



ADMINISTRATIVE INSTRUCTION

SUBJECT: Events

NUMBER: II-4-4

EFFECTIVE DATE: October 13, 2025 (Revised)

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I. PURPOSE

This Administrative Instruction is intended to provide guidance in accordance with Santa Monica Municipal Code (SMMC) [Chapter 4.68](#) and the community event policy established by City Council on June 27, 2000, to establish a process for permitting Community Events to use City streets, parks, open space, facilities, or services. To the extent anything in this Administrative Instruction is inconsistent with the SMMC, the provisions of the SMMC shall prevail.

II. SCOPE

This regulation applies to all City departments, the Santa Monica Pier Corporation (SMPC) and Downtown Santa Monica, Inc. (DTSM) when involved in the Community Event Permit process for events that occur on land owned, operated, or maintained by the City of Santa Monica, including land owned by the City and leased to private parties.

III. EVENT DESCRIPTIONS

1. Event Categories

There are three principal categories of community events. The Community Events office determines what category an event falls under, based on information provided in the application. Different regulations apply depending on the category. The categories are:

A. Category 1 Events

- 1) recreation (e.g., games, arts & crafts activities, participatory dances, pep rallies, reunions, weddings, birthdays, anniversaries, bar mitzvahs and other parties)
- 2) competition/contests (e.g., surfing contests, sandcastle building)
- 3) spectator sports (e.g., beach volleyball, hockey, basketball)
- 4) athletic events (e.g., races, runs)
- 5) circuses, fairs and carnivals (e.g., booths, games, rides and similar amusements)
- 6) food-related events (e.g., barbeques, cook-offs, picnics, food distribution, food festivals)
- 7) beach/park clean-ups
- 8) training activities (e.g., corporate sessions, team-building activities)
- 9) Open Street Events

B. Category 2 Events

Events not included within Category 1 above (e.g., parades, brand activations, demonstrations, fundraiser events or walks) which require a permit from Building and Safety and/or the Fire Department as detailed in Section VIII [\(4\)](#) and [\(5\)](#) of this Administrative Instruction.



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C. Category 3 Events

Events not included within Category 1 above (e.g., demonstrations and processions) which do not require a permit from Building and Safety and/or the Fire Department as detailed in Section VIII (4) and (5) of this Administrative Instruction. Category 3 Events include “expressive activity” events. “Expressive activity” is defined in [SMMC 4.68.040](#) as “conduct, the sole or principal object of which is the expression, dissemination, or communication by verbal, visual, literary or auditory means of opinions, views, or ideas protected by the First Amendment of the United States Constitution and Article I of the California Constitution.”

2. City-produced, Co-produced, City Sponsored Events

City produced, co-produced, and sponsored events are entitled to extra levels of City support, and shall be processed in accordance with this AI, and [AI II-4-21](#), Event Partnerships and Interdivisional Charges. For definitions of City Produced, City Co-Produced, and City Sponsored, refer to [AI II-4-21](#).

3. SMPC or DTSM produced Events and SMPC or DTSM coordinated Events

- A. An SMPC or DTSM produced event is developed and implemented in its entirety by the SMPC or DTSM. The SMPC or DTSM must have sole responsibility for the event from inception to completion, including concept development, creative direction, funding and fundraising, marketing and media relations, and staffing and support services to directly implement the event.

An SMPC coordinated event (i.e. brand activations) is coordinated by SMPC on behalf of another entity that has primary responsibility for the event. SMPC must have approved the event based on its determination that the event will further SMPC’s contractual obligations to develop, produce and implement public events to enhance community participation and enjoyment of the Pier and develop, implement, and execute programs concerning promoting, advertising, and marketing the Pier. The event must be directed at Pier visitors generally, and cannot be marketed, promoted, or advertised in any way intended to draw more than 150 visitors to the Pier in any specific two-hour period. Further, SMPC must have committed to monitor the event. A DTSM coordinated event (i.e. brand activations) is coordinated by DTSM on behalf of another entity that has primary responsibility for the event. DTSM must have approved the event based on its determination that the event will further DTSM’s contractual obligations to organize, advise, and conduct promotions and special events that attract and benefit local residents, Downtown merchants, property owners, customers, and visitors to Downtown Santa Monica, and promote the continued economic revitalization of Downtown Santa Monica. The event must be directed at Promenade visitors generally, and cannot be marketed, promoted, or advertised in any way intended to draw more than 75 visitors to the Promenade in any specific two-hour period. Further, DTSM must have committed to monitor the event.



