

CITY OF SEAL BEACH, CALIFORNIA



SPECIAL EVENT PERMIT APPLICATION PACKET

Available on-line at "www.ci.seal-beach.ca.us"

What Types of Events Require a Special Event Permit?

Special Event Permits are granted by city staff, subject to an adopted City Council Policy Statement for short-term land use entitlements that would otherwise require a Conditional Use Permit or are simply not allowed by the City's Zoning Ordinance. Typical events requiring this type of permit include:

- Live music.
- Outdoor dining on non-residential properties.
- Closure of public streets (parade/running race, etc.)
- Rental of public property for more than 25 persons.
- Christmas tree lots/pumpkin farms in parking lots.
- Block parties.
- Closure of parking lots to set up tents/canopies/outdoor sales.
- Rental of the beach for events.
- Rental of the City Hall Courtyard
- Sidewalk sales.
- Other Special Events as defined in the City Council adopted Policy Statement.

PLEASE NOTE: Due to the high attendance on the beach during the summer months, no approvals will be granted for Special Events at Eisenhower Park or on the beach from the Friday beginning Memorial Day weekend until after Labor Day.

HOW TO APPLY FOR A SPECIAL EVENT PERMIT

To request City consideration of a Special Event Permit, the attached application and supporting documentation must be submitted to the Planning Department. Filing requirements must be met in full. City Staff are available if you need assistance in completing the forms.

1. Application Form

The Special Event Permit Application form and all supporting materials must be filed no later than 5:00 p.m., thirty (30) days prior to the requested Special Event date. If this time limitation is not met or if the application is incomplete, City Staff cannot process the request under the requirements of the ordinance, and the request will, therefore, result in a denial.

Complete the application in detail providing a complete description of the proposed event. Include both your mailing address and your home or business address, as applicable. Both the applicant and the property owner must sign the application.

2. Owner's Affidavit Form

The applicant must show the City proof that he/she is the property owner. For example: Providing a copy of the Grant Deed and a picture I.D., such as a driver's license.

If the applicant is not the legal property owner, the property owner must authorize the applicant to act as his/her agent by signing the **Owner's Affidavit**. In the case of a private property special event, the Owner's Affidavit must be signed in the presence of a Notary Public or a Planning Department Staff person. Proper identification will be required in both instances. If the property owner does not sign the Owner's Affidavit, the application is incomplete.

3. Notice to Adjacent Property Owners

The Code of the City of Seal Beach requires a Pending Notice of Special Event be mailed to all owners of surrounding properties within **100 feet** of the boundaries of the event location **and** all residential occupants within **100 feet** of the event boundaries. The City will prepare the notice and notify all of these persons. In certain situations the city will notify the newspaper in lieu of mailing out notice to all affected persons.

4. Plans

A drawing of the site plan, floor plan, and elevations depicting the location of the special event and proposed activities must be submitted with the application. All activities and their locations must be clearly shown on the plans. The applicant must furnish the City plans as follows:

- Two (2) sets. **PLEASE DO NOT BRING IN PLANS ROLLED AND BANDED. ALL PLANS MUST BE FOLDED AS FOLLOWS:**
 - Two (2) sets measuring 8½" x 11" or 11" x 17" folded flat to measure 8½" x 11".

- The plans submitted must indicate the following:
 - A. The site plan showing all property lines and street and alley locations, street names, walkways, patio areas, all existing and proposed structures and their dimensions. Location of Special Event activities shall be indicated on the Site Plan.
 - B. All setbacks and building separations.
 - C. Automobile parking arrangement, including location of driveways and dimensions.
 - D. Interior floor plans showing the location of proposed special event activities.
 - E. Location and type of existing or proposed walls and/or fences.
 - F. Traffic control plan, where applicable.
 - G. Location of alcohol service (Alcohol service may be permitted on the beach, in public parks, or parking lots for City-sponsored events **ONLY**).
 - H. Location of cashier, if applicable.
 - I. Location of live band area, if applicable.

