- Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items? If yes, please describe.

Insurance Requirements

Please note insurance requirements depend upon the risk level of the event. An original Certificate of Insurance and Additional Insured Endorsement must be received by the City of Long Beach Office of Special Events and Filming prior to the issuance of your Special Event Permit.

Before final permit approval, you will need commercial general liability insurance equivalent in scope to ISO CG 00 01 11 85 or ISO CG 00 01 10 93 in an amount not less than One Million Dollars (\$1,000,000) per occurrence. The City of Long Beach, its officials, employees, volunteers, and agents shall be covered as additional insureds on a form equivalent in scope to ISO CG 20 12 11 85 with respect to liability arising from the event permitted. With respect to the City of Long Beach, said insurance shall be primary and not contributing to other insurance or self insurance maintained by the City and said insurance shall contain a cross liability endorsement. Insurance coverage must be maintained for the duration of the event, including setup and dismantle dates.

Waivers of insurance are usually not applicable to Special Events. However, waivers may apply for Special Events that involve expressive activity, which enjoy protection under the United States or California constitutions in accordance with Long Beach Municipal Code Section 5.60.080 D. that states:

“The insurance requirement set forth in this section shall not be construed to apply to parades or special events permitted under this chapter 5.60 involving expressive activity which enjoy protection under the United States or California constitutions except that such parades or special events shall be required to either: (1) agree to indemnify, protect, defend and hold harmless the city, its officers and employees against all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents or employees in connection with the permitted parade, event or activity; 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 as being reasonably foreseeable consequences of the permitted parade or special event; or (3) provide insurance coverage as required by subsection 5.60.080.B.”

Name of Insurance Agency _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Pager/Cellular _____

Contact Name _____

Policy Type _____

Policy Amount _____

Policy Number _____

Insurance Requirements

For events that involve “special conditions” as described in the following table, additional insurance requirements may apply:

Special condition	Additional insurance coverage required	Limit of Insurance Required
Use of watercraft longer than twenty-six feet (excluding motorized racing)	Protection and indemnity with additional insured endorsement naming the City of Long Beach, its officials, employees, and agents additional insureds	Refer to Risk Management, usually \$1 million per occurrence
Use of aircraft (excluding non-fixed wing airshows and racing)	Aircraft liability, including passenger liability, with additional insured endorsement naming the City of Long Beach, its officials, employees, and agents additional insureds	Refer to Risk Management, usually \$1 million per occurrence
Service of alcoholic beverages	Liquor (dram shop) liability with additional insured endorsement naming the City of Long Beach, its officials, employees, and agents additional insureds	\$1 million per occurrence
Use of valets for parking	Garagekeepers' liability	\$250,000 per accident
Permittee is allowed to license souvenir, novelty, food, and/or beverage vendors (alcoholic beverage vendors – see service of alcoholic beverages in addition to this requirement)	Commercial General Liability (GL) equivalent in scope to ISO CG 00 01 10 93, Commercial Automobile Liability (AL) equivalent in scope to ISO CA 00 01 06 92 covering Symbol 1, and Worker's Compensation (WC) in compliance with the Labor Code, GL naming the City of Long Beach, its officials, employees, and agents additional insureds, and WC, GL and AL waiving all subrogation rights. Indemnity should state: Vendor agrees to indemnify, defend, and hold harmless Licensor, its parent, subsidiary and affiliated companies, and their shareholders, directors, officers, employees, and agents as well as the City in which the Event is held, its officials, employee and agents, and all Event sponsors and sanctioning bodies, from and against all injuries, death, losses, expenses (including reasonable attorneys fees and cost of investigation), compensation, damages, claims, demands or causes of action of any kind, including damages arising from personal injury or death and damages to real or personal property, arising in connection with this agreement or any breach thereof, or from any act or omission of Vendor, its employees or agents, whether or not such claim or liability is based on or alleged to be the negligence of an indemnified party (excepting only such claims or liabilities as are ultimately determined by a court to be based on the sole negligence or willful misconduct of an indemnified party). Furthermore, Vendor agrees that the above indemnify shall extend to all fines levied and/or penalties incurred as a result of Vendor not possessing and displaying current permits and licenses, as well as all penalties, interest, fines and damages caused by Vendor's actions or lack of actions related to sales and use tax collection and remittance.	\$1 million per occurrence, \$2 million in aggregate for GL
Airshow	Airshow liability, with additional insured endorsement naming the City of Long Beach, its officials, employees, and agents additional insureds	Refer to Risk Management, usually \$10 million per occurrence
Watershow	Watershow liability, with additional insured endorsement naming the City of Long Beach, its officials, employees, and agents additional insureds	Refer to Risk Management, usually \$2 million per occurrence
Motorized racing	Racing liability, with additional insured endorsement naming the City of Long Beach, its officials, employees, and agents additional insureds	Refer to Risk Management
Stunts	For filming activities, stunts usually require an endorsement on the film company's general liability policy	If necessary, refer to Risk Management
Auto stunts	For filming activities, stunt auto usually require an endorsement on the film company's auto liability policy	If necessary, refer to Risk Management
Athletic competitions and events	Signed participant and official release and waiver forms should be collected from all participants	If necessary, refer to Risk Management
Pyrotechnics	Pyrotechnics require an endorsement on the permittee's general liability insurance	If necessary, refer to Risk Management