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B. An SMPC produced event will be granted the following by the Community Events Committee, in consultation with the event site manager:

- 1) events in the Pier parking lot at a greater frequency than generally permitted during the non-event season (July 1 through Labor Day)
- 2) sale and consumption of alcohol at events in the Pier parking lot that are free and open to the public as long as the Guidelines for Sale and/or Consumption of Alcohol at Community Events are complied with
- 3) waiver of the Event Permit application and administrative fees
- 4) waiver of refundable deposits
- 5) pay the inside rate (excludes benefits) instead of the outside rate (includes benefits) for Police and Fire Department personnel when required

C. A DTSM produced event will be granted the following by the Community Events Committee, in consultation with the site manager:

- 1) waiver of the Event Permit application and administrative fees
- 2) waiver of refundable deposits
- 3) pay the inside rate (excludes benefits) instead of the outside rate (includes benefits) for Police and Fire Department personnel when required

4. Extraordinary Events

For events deemed by the City to be of an extraordinarily large or complex nature, the City reserves the right to enter into an event-specific license agreement that outlines the terms and conditions of the event. A license agreement approved by City Council may vary from the terms of this AI but must adhere to the provisions of the SMMC.

IV. EVENT SITES

There are three types of City event sites:

1. City-maintained and operated sites that are traditionally used as public forums for expressive activities, including public rights-of-way (including the Third Street Promenade), parks, and Ken Genser Square. Unless exempt, events held at these sites require a Community Event Permit.



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2. City-maintained and operated outdoor sites which are not traditionally used as public forums for expressive activities, including sports fields, the Santa Monica State Beach, the Pier parking lot, and the Airport parking lots.
 - A. **Beach**: Community Events on the beach (sand/water area) must include a beach-related activity as a predominant component of the event. Beach-related activities include beach sports (e.g., volleyball tournaments, Frisbee-throwing contests, kite-flying, sand soccer, sandcastle building, surfing, etc.) or ceremonies or services integral to the beach (e.g., baptisms, beach clean-ups, etc.). Music or other amplified sound is only permitted as an incidental component of the event.
 - B. **South Beach Venue**. Community Events at the South Beach Venue (as defined from the boundaries of the Pier on the north, along the bike path on the east, along the ocean on the west, and the Pico Blvd storm drain to the south) need not include beach-related activity as a predominant component of an event. Amplified sound is allowed during event hours only, and music and other amplified sound must be incidental to the event. Speakers must be directed toward the ocean and away from residences.
 - C. **Pier Parking Lot**: Community Events at the Pier Parking Lot must include a cultural and/or entertainment activity. The cultural and/or entertainment activity must be a predominant component of the event and not secondary to promotions, sales, or product sampling. Concerts are permitted in the Pier parking lot. The Community Event Permit will constitute a license for use of the parking lots.
 - D. **Entire Pier (Parking Lot, Parking Deck, West End)**: Community Events using the entire Pier must be City produced, City co-produced or SMPC produced, or City sponsored, as defined in the City Events Partnership Administrative Instruction. Community Events using the entire Pier must include a cultural and/or entertainment activity. The cultural and/or entertainment activity must be a predominant component of the event and not secondary to promotions, sales or product sampling. Stage speakers are allowed and must be directed away from the beach and toward the ocean.
 3. Privately operated venues on land leased from the City, including Bergamot Station, Pacific Park, The Victorian and the Heritage Museum. Events at these facilities, when not specifically regulated by provisions of a lease, license agreement, operating agreement, or a Conditional Use Permit, require a Community Event Permit. Any proposed events at these sites that do not conform to site-specific event requirements and/or requests the use of adjacent areas that are open to the public, require the review of the event through the regular Community Event Permit process.

NOTE: Community Events are not permitted at City worksites (City Hall Courtyard, City Yards). Events may be held in the front plaza of City Hall.



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V. EVENT APPROVAL PROCESS

1. Event Application Submission

The submission process varies for Category 1, 2, and 3 events.

