



## City of Manhattan Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:  
City of Manhattan Beach Parks and Recreation Department  
1400 Highland Avenue, Manhattan Beach, CA 90266  
Office Phone: 310.802.5403 • Email: [lrobb@citymb.info](mailto:lrobb@citymb.info) • Fax: 310.802.5401

### **ONLY COMPLETED APPLICATIONS WITH PAYMENT WILL BE ACCEPTED**

Application, application fee and all required documents **must** be submitted to the Parks and Recreation Department at least 90 days prior to the event. *Please make sure all sections of the application are completed and legible for review.* You will be notified by City staff if your application was **not** accepted for review.

Applications may require review by the Parks and Recreation Commission and approval by the City Council. You, or your representative, may be required to attend the meeting at which your event will be considered. If the Commission recommends your event for approval, you or your representative may be required to additionally attend a City Council meeting.

**YOU MUST SUBMIT THE FOLLOWING:** *To avoid processing delays, do not leave any blanks. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required for **descriptions**.*

- ☐ **Completed Application, including**
  - ☐ **Public Relations Form**
  - ☐ **Green Matrix**
- ☐ **Application Fee**—Submit non-refundable \$809 application fee or \$405 for pass-throughs events, payable to the City of Manhattan Beach. ***Applications received without the application fee will not be processed.***
- ☐ **Event Date(s)** - On your application, you are required to submit a requested date/s and an alternate date/s, set up and break down dates included. Requested dates are subject to approval. The date/s you request may not be available for your event. Staff will contact you if an alternate date/s assignment is necessary.
- ☐ **Site Plan**—Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators, lighting, sound, pyrotechnics and all other items for your event. Facilities, equipment placement, parking needs, loading and unloading areas, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP).
- ☐ **Event Schedule**—Hourly event schedule including schedule for set up and break down
- ☐ **Insurance and Indemnification Hold Harmless Agreement**— due 30 days before the event

Please be aware of the following policies and procedures. You will be required to abide by the following, but not limited to, rules and regulations throughout the event approval process:

1. Application Review

- Special event plans may require review by each City Department, the Parks and Recreation Commission and/or City Council. Need for review is based on size, scope and impact of event.
- Separate permits and fees may be required from Building and Safety, including but not limited to building, electrical, plumbing, mechanical and right-of-way permits.
- Separate approvals, permits and fees may be required from the State ABC and County Health Departments, LA County Beaches and Harbors and the Coastal Commission.

2. Certificate of Insurance

The City requires submission of an insurance certificate a *minimum* of **30 days prior** to your event date. The City requires \$2 million in general liability and the "City of Manhattan Beach, its agents, officers and employees" must be named as additionally insured.

3. Fees

The application fee is non-refundable and is to be submitted with the application. An estimate of event related fees will be provided to you upon approval. Any event changes requested after approval may require additional review by City staff and may result in additional fees. Actual fees will be invoiced within 30 days of your event.

4. Portable Restrooms

Depending upon the duration or size of your event and the availability of public restrooms, you may be required to rent portable chemical toilets to accommodate participants and spectators. The City recommends availability of seven toilets for every 500 people, or portion thereof. The figure is based on the maximum number at your peak event time. The total number of toilets you need to provide will be determined on a case-by-case basis. All portable restrooms must meet State codes and City standards and are subject to Building Division approval.

5. Marketing of Event

You must receive approval for your event prior to promoting or marketing your event. Submission of your application does not automatically constitute a guarantee of the date, location or automatic approval of your event. Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval 30 days prior to distribution.

6. Clean Up

All debris and trash must be removed from your event site immediately after the event. Failure to do so will require the City to call upon the Public Works Department to complete the clean up and additional fees will be assessed. All expenses will be the responsibility of the event applicant. The applicant is required to arrange for recyclable receptacles at the event.

7. Damage Deposit

The City may require a damage deposit depending upon the size and scope of the event.