CITY OF LONG BEACH

OFFICE OF SPECIAL EVENTS AND FILMING

ONE WORLD TRADE CENTER, SUITE 300 ♦ LONG BEACH, CALIFORNIA 90831

Office: (562) 570-5333

Fax: (562) 570-5335

GERALD R. MILLER
CITY MANAGER

General Liability Endorsement – Special Event/City Permit

Minimum Limits: \$1,000,000 per occurrence

A. GENERAL LIABILITY POLICY INFORMATION

1. Insurance Company _____
2. Policy No. _____ Policy term (from) _____ (to) _____
3. Endorsement effective date _____ Endorsement expiration date _____
4. Named Insured _____
5. Address of Named Insured _____
6. Policy Limits: Occurrence \$ _____ General Aggregate: \$ _____
7. Policy Form equivalent to: CG 00 01 _____ CG 00 02 _____ GL 00 02 _____
8. The following coverage is provided:

Contractual liability _____	Auto stunts _____	Event participants _____	Watercraft liability _____
Products liability _____	Other stunts _____	Event spectators _____	Aircraft liability _____
Fire legal liability _____	Concessionaires _____	Liquor liability _____	Pyrotechnics _____
Cross liability _____	Vendors _____	Non-owned auto _____	Other _____

B. POLICY AMENDMENTS

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or in any other endorsement thereto, it is agreed as follows:

1. **ADDITIONAL INSURED.** The City of Long Beach, and its officials, employees, agents, commissions, and volunteers are included as additional insureds with respect to all claims, demands, causes of action, damages, settlement, expenses and costs (including but not limited to attorney's fees and defense and investigation expenses), or loss or liability of any kind or nature whatsoever arising out of, or in any manner incident to, the operations, activities, or undertakings of the Named Insured or any of the Named Insured's employees, agents, or other persons permitted by the Named Insured to be on City premises in connection with the Special Event/City permit.
2. **PRIMARY AND NONCONTRIBUTORY COVERAGE.** The insurance afforded by this policy to the City, its officials, employees, agents, commissions, and volunteers is primary insurance. Any other insurance or self-insurance maintained by the City, its officials, employees, agents, commissions, and volunteers is in excess of this insurance and shall not contribute to it.
3. **SEVERABILITY OF INTERESTS.** The insurance afforded by this policy applies separately to each insured seeking coverage or against whom a claim is made or suit is brought, subject to the insurer's limit of liability.
4. **CROSS LIABILITY.** The naming of more than one insured under this policy shall not, for that reason alone, extinguish any rights of one insured against another, subject to the Insurer's limit of liability.
5. **CANCELLATION NOTICE.** The insurance afforded by this policy shall not be reduced in coverage or limits (other than by payment of claims), cancelled, or otherwise terminated during the effective period of this endorsement except after thirty (30) days' prior written notice has been given to the City (ten (10) days' written notice for cancellation due to nonpayment of premium). Notice shall be sent by certified mail to the address shown above, Attention: David Ashman.