A. Category 1 Events

- 1) The event organizer will first contact the designated event site manager during regular business hours for preliminary approval of a proposed event. The site manager will review the event for conformity with the Community Events Ordinance and this Administrative Instruction. The site manager will ensure that the event falls within the time and frequency standards for the site as set forth in the Event Site Guidelines (which shall be developed and revised periodically by the Community Events Committee consistent with the Community Events Ordinance and this Administrative Instruction). The site manager will also check the schedule for potential conflicts with other events or activities at or in the vicinity of the site prior to providing preliminary approval.
- 2) If the proposed event meets the definition of an event and receives preliminary approval by the site manager, the event organizer will submit an application via a City designated online portal along with the application fee to the Community Events Office. Conditions and requirements for the event will depend on the specific components of the event.
- 3) Open Street Events shall be governed by the two-step approval process set forth in [SMMC 4.68.050\(b\)](#).
- 4) Applications for Category 1 events must be submitted at least thirty (30) calendar days but not more than one (1) year prior to the commencement of the event. Applications requesting street closure and Open Street Events must be submitted at least sixty (60) calendar days but not more than one (1) year prior to the commencement of the event. Applications for SMPC coordinated Category 1 events on the Central Plaza of the Pier only must be submitted at least ten (10) calendar days but not more than one (1) year prior to the commencement of the event. Applications for DTSM coordinated Category 1 events on the 1200 block, 1300 block, or 1400 block of the Third Street Promenade only must be submitted at least ten (10) calendar days but not more than one (1) year prior to the commencement of the event.



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B. Category 2 Events

- 1) The event organizer will contact the Community Events Office during regular business hours for approval of a proposed event. If the proposed event meets the definition of an event and receives preliminary approval by the site manager, the event organizer will submit an application via a City designated online portal along with the application fee to the Community Events Office. Once a fully completed application is submitted accompanied by the application fee, the Community Events staff will review the event for conformity with the Community Events Ordinance and this Administrative Instruction. To the extent applicable, the Community Events staff will ensure that the event falls within the time and frequency standards for the site as set forth in the Event Site Guidelines (which shall be developed and revised periodically by the Community Events Committee). The Community Events staff will also check the schedule for potential conflicts with other events or activities at or in the vicinity of the site prior to providing preliminary approval.
- 2) If preliminarily approved, the Community Events staff will collect the Indemnity and Hold Harmless Agreement, facilitate obtaining necessary permits from the Fire Department and/or the Building and Safety Division, facilitate obtaining "Temporary No Parking" signs as needed, and issue the Event Permit.
- 3) Applications for non-expressive activity Category 2 events must be submitted at least thirty business days but not more than one (1) year prior to the commencement of the event. Application for expressive activity Category 2 events must be submitted at least three (3) business days but not more than one (1) year prior to the commencement of the event. To ensure sufficient processing time, requests for events on Saturday or Sunday must be submitted by the close of business on the preceding Wednesday.

C. Category 3 Events

- 1) The event organizer will contact the Community Events Office during regular business hours for review of a proposed event. The Community Events staff will provide the event organizer with an event application and the Indemnity and Hold Harmless Agreement. Once a fully completed application is submitted accompanied by the application fee, the Community Events staff or Police Department will review the event for conformity with the Community Events Ordinance and this Administrative Instruction. To the extent applicable, the Community Events staff will ensure that the event falls within the time and frequency standards for the site as set forth in the Event Site Guidelines (overseen and revised periodically by the Community Events Committee). The Community Events staff will also check the schedule for potential conflicts with other events or activities at or in the vicinity of the site prior to providing preliminary approval. The City encourages all organizers of expressive activities to meet and confer with the Police Department's Plans and Intelligence Unit as early as possible to ensure public safety needs are met for both the organizer and others in the public domain.



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- 2) If preliminarily approved, the Community Events staff will collect the Indemnity and Hold Harmless Agreement, provide "Temporary No Parking" signs as needed, and issue the Event Permit.
- 3) Applications for Category 3 events must be submitted at least three days but not more than one (1) year prior to the commencement of the event. To ensure sufficient processing time, requests for events on Saturday or Sunday must be submitted by the close of business on the preceding Wednesday.