**AGREEMENT AND SIGNATURE:** I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)	Signature:
Title	Date:



City of Manhattan Beach  
Parks and Recreation Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

## SPECIAL EVENT PERMIT APPLICATION

1400 Highland Ave • Manhattan Beach, CA 90266 • 310.802.5403 • Fax: 310.802.5401

- **APPLICATIONS MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO YOUR EVENT.**
- **\$809 Non-Refundable Application FEE required with application.**
- **\$405 Non-Refundable Application FEE for Pass-through Events, required with application.**

Requested Event Date: (1st Choice\*\*): \_\_\_\_\_

2nd Choice\*\* \*(Required): \_\_\_\_\_

**\*\*Date choice is not guaranteed until final calendar has been determined by City Staff**

### ORGANIZATION INFORMATION

EVENT TITLE: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Non-Profit? ☐ YES ☐ NO Non-Profit I.D. or Tax Exempt #: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

**EVENT INFORMATION****Event Type** *(please select all that apply)*☐ Race (run, walk, bike, etc.)☐ Tournament

Type: \_\_\_\_\_

☐ Parade☐ Pass-Through☐ Street Fair/Festival☐ Fundraiser

Benefitting: \_\_\_\_\_

☐ Concert☐ Swim Event☐ Other \_\_\_\_\_☐ Sidewalk Sale

Entrance or registration fee:

\$ \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Set-up Date: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

Break Down Date: \_\_\_\_\_

Break Down Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

# of participants: \_\_\_\_\_

Age of Participants: \_\_\_\_\_

# of Spectators \_\_\_\_\_

Total Attendance: \_\_\_\_\_

**Overall Event Description**—*Briefly explain event and activities***Street Closure Information**—*For parades, races, walk/runs, etc. taking place on City streets.*Names of Streets to be closed *(please include additional sheets if necessary)*:

_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____

**Event Route**—*Official map must be submitted with application for review by the City Traffic Engineer and Public Safety Staff.*

Assembly Area/Event Start: \_\_\_\_\_

Disbanding Area/Event End: \_\_\_\_\_

**Sponsors**—List **ALL** proposed/anticipated sponsors. (attach separate sheet if necessary)

_____	_____
_____	_____
_____	_____

**Parking**—Metered spaces must be reimbursed at \$.75-\$1.50 per hour depending on location.

Reserved spaces must be noticed 72 hours prior . Please contact Public Works at 310-802-5313 to obtain signage and arrange for noticing. Please contact the Finance Department at 310-802-5561 to pay for parking.

Will you need reserved parking spaces? ☐ YES If yes, indicate number below ☐ NO

Event organizer	# of spaces _____	Date: _____	From: _____	to _____
Event participants	# of spaces _____	Date: _____	From: _____	to _____
Other	# of spaces _____	Date: _____	From: _____	to _____

Will there be vendors selling merchandise at the event? *All vendors are required to have a City of Manhattan Beach Business License. Please contact the Finance Department at 310-802-5557 for assistance.* ☐ YES ☐ NO

Does your event involve the sale or consumption of alcoholic beverages? ☐ YES ☐ NO  
*If YES, an ABC license is required and must be approved by the Chief of Police. Please contact the Police Department at 310-802-5100 for assistance.*

Will the event have amplified sound? (live music, PA, number/size of speakers, microphone, bullhorn, etc.) *If YES, an amplified sound permit will be required. Please contact the Police Department at 310-802-5100 for assistance.* ☐ YES ☐ NO

**Amplified sound hours of use:** (ANY exceptions require City Council approval)

8:00 a.m.—8:00 p.m. Monday—Thursday 10:00 a.m.—11:00 p.m. Saturday

8:00 a.m.—11:00 p.m. Friday 10:00 a.m.—8:00 p.m. Sunday and City specified holidays.