C. INCIDENT AND CLAIM REPORTING PROCEDURES

Incidents and claims are reported to the insurer at:

ATTENTION: _____
(Name) (Title) (Company)

ADDRESS: _____

TELEPHONE: () _____ FAX NUMBER: () _____

D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER

I, (print name) _____, warrant that I have authority to bind the insurance company listed above in item A.1. and by my signature hereon do so bind this company.

SIGNATURE OF AUTHORIZED REPRESENTATIVE (original signature required) DATE

TITLE: _____ ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: () _____ FAX NUMBER: () _____

5.60.080 of the Long Beach Municipal Code states that, "Each permit shall expressly provide that the permittee agrees to defend, protect, indemnify and hold the city, its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents or employees in connection with the permitted event or activity; and the permit shall expressly provide that the permittee shall, at permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the city, its officers, agents or employees, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the city, its officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit."

Taxes

In some cases, a Special Event Permit may result in a taxable possessory interest and you may be subject to the payment of property taxes. A possessory interest is the taxable value for the private use of public property. You may contact the Los Angeles County Tax Assessor's Office at (888) 807-2111 or (213) 974-3211 for additional information.

Affidavit of Applicant

The City of Long Beach requires the signatures of the two (2) parties who will be held responsible for the payment of any City services and/or fees. The applicants and, if applicable, the professional event organizer must complete, sign and date this application before submitting it to:

City of Long Beach
Office of Special Events and Filming
211 E. Ocean Blvd., Suite 410
Long Beach, CA 90802

Statement of Affidavit

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under Long Beach Municipal Code, and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Long Beach.

Print Name of Applicant / Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Applicant / Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____



City of Long Beach Special Event Security Plan Worksheet

In order for a special event application to be reviewed and/or approved, a detailed security plan and dot map depicting the overall event footprint, and security locations must be submitted no later than three calendar weeks prior to the event.

Once the submitted security plan draft has been reviewed by the office of Special Events and Filming, and the Long Beach Police Department, the security plan draft will be returned to the promoter for review.

The completed final draft must then be re-submitted no less than two calendar weeks prior to the event. The following reflects critical information the Long Beach Police Department reviews when the security plan is submitted. The Long Beach Police Department will not create or be responsible for design of any submitted security plan, but will review it to ensure that the security plan clearly addresses the following concerns.

Please address, in detail, the following issues:

Scope of Event

- Event name:
- Event date(s):
- Event type:
- Hours of operation:
- Expected daily attendance:
- List all Bands, DJ's-list type of music, and performance times.

Primary Event Security

- ❖ *Note-Off duty police officers working in a private security capacity must possess a State of California guard card, and should not wear anything identifying them as a “police officer”.*
 - List name of bonded security company, and State of California PPO Lic. #:

 - List total number of armed and/or unarmed security officers assigned each day:

 - List primary on site security supervisor name and cell number:

- ❖ *Note-Include shift times, staffed locations, and responsibilities. Be specific; include perimeter security, response teams, etc. **Your security plan will not be complete without a detailed dot map indicating staffed security locations.***
 - List a detailed schedule of event, and after hours security staffing and locations:

Security and Event Staff Communication Plan

- ❖ *Note-include number of radios, cell phones etc., and identify which security and/or event staff will be equipped.*
 - List and describe how event security and event staff will communicate during the event:

Security Uniforms

- List shirt color:
- List pants color:
- List how the uniform is identified as “security”:

Event Ticketing/Entry/Re-Entry

❖ *Note-Entry areas should be posted for prohibited items/contraband, and should include a disposal unit or “amnesty box” for discarded items.*

- Describe how the event is marketed (Website, TV, etc.):
- List ticket prices, and how tickets are obtained (Pre-sale, Door/gate etc.):
- Describe entry search area. List types of search and screening to be used:
- List prohibited items and describe procedure for identifying and preventing items from being brought in:
- List all dress code restrictions preventing entry:
- List rules and process for Re-Entry:

Event Sell-Out

- ❖ *Note-If the event is a sell-out, the promoter shall have an accurate count of the available space within the event, also taking into account pre-sale customers. Once it has been determined that a sell-out is possible, ticket sales and parking need to be coordinated so that patrons DO NOT pay for parking, and are then unable get into the event. This will prevent loitering in the parking lot, and reduce ticket scalping.*
 - Describe the ticket and parking control plan should the event sell-out:

Alcohol Controls

- ❖ *Note-Wide mouth plastic containers, with a limit of two drinks at time of purchase is recommended.*
 - Describe how alcohol will be served:

- ❖ *Note- minimum alcohol cut off time is 1 hour prior to the scheduled end of the event, with food and non-alcoholic drinks still available.*
 - List alcohol cut off time for each day of the event.