2. Criteria for Prioritizing Event Applications

Fully completed applications shall be accepted on a first come, first served basis.

VI. ADDITIONAL REGULATIONS AND GUIDANCE FOR SPECIFIC TYPES OF EVENTS

1. Open Street Events

- A. **Frequency.** Events requiring a street closure, including but not limited to Open Street Events, shall be limited to two weekends per month, with at least one weekend in between street closure events. This section shall not apply to events requiring a "rolling closure."
- B. **Regulations.** The following regulations shall apply to an Open Street Event:
 - 1) Applicant shall have an approved Zero Waste Plan.
 - 2) Applicant must provide and maintain a 20-foot emergency lane at all times as approved by the Fire Department. Emergency lane must be direct and cannot curve or otherwise deviate from a consistent course throughout the entire route.
 - 3) Applicants must detail how barricades will be managed and monitored including opening the gates for emergency service vehicles.
 - 4) Applicant will ensure the site is clear and the roadway opened at the end of each day.
 - 5) Applicant will ensure the programming providers and businesses will comply with the approved site plan.
 - 6) The plan must include the statement that there will be individuals assigned and readily available to move barricades in the event of emergency.



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- 7) A limited number water-filled barriers at the entrance to the emergency lane must not be filled with water to allow their removal in case emergency access is required.
- 8) Restaurants and businesses may extend up to the emergency lane for the duration of the Open Street event.
- 9) Restaurants and businesses may not extend roadway set ups beyond the width of their storefront.
- 10) Traffic control and barriers must be designed and placed in accordance with the Department of Transportation approved temporary traffic control plan.
- 11) Bike lanes may be included in the emergency lane.
- 12) Intersections must not contain temporary structures or any feature that cannot be moved in case of emergency.
- 13) Applicants must use approved language for the traffic signs they create unless otherwise approved by Department of Transportation.
- 14) Programming and restaurant seating and display must be sited at least 15 feet from a fire hydrant and 8 feet from a crosswalk.
- 15) No permanent structures may be built or placed on the roadway.
- 16) Collapsible tents and umbrellas must have a weighted base and be installed per manufacturer's instructions; a single area or an area of combined or tied together tents or umbrellas should not exceed 400 square feet in size.
- 17) Tents and umbrellas should not be used during inclement weather such as a high wind condition.
- 18) All items must be removed from the street at the end of each day.
- 19) Any outdoor cooking or heating shall be approved by the Fire Department.
- 20) Bicycle parking must be provided at rate that equals 35 percent of expected attendees.
- 21) Any loading zones and/or passenger loading areas must be approved by the Department of Transportation.
- 22) An alternative automobile parking plan may be required.
- 23) A Transportation Management Plan is required.
- 24) A meeting between the applicant and City staff may be required.



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2. Parades/Marches/Processions/Walks, and Athletic Events in City Streets

Parades/Marches/Processions/Walks, and Athletic Events occurring in City Streets shall be collectively referred to as "Events in the Street." Events in the Street are distinct from Open Street Events.

A. Street Closures

An Event in the Street may or may not require a street closure, or may require a "rolling closure," depending on the nature of the event. In assessing whether an Event in the Street is likely to impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or pedestrian path, the City shall consider the following factors:

- 1) The type of street(s) involved (arterial, collector, feeder, local), the traffic flow of the streets(s) and the speed limits
- 2) The number of streets involved
- 3) The time of day, day of the week, and season of the street event
- 4) The estimated duration of the event
- 5) The anticipated weather conditions during the event
- 6) The event organizer's plans
- 7) The size of the group
- 8) Other special events/activities in the area

B. Provisions

Events in the Street shall only be permitted to occur in accordance with the following provisions.

- 1) Events in the Street may be conducted on other streets in the City and the adjoining sidewalk so long as the event does not prevent at least one lane of vehicular traffic from being maintained in the same direction as the event and vehicular traffic in the opposite direction of the event is not disrupted.
- 2) In addition, to ensure the safety of the participants and motorists, there must be at least a six (6) foot separation and/or static barricades suitable for limiting the access of vehicular traffic to the area designated for the participants. Motorists must have sufficient space to safely pass event participants without placing undue risks to participants and motorists. The participants must be organized in units of twenty (20) rows or less, with an interval of fifteen (15) feet being maintained between units to preserve the flow of cross-traffic, unless otherwise directed by the Police Department. In establishing the maximum number of participants per row, it will be assumed that each participant will utilize two (2) square feet of space. Sufficient space must be maintained on the sidewalk to ensure that non-participants are not prevented from utilizing the sidewalk. Events in the Street on the Third Street Promenade are not subject to these limitations.