5. Filing Fee

A *Nonrefundable* Filing Fee must be paid at the time the application is submitted based upon the following fee schedule:

1 event per application	\$150.00
2 events per application	\$225.00
3-4 events per application	\$325.00
5-6 events per applications	\$425.00

In some cases where there will be greater impacts to the City (as determined by Staff at the time of application), a larger deposit will be required. City Staff are available to answer any questions regarding this. **Checks should be made payable to "City of Seal Beach."**

6. Appeals

The City Manager will hear appeals to Staff decisions within ten (10) calendar days of the receipt of the written appeal. Appeals to a City Manager decision must be filed through the City Clerk's Office and shall be heard before the City Council within ten (10) calendar days of the legal appeal.

7. Appeal Filing Fee

At the time the Appeal Application is submitted a deposit of **\$150.00** must be paid. **Check should be made payable to "City of Seal Beach."**

8. Permits

If food is to be sold at the special event, an application for a Health Permit must be made by contacting the ORANGE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT at (714) 433-6144 a minimum of two (2) weeks prior to the event.

Alcohol service may be permitted on the beach, in public parks, or parking lots for City-sponsored events **ONLY**. The daily alcohol license Form ABC-221 is available at www.abc.ca.gov or you may contact Alcohol Beverage Control at (714) 558-4101 a minimum of two (2) weeks prior to the event.

Permits for banners, use of electricity, street closure, and use of fire hydrants are issued by the City of Seal Beach Public Works Department. It is the responsibility of the applicant to contact the Public Works Department at (562) 431-2527 Ext. 1317 prior to the event to make arrangements for any of the above-noted services.

9. Insurance

Insurance must be carried in an amount not less than one million dollars (\$1,000,000) for the date of the actual event and must show the City of Seal Beach as being insured by this policy for the date of the event. Proof of this insurance must be provided with the Special Event Permit application. Failure to provide this information at the time of application will deem the application incomplete.

10. Reserved Parking

Reserved parking on the beach lots, or for use of the beach lots, must be prepaid. Please contact Jim Woodbury at AMPCO (562-334-7477) to prepay for the projected number of reserved parking spaces required. Make your check payable to AMPCO and submit it to the City of Seal Beach Finance Department located on the first floor of City Hall. The City will forward the check to AMPCO after final processing of the Special Event Permit.

****NOTE: Incomplete applications will not be accepted. All the above items must be submitted to the Planning Department at the same time. Failure to do so will result in the application being deemed incomplete and it shall be returned to you for completion. This will result in failure to meet the minimum 30-day requirement for processing of Special Event Permits.***



CITY OF SEAL BEACH
211 Eighth Street, Seal Beach, CA 90740
(562) 431-2527

Case No. _____

SPECIAL EVENT PERMIT APPLICATION

TODAY'S DATE _____ PROCESSING FEE _____

EVENT NAME _____ DATE(S) OF EVENT _____

EVENT HOURS _____ EVENT LOCATION _____

ORGANIZATION _____ ANTICIPATED ATTENDANCE _____

DESCRIBE EVENT ACTIVITIES _____

RESPONSIBLE INDIVIDUAL _____

ADDRESS _____ CITY/ZIP _____

PHONE _____ E-MAIL _____

Please attach to this application two (2) sets of a sketch and detailed description of the Event Layout.

WILL YOU REQUIRE ANY OF THESE SERVICES?: ELECTRICAL POWER (**\$30 Fee**), ASSISTANCE OF CITY PERSONNEL, SPECIAL EQUIPMENT, EVENT BANNER, OR OTHER.) **PLEASE LIST:**

RESERVED PARKING? (Y/N) Must pre-pay for reserved parking on beach lots or for use of beach lots. Contact AMPCO Parking (562) 334-7477

LIVE MUSIC/AMPLIFICATION? (Y/N) Describe: _____

STREET CLOSURE? (Y/N) List Streets: _____

ALCOHOLIC BEVERAGES SOLD/SERVED? (Y/N) (Alcohol service may be permitted on the beach, in public parks, or parking lots for City-sponsored events **ONLY**). Contact Alcohol Beverage Control Board at (714) 558-4101 or www.abc.ca.gov for daily alcohol license application (Form ABC-221).

FOOD SOLD? (Y/N) If yes, must obtain permit from Orange County Health Department (562) 431-7842.