❖ *Note-Patrons over 21 wishing to purchase alcohol shall have their id checked at point of sale, and be issued a tamper resistant identification device. (Recommended upon entry to the event)*

- Describe alcohol purchasing controls:

❖ *Note-A security team assigned to alcohol compliance should patrol the interior of the event checking for patrons drinking without an identification device.*

- List the number of security officers assigned to the alcohol compliance team:

❖ *Note-An “alcohol garden” requires a perimeter fence, with controls in place to prevent alcohol from being passed over the fence. Alcohol gardens also require count in-count out controls.*

- Describe alcohol garden controls:

❖ *Note-Responsibility for the areas of control for the venue should be clearly established in order to determine a responsible party for different locations, i.e. ,parking areas as opposed to venue areas.*

- Should a patron refuse to leave the venue, identify by name, who will represent the event as the victim for any criminal charges, i.e., trespassing:

Security worksheet submitted by:

Date:



Long Beach Fire Department Bureau of Fire Prevention

OPERATIONAL FIRE PERMIT
NO. 2.033 5/11

RELATED TO SPECIAL EVENTS AND FILMING

Name _____ Phone (____) _____
Address _____ Fax (____) _____
City _____ State _____ Zip Code _____

TYPE OF ACTIVITY

PARADE CONCERT OTHER _____

Event Description _____

Event Location _____

Event Date(s) _____ Estimated Daily Attendance _____

Event Time(s) Start _____ am/pm Finish _____ am/pm

1. A plot plan showing location of all grandstands, stages, tents, temporary fencing, cooking areas, etc., must be submitted to the Bureau of Fire Prevention for approval **48 hours prior to the event.**
2. Emergency access for fire equipment must be provided.
3. Fire Safety Officer's for the event may be required at the discretion of the Fire Marshal.
4. If this Permit includes any open fires, applicant must notify Fire Dispatch at 570-9400, when fire is started. A garden hose or other approved fire extinguishing appliance must be available on site.
5. **Final approval of all permits may be subject to field inspection by a Captain/Inspector from this Bureau.**

Applicant's Signature _____ Title _____

NOTE: Conditions, surroundings and arrangements shall be in accordance with the Long Beach Municipal Code. Non-compliance of same and/or the conditions and restrictions of this permit shall render this permit null and void. **A fee shall be assessed based upon the most current fee schedule.**

For Dept. Use Only

Date application received _____ Amount Paid \$ _____

Approved Denied By: Captain/Inspector _____

Remarks: _____

Special Event Permit Application Checklist

Thank you for completing your Special Event Permit Application. Before submitting an application to the City of Long Beach, please make sure the following steps have been completed:

Have you...

- Signed and dated your application (two signatures required)?
- Attached a check or money order for the non-refundable permit application fee per LBMC 5.60.040(F)?
- Attached your event site plan?
- Attached your event Security plan?
- Attached your event Emergency Management plan?
- Attached your Temporary Public Assembly Permit?
- Attached your event medical plan?
- Attached your accessibility plan?
- Attached your event traffic, parking and shuttle plan?
- Attached a complete entertainment list and schedule?
- Included letters of support and endorsement from impacted entities and community groups within your venue area?
- Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- Attached your communications plan?
- Attached your certificate of Insurance?
- Provided a copy of your IRS 501(C) tax exemption letter?
- Included any County, State, Federal or other permits that may be required to hold your event in the selected venue?

Submit your completed permit application and appropriate application fee(s) to:

City of Long Beach
Office of Special Events & Filming
211 E. Ocean Blvd., Suite 410
Long Beach, CA 90802