**Amplified sound requires an onsite contact person.**

Sound company name:

Onsite contact name: Cell:

Is this a fundraising event? If YES, please describe. ☐ YES ☐ NO

Will there be any fenced areas? If YES, please describe. *The City of Manhattan Beach may require fencing for your event.* ☐ YES ☐ NO

Will there be construction of stages or structures, including any tents larger than 10X10, canopies or awnings? *If YES, Building Division and Fire Department approval may be required. Please allow two weeks for review. Please contact the Building Division at 310-802-5505 and the Fire Department at 310-802-5203 for assistance.* ☐ YES ☐ NO

Please describe:

Will public facilities be used for the event? ( <i>i.e. meeting rooms, restrooms, park, public plaza, electricity, water, etc.</i> ) If YES, please describe. <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>Post-event Clean-up plan</b> —vendors must meet City standards and possess a City of Manhattan Beach business license. If the Public Works Department is called upon to complete the clean up, additional fees will be assessed.
Will you be requesting street banners? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
Will you be filming or having television coverage? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>SAFETY /SECURITY/VOLUNTEERS</b>
Have you hired a security company to handle security arrangements for this event? <i>Vendor must meet City standards and possess a City of Manhattan Beach business license.</i> <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
If YES, please include the following information:  Company name: _____ Phone: _____ # of guards _____  Guard Schedule: _____
Do you plan on utilizing volunteers? If YES, please describe: <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<i>Volunteers must be easily identifiable by their attire and must wear traffic vests if working in the street.</i>
Please indicate if and where a first aid station or personnel will be stationed.
Please describe your procedures for both crowd control and internal security: <i>Crowd control plan must be reviewed by the Police Department.</i>

## EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. *Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval 30 days prior to the event.*

## EQUIPMENT INFORMATION (ATTACH SITE PLAN)

**A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.**

### YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

Please check all the boxes that apply to the equipment/areas that will be on site for your event and specify the number and size of each (if applicable).

<input type="checkbox"/> Cars	_____	<input type="checkbox"/> Dance Floor	_____
<input type="checkbox"/> Semi-trucks	_____	<input type="checkbox"/> Alcohol sales and consumption area(s)	_____
<input type="checkbox"/> Vans (Size)	_____	<input type="checkbox"/> Generator (Size/Type)	_____
<input type="checkbox"/> Motor Homes (Size)	_____	<input type="checkbox"/> Sound Equipment	_____
<input type="checkbox"/> Trailer (Size)	_____	<input type="checkbox"/> Lighting	_____
<input type="checkbox"/> Enclosed Tents	_____	<input type="checkbox"/> Signs	_____
<input type="checkbox"/> Canopies	_____	<input type="checkbox"/> Porta Potties	_____
<input type="checkbox"/> Stage (Measurements)	_____	<input type="checkbox"/> Cooking Equipment	_____
<input type="checkbox"/> Live music—band area	_____	<input type="checkbox"/> Live animals	_____
<input type="checkbox"/> Other (please attach list)	_____		_____

## ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

**Please submit your accessibility plans to the Building Division for review and approval.**

## INSURANCE

Applicant agrees to furnish the City of Manhattan Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Manhattan Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Manhattan Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit. Insurance certificates for vendors providing services (security, staging, etc.) are also required.

**APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.**

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatement, omission or misrepresentation of material facts may be grounds for revocation of an approved City Special Event permit. I have full knowledge of, and will comply with, the provisions of the Manhattan Beach Municipal Code relating to Parades and Special Events. I affirm that I am authorized to apply for this permit on behalf of the listed event organizer sponsor.

I have read and agree to comply with the City of Manhattan Beach Sustainability Measures. I understand and acknowledge that if any City services over and above that which is normally provided by the City shall be required for the Special Event, the event organizer/sponsor agrees to reimburse the City, upon receipt of an invoice from the City, the actual costs for providing such services.

The event organizer/sponsor agrees to indemnify, defend and hold harmless, the City of Manhattan Beach, its officers, agents and employees, from and against any liability and expense, including attorneys fees and court costs and claims for damages of any nature whatsoever, including, but not limited to, bodily or personal injury, death or property damage arising from any negligent or intentional act or omission by permittee or event organizer/sponsor, its subcontractors, officers, agents, employees and authorized street vendors, in the conduct of the Special Event.