OPEN FIRES, COOKING OR A BBQ? (Y/N) IF YES, DESCRIBE: _____

SECURITY MEASURES AT PROPOSED EVENT? (Y/N) DESCRIBE: _____

I HEREBY CERTIFY THAT I/ _____ (NAME AND ORGANIZATION) THAT THE ABOVE INFORMATION IS COMPLETE AND I/WE WILL BE RESPONSIBLE FOR ANY DAMAGE OR UNNECESSARY ABUSE OF THE FACILITY, BUILDING, OR EQUIPMENT. I/WE AGREE TO HOLD THE CITY OF SEAL BEACH HARLESS AND FREE FROM LIABILITY OF ANY NATURE ARISING FROM THE USE OF CITY FACILITIES INCLUDING REIMBURSEMENT OF ANY LEGAL FEES INCURRED IN THE DEFENSE OF SUCH CLAIMS.

(PRINT NAME)

(SIGNATURE)

**CITY OF SEAL BEACH
SPECIAL EVENT PERMIT INDEMNIFICATION AGREEMENT**

To be completed by Special Even Permit applicant:

In consideration of the approval by the City of Seal Beach ("City") of my Special Even Permit Application, I, _____, shall defend (with counsel acceptable to the City), indemnify, and hold the City, its officials, officers employees, volunteers, and agents (collectively "the indemnitees") free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or conduct of mine, my employees, agents, consultants, and contractors arising out of or in connection with the issuance of the Special Event Permit and the activities permitted thereby. This obligation includes without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. I shall defend (with counsel acceptable to the City), at my own cost, expense, and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against the Indemnitees. I shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnitees in any such suit, action, or other legal proceeding. I shall reimburse the Indemnitees for any and all legal expenses and costs incurred by each of them in connection with or in enforcing the indemnity herein provided. My obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnitees.

I have read, do understand, and hereby agree to the above indemnity agreement.

Date: _____

Signature: _____

Printed Name: _____

PROPERTY OWNER'S AFFIDAVIT

STATE OF CALIFORNIA }
CITY OF SEAL BEACH }
COUNTY OF ORANGE }

(I)/(We) _____
(Name)

swear that (I am)/(we are) the owner of the property at:

(Street Address) (City) (State) (ZIP)

and that (I am)/(we are) are familiar with the rules of the City of Seal Beach for preparing and filing a Special Event Permit Application. The information contained in the attached Special Event Permit Application is correct to the best of (my)/(our) knowledge and (I)/(we) approve of this application to hold the following event: _____

(Print Name) (Signature) (Date)

(Address - Please Print) (City, State & Zip) (Telephone)

SUBSCRIBED AND SWORN TO BEFORE ME
THIS _____ DAY OF _____, _____

Notary Public

**APPEAL APPLICATION
TO CITY MANAGER**

For Office Use Only

Date Appeal Filed: _____
City Manager Action: _____ Approval _____ Denial _____ Other _____
City Council Date.: _____
City Council Action: _____ Approval _____ Denial _____ Other _____
Notice Date: _____

1. Property Address: _____
2. Applicant's Name: _____
Address: _____
Work Phone: () _____
Home Phone: () _____ FAX: () _____
3. Property Owner's Name: _____
Address: _____
Home Phone: () _____
4. The undersigned hereby appeals the following described action of the Seal Beach City Manager concerning a Special Event to _____

Attach a statement that explains in detail why the decision of the City Manager is being appealed, the specific conditions of approval being appealed, and include your statements indicating where the City Manager may be in error.

(Signature of Applicant)

(Signature of Owner)

(Print Name)

(Print Name)

(Date)

(Date)

Your Reminder Checklist

- Application signed.**
- Plans – 2 sets folded as indicated in instruction** (See Page 2)
- Check made out to “City of Seal Beach” for nonrefundable fee for your special event(s).**
- Special Event Permit Checklist** (See Page 9)
- Proof of insurance**
- Completed Indemnification Agreement**
- “Property Owner’s Affidavit” form completed.**
- Contact Orange County Fire Authority to make application for Fire Permit (714) 229-8805.** (All applicants are required to contact OCFA.)
- Health Permit, if selling food.**
(Contact ORANGE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT.
(714) 433-6140 a minimum of two (2) week prior to the event.)
- Permit for Alcohol Service** (Alcohol service may be permitted on the beach, in public parks, or parking lots for City-sponsored events **ONLY**). The daily alcohol license form (ABC-221) is available at www.abc.ca.gov or by contacting ALCOHOL BEVERAGE CONTROL at (714) 558-4101 a minimum of two (2) weeks prior to the event.
- Permit for banners, street closure, or hydrant use.** City of Seal Beach Public Works Department (562-431-2527 Ext. 1317)
- Paid fee for provision of electrical power.**
City of Seal Beach Public Works Department (562-431-2527 Ext. 1317)
- Arranged Reserved Parking or for use of beach parking lot.**
AMPCO – Jim Woodbury at (562) 334-7477.

