

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 police resources for a successful completion and which includes any of the following:
1. City streets or public rights-of-way more than one block long
  2. A substantial effect on traffic
  3. Attracts a substantial number of people
  4. Reasonable likelihood that the City will be exposed to potential liability
  5. 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). The Director of Parks and Recreation shall submit copies of the applications to other City departments and the Risk manager to review and comment before submitting the requests to the 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 at least 60 calendar days prior to the event.
- B. Applications for special events to be held in City parks, recreation facilities or on athletic fields shall be submitted in writing at least 90 days prior to the event and the application will be considered by the City Parks and Recreation Commission prior to consideration by the City Council.
- 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. A maximum of 15 annual special events per calendar year will be allowed (official City events excepted). If 15 annual events are scheduled, a waiting list will be established from which new special events will be selected when the number of special events drops below 15. Resident groups on the waiting list shall have priority over non-resident groups. Separate waiting lists will be maintained for resident and non-resident applications. Priority on each list will be determined by the date an application is received by the Parks and Recreation Department.
- G. 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.
- H. A maximum of 5 "one time only" special events will be allowed each calendar year in addition to the 15 scheduled annual events (official City events excepted). No more than one "one time only" event will be allowed in a given month.
- I. All groups which conducted annual special events in the City of Manhattan Beach during fiscal year 1987-88 will be automatically included on the master list of special events as long as the event satisfied the conditions set forth in paragraph II G above.
- J. The Parks and Recreation Department will be responsible for maintaining the special events list.

### III. FEES AND CHARGES

- A. Fees and charges for City personnel, materials and services shall be charged as deemed necessary by the City Council. Security bonds and/or cash deposits may be required by the City if deemed necessary by the City Council.
- B. If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services.

### 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 15, 1989