Name/Company Representative	Signature
Title	Date

**DO NOT WRITE BELOW—CITY USE ONLY**

<b>EVENT TITLE:</b> _____	<b>DATE(S) OF EVENT:</b> _____
Organization Name: _____	
<b>ONSITE CONTACT:</b>	Name: _____ Cell: _____

<b>ONSITE SOUND COMPANY CONTACT:</b>	Name: _____ Cell: _____
Company: _____ Phone: _____	

CLEARANCES			
DEPARTMENT	REQ	CLEARED BY	DATE
Alcoholic Beverage Control			
Building & Safety:			
Community Development			
Fire Department			
Police Department			
Public Works			
Risk Management			

REQUIRED INSPECTIONS			
INSPECTION TYPE	REQ	CLEARED BY	DATE
Electrical			
Building/Structural			
Occupancy			



**APPROVAL TO OPERATE SPECIAL EVENT:**      ☐ YES      ☐ NO

Parks and Recreation Director	Signature	Date
-------------------------------	-----------	------



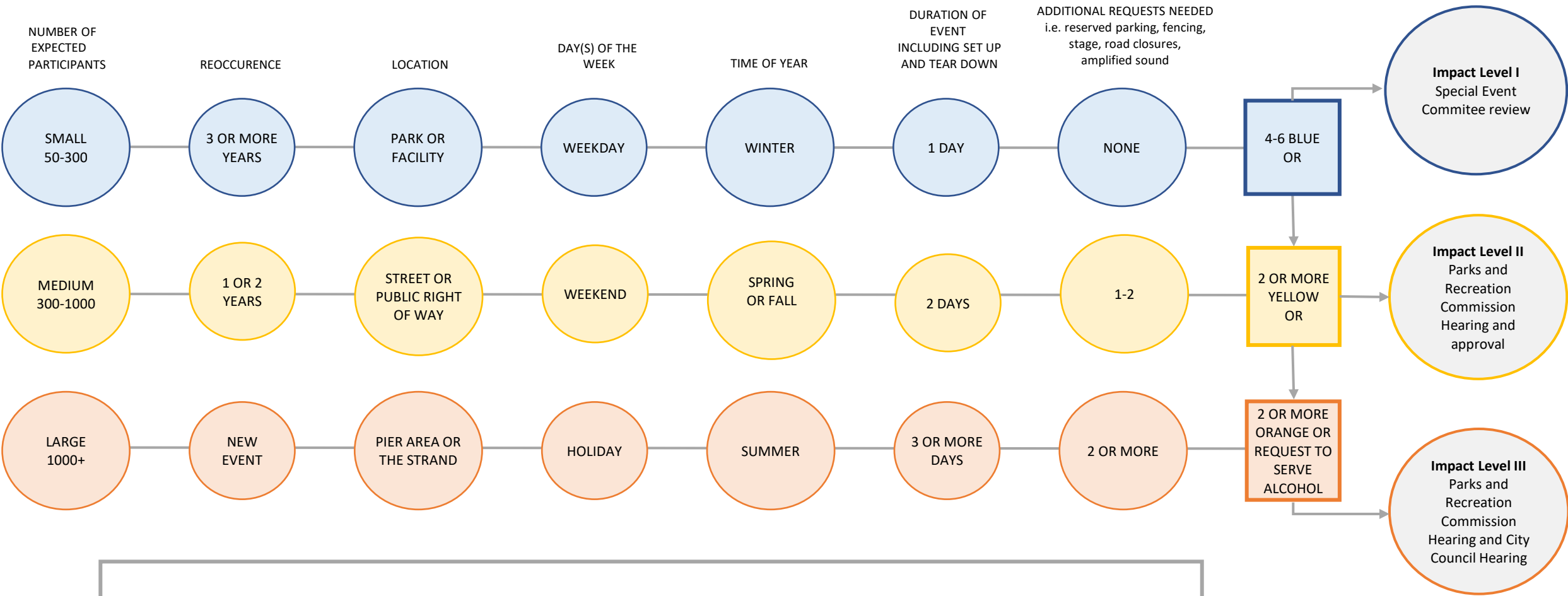
# SPECIAL EVENT - IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Please consider the details of your event and use this worksheet to determine its impact level. Please circle **one** characteristic in each column as it relates to your event and complete the form to determine impact level as defined in the boxes.