Special Event Permit Checklist

(To be submitted with application. Please indicate services required by placing \checkmark in appropriate box.)

EVENTS ON PUBLIC PROPERTY:

Typical Event Needs For:

- Private Party at City Facilities*
- Use of public park or beach*

- Fire Permit?
- Banner needed?
- Alcohol to be served?
- Food served?
- Parking facilities adequate?
- Indemnification?
- Facility Rental Agreement?
- Sale of taxable goods?
- Electrical power needed?

Yes	No

Contact or Required Permit(s)

- Orange County Fire Authority
- Public Works Banner Permit
- ABC Permit
- OC Health Department Permit
- Private parking service contract
- Indemnification Agreement
- Parks & Recreation Rental Agreement
- Finance Department Agreement
- Contact Dept. of Public Works

- Rental of Beach*
- Street Closure / Block Party*

- Fire Permit?
- Banner needed?
- Alcohol to be served?
- Food served?
- Parking facilities adequate?
- Indemnification?
- Facility Rental Agreement?
- Sale of taxable goods?
- Electrical power needed?
- Water from hydrant?
- Street closure?
- Storage of trash or materials?

Yes	No

- Orange County Fire Authority
- Public Works Banner Permit
- ABC Permit
- OC Health Department Permit
- Private parking service contract
- Indemnification Agreement
- Parks & Recreation Rental Agreement
- Finance Department Agreement
- Contact Dept. of Public Works
- Public Works Hydrant Permit
- Street Closure Permit
- Public Works Dumpster Permit

EVENTS ON PRIVATE PROPERTY:

- Outdoor Dining*
- Christmas Tree/Pumpkin Farm*
- Live Music*
- Outdoor Sales*

- Fire Permit?
- Advertisement on Public Property?
- Food served outdoors?
- Alcohol served outdoors?
- Indemnification?
- Sale of taxable goods?

Yes	No

- Orange County Fire Authority
- Public Encroachment Permit
- OC Health Department Permit
- ABC Permit
- Indemnification Agreement
- Finance Department Agreement

FREQUENTLY ASKED QUESTIONS

1. ***Why do I need a Special Event Permit?***

The City of Seal Beach adopted a policy statement and an ordinance that requires certain activities to obtain a Special Event Permit and it also outlines the process for obtaining the permit. This action requires ALL persons/organization wishing to engage in these types of activities to obtain a Special Event Permit.

2. ***What types of events require a Special Event Permit?***

On private property:

Land uses that would otherwise not be allowed. For example, live music or outdoor dining on a non-residential property, which would otherwise require a Conditional Use Permit (CUP).

On public property:

Events such as weddings, surf contests, events involving street closures, etc. If necessary, these events may require signing a Facilities Rental Agreement. The City only requires a Special Event Permit for those events located on public property that involve more than 25 people, include the sale of food, or provision of live music. Alcohol service may be permitted on the beach, in public parks, or parking lots for City-sponsored events ONLY and requires application for a daily alcohol license at www.abc.ca.gov or by contacting (714) 558-4101. Events wholly enclosed within a City facility DO NOT require a special event permit unless live music is to be provided.

3. ***Do I need to carry insurance?***

If the event is located on any portion of publicly-owned land, insurance coverage in the amount of one million dollars (\$1,000,000) must be provided for the date of the actual event and must show the City of Seal Beach as an “additional insured.” *Proof of insurance must be provided with the Special Event Permit application. Failure to provide this information at the time of application will deem the application incomplete.*

4. ***What does a Special Event Permit cost?***

The fee for a Special Event Permit is \$150.00 for one event (see fee schedule on Page 2 for multiple events). In the event of denial, the cost to appeal to the City Manager is an additional fee of \$150.00. Additional deposits may be required for other City expenses incurred either before, during, or after a special event (Ex: Banner Permits, Street Closure Permits). If the proposed event requires any of these services, the required deposit must be paid at the time of application. Failure to pay these fees constitutes an incomplete application.

