

CITY OF MANHATTAN BEACH
POLICY FOR SPECIAL EVENTS

Upon the recommendation of the Manhattan Beach Parks and Recreation Commission and approval of the City council, the provisions, procedures and regulations stated hereafter shall constitute the Special Events Policy of the City.

I. GENERAL PROVISIONS

- A.** A special event shall be defined as any activity that requires more than the normal amount of City staff resources for a successful completion and which includes any of the following:
- i. City streets or public rights-of-way more than one block long
 - ii. A substantial effect on traffic
 - iii. Attracts a substantial number of people
 - iv. Reasonable likelihood that the City will be exposed to potential liability
 - v. Amplified music or performances
- B.** It shall be the responsibility of the Director of Parks and Recreation, or their designated representative, to process applications for the use of city streets and other public rights of way for the purpose of conducting special events (excluding City functions). If the expected attendance for the event does not exceed 300 people, the Director of Parks and Recreation shall route the application to other City departments and the Risk manager to review and comment before approving the event. If the expected attendance is 300 or greater, the application will be reviewed by all departments before submitting the request to the Parks and Recreation Commission and City Council.

Once an activity is approved by the City Council, future applications for the same event may be approved by the Director of Parks and Recreation provided that there are no significant changes in the location, format or other aspects or problems associated with the event. Any such changes will require the event to go before the City Council again for approval. Parks and Recreation shall be responsible for coordinating all special conditions or guidelines and special fees that might be required of the organizers of the special event as requested by other City departments.

II. APPLICATIONS

- A.** All applications shall be in writing and submitted to the Parks and Recreation Department. Applications must be submitted by January 31st for all events occurring in the next fiscal year (July – June). Acceptance of applications submitted after the January 31st deadline may be considered at the discretion of the Director of Parks and Recreation. Applications must be submitted a minimum of 90 days prior to the event date for events expecting fewer than 300 attendees and 120 days prior for events expecting 300 or more attendees.
- B.** Applications for events with expected attendance of 300 or more will be considered by the Parks and Recreation Commission with their recommendations presented to the City Council for consideration.
- C.** A copy of the approved application must be in the hands of the persons conducting the event at the event site.

- D.** Preparation of any publicity material or other printed material showing the date and location of the event prior to City approval of the event is strictly prohibited. Planned publicity materials must be approved by the City before any printing of such materials.
- E.** Priority will be given to Manhattan Beach resident organizations and businesses (a resident organization is one composed of 75% Manhattan Beach residents). Established events shall have priority over first-time events.
- F.** Each group that is included on the approved list of events may maintain its place on the list by submitting a "request for continuation" to the Director of Parks and Recreation within 90 calendar days after the culmination of that special event. Failure to submit a "request for continuation" within the 90 calendar day period will result in the removal of the event from the list of approved events.
- G.** Events may request "Legacy" status after being held for three consecutive years in good standing. After obtaining Legacy status, a fee waiver may be requested and presented to the City Council during their annual review of special event fee waivers.
- H.** The Parks and Recreation Department will be responsible for maintaining the special events list.

III. FEES AND CHARGES

- A.** An application fee and costs for City personnel at the fully burdened rates approved by the City Council will be charged. An estimate of event related fees will be provided upon event approval. Any event changes made after approval may require additional fees. Actual fees will be invoiced within 30 days of the event.
- B.** If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services. The application fee is non-refundable.
- C.** The City may require a damage deposit depending upon the size and scope of the event.

IV. INSURANCE

The City may require insurance and/or indemnification as protection from liability in amounts commensurate with the risks involved in the event. Applicants must provide adequate certificate of insurance and an executed endorsement form in compliance with City insurance requirements.

Effective March 1, 2015