Event Characteristics



Number of BLUE

Number of YELLOW

Number of ORANGE

➡

Impact Level



# **GREEN MATRIX (Environmental Protection Plan)**

*(Required for all event applications)*

Events in Manhattan Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Please note that the use of single-use plastic bags, polystyrene foam and plastic #6 is prohibited in the City of Manhattan Beach. (per MBMC)

Specify how you will comply with applicable measures (or mark not applicable).

**Event Name:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
<ul style="list-style-type: none"> <li>Limit single-use paper, plastics, packaging, and décor items. <i>Note: Single-use plastic bags cannot be used in the City, please use alternative materials</i></li> </ul>	All events	
<ul style="list-style-type: none"> <li>Reduce size/bulk of plates, containers, cups</li> </ul>	All events	
<ul style="list-style-type: none"> <li>Use products with high recycled content</li> </ul>	All events	
<ul style="list-style-type: none"> <li>Avoid sale or give-away of single-use plastic bottled drinking water</li> </ul>	All events	
<ul style="list-style-type: none"> <li>Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>At 'beer or drink gardens' recycle cups (provide dump station for liquids) <i>Note: Plastic #6 and foam (polystyrene) cups cannot be used in the City, please use alternative plastic or other materials</i></li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>Recycle fry-grease for bio-diesel fuels</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)</li> </ul>	500 or more	
<b>2. Recycling containers:</b>		
<ul style="list-style-type: none"> <li>Place well-marked recycle containers adjacent to every trash container</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters</li> </ul>	2000 or more	
<b>3. Staging</b>		
<ul style="list-style-type: none"> <li>Recycle or reuse event construction materials</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>Use 'no emission/no VOC' paints/sealants</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>No dumping/disposing of water, ice, grease, etc. on to streets, plants or down any drain</li> </ul>	All events	

<b>4. Transportation</b>		
▪ No-idling policy for all vehicles	All events	
▪ Sponsor free shuttle or low cost bus passes	2000 or more	
▪ Use hybrid, electric or CNG vehicles	2000 or more	
▪ Offer bike parking or bike valet for attendees	2000 or more	
<b>5. Energy</b>		
▪ Use energy-efficient lighting	All events	
▪ Turn lighting and devices off when not in use	All events	
▪ Turn off generators when not in use for significant period of time	All events	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	
<b>6. Marine environment</b>		
▪ Use of single-use plastic bags is NOT allowed.	All events	
▪ Use of polystyrene or plastic #6 cups or containers is NOT allowed.	All events	
▪ No hosing of surfaces unless specifically allowed by city	All events	
▪ Full containment of all wastes	All events	
▪ Full containment of all six-pack plastic rings.	All events	
▪ Provide recycling containers and litter control	All events	
▪ Beach and street cleaning required	500 or more	
<b>7. Education</b>		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	
▪ Advertise green measures and rules in all event advertising and on website	500 or more	
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	
<b>8. Monitoring</b>		
▪ Report on compliance with above applicable measures	500 or more	



## **PUBLIC RELATIONS INFORMATION**

Please provide the following information to be given out to the general public, if requested:

Name of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

### **Event Dates and Times:**

Date					
Times					

Event Website: \_\_\_\_\_

Social Media Channels : \_\_\_\_\_

Public Relations  
Contact: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a brief description of your event. Please include any information that would be helpful for someone looking for more information.