5. ***Why does the Special Event Permit cost so much?***

Within the Special Event Permit Ordinance the City Council adopted a noticing requirement to keep “affected” persons informed when the City has received an application for a special event. This requirement requires large mailings to those persons after receipt of the permit application. Permit fees also pay for staff time in reviewing and coordinating approval/denial of the proposed event and submission of the conditions placed on that event. The deposit monies are necessary to protect the City in the event of any unforeseen situation arising during the proposed event.

6. Do I “have” to file for a Special Event Permit?

Yes. Application for a Special Event Permit must be made if you wish to have an event that is defined in the City Policy Statement as noted under Question No. 2. Failure to secure a permit will result in the termination of your event, citation by the City, or both.

7. Are any other permits required?

Following is a list of permits that may be required, depending upon the type of event you are proposing. (Note: See Page 9 – “Special Event Permit Checklist”)

Public Works Permits:

- a. Banner Permit
- b. Encroachment Permit
- c. Street Closure Permit
- d. Water Hydrant Permit

Recreation Department:

- a. Athletic Facilities Rental Agreement (Use of Park Space)
- b. Application & Contract Agreement (Community Centers)
- c. Insurance Contract (If not provided for by applicant’s insurance carrier)
- d. Indemnification Agreement

Orange County Health Department:

- a. Assorted health permits as necessary

Fire Department:

- a. Assembly of 50 or more persons in a building not classified by the building official for such use.
- b. Bonfires/rubbish fires/open burning including fire rings on beach (excluding recreational BBQ).
- c. Christmas tree lots and pumpkin patch lots
- d. Carnivals/fairs/large community events
- e. High school graduation night events
- f. Haunted house events
- g. Model rocket launching
- h. Movie filming
- i. Parades/parade floats
- j. Public fireworks displays
- k. Pyrotechnics – special effects (usually associated with movie filming).
- l. Tents (enclosed 3 sides) over 200 square feet. Canopies (open two or more sides) over 700 square feet. Temporary structures such as air supported structures (over 200 square feet).

8. Am I required to pay taxes on my sales?

Yes. Special Events that involve the sale of taxable goods must pay the requisite amount to the City. A typical example of this would be a used car sale.

9. How long does it take to process a Special Event Permit request?

It takes the City the entire 30-day allotted time period to process Special Event Permit requests. Requests are forwarded to each Department Head for review and comment. Each department will prepare a list of proposed conditions (when necessary) and forward them to the Planning Department. Additionally, an applicant or member of the public may appeal the Planning Department's approval or denial of the application to the City Manager.

10. Can I apply within 30 days of my requested event?

Unfortunately, the City cannot process these types of applications in less than 30 days. The City Code requires applications be submitted to the City a minimum of 30 days prior to the event, which guarantees the applicant due process in filing the application.

11. How do I contact agencies or other City departments for permits or forms required for submittal of Special Event Permit application?

Seal Beach City Hall – (562) 431-2527

- Public Works/Engineering – Ext. 1317 (Karen Walton)
- Planning Department – Ext. 1324 (Carmen Alvarez)
- Recreation Department – Ext. 1344 or 1307 (Recreation Department)
- Orange County Health Department (714) 433-6140

Orange County Fire Department

8081 Western Avenue
Buena Park, CA
(714) 229-8805

Alcohol/Beverage Control

(714) 558-4101

12. What am I required to return to the City Planning Department as part of the submittal package?*

- Completed application form
- Site plan drawing of layout of event.
- Completed checklist indicating services needed for the event
- Check made out to "City of Seal Beach" in the amount of required for your special event(s).
- Proof of Insurance
- Completed Indemnification Agreement
- Completed "Property Owner's Affidavit" form
- Recreation Facilities Agreement, if necessary. (Inquire with Recreation Dept.)

****NOTE: Incomplete applications will not be accepted. All the above items must be submitted to the Planning Department at the same time. Failure to do so will result in the application being deemed incomplete and it shall be returned to you for completion. This will result in failure to meet the minimum 30-day requirement for processing of Special Event Permits.***