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3) Events in the Street shall not be conducted on the following streets between the hours of 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 7:00 p.m. on business days unless the event is being conducted at a time to coincide with another event, not organized or planned by the permittee occurring on or adjacent to the arterial street upon which the event will be conducted:

- a) San Vicente Boulevard
- b) Wilshire Boulevard
- c) Santa Monica Boulevard
- d) Colorado Avenue (Ocean Avenue to Centinela Avenue)
- e) Olympic Boulevard (11th Street to eastern City limit)
- f) Pico Boulevard
- g) Ocean Park Boulevard (Neilson Way to eastern City limit)
- h) Ocean Avenue/Neilson Way (California Avenue to southern City limit)
- i) 4th Street (Wilshire to Pico Boulevards)
- j) Lincoln Boulevard (Wilshire Boulevard to southern City limit)
- k) Cloverfield Boulevard (Santa Monica to Pico Boulevards)
- l) 26th Street (Wilshire to Cloverfield Boulevards)
- m) Pacific Coast Highway (would require additional permit from Caltrans)

VII. MANAGING IMPACTS OF EVENTS ON NEIGHBORS

The general approach to managing impacts on neighbors is to limit the time periods (by season, days of week, and times of day) during which Category 1 events may occur and the frequency of events during those periods, so that they are predictable, are limited in number, and avoid conflicts with one another and with other activities within the City.

1. Reducing impacts on neighbors

Key strategies designed to reduce impacts on neighbors for Category 1 events include:

- A. Event organizer will be required to provide temporary directional signage to parking lots as well as an Alternative Transportation Plan.
- B. Event organizer may have to pay for temporary parking for residents whose access to on-site parking is restricted due to event-related street closures. This requirement does not apply to residential block parties.



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- C. The number and maximum size of events (based on individual event site characteristics as described in the Event Site Guidelines) will be limited.
- D. An event organizer will be required to have a single contact person in charge of the event and present at the entire event, who has the authority and responsibility to control activities, including sound levels, at the event.
- E. Event organizer will be required to provide a cell phone number so that a responsible person can be reached during the event. Emergency calls during an event can also be directed to the Police Department.
- F. The locations, frequency and length of time street closures may occur for walks and races will be limited.
- G. Neighbors will be notified in writing prior to a Category 1 event held outdoors or in a tent/temporary structure if the event involves amplified sound (other than brief, intermittent announcements) or live music or if the event requires a Transportation Management Plan. Neighbors will be notified about Category 2 and 3 events provided the event meets the criteria described above and the application is received with ample time to prepare and mail the neighbor notification.

2. Noise

- A. As provided herein, permitted community events are exempt from the noise ordinance, except that such events must comply with the general regulation on noise SMMC [4.12.025](#) as well as SMMC [4.12.100](#) and [4.12.105](#) on amplified sound.
- B. Events that include live music, amplified sound or other sound that may disrupt the quiet enjoyment of neighbors will be directed to sites where impacts can be managed.
- C. Time periods and length of time will be limited for live musical performances, amplified sound, or other sound generators that are audible beyond the geographic boundaries of the event.
- D. Sound-check time during which sound amplification is used and practice time for live music will be limited to a cumulative total of two hours between the earliest permitted event start time for each event site, defined in the Event Site Guidelines, and the start of the event for events that are held outdoors or in a tent or temporary structure.
- E. When amplified sound is used at the Pier, the speakers must be oriented toward the ocean and away from residences.
- F. The use of "silent" generators will be required.



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G. Events on the Third Street Promenade are subject to the provisions of SMMC [6.116.030](#).

H. Events in public parks, the beach, recreational facilities, sidewalks, streets at night in Noise Zone 1 (i.e., residential areas) are subject to the provisions of SMMC [4.12.100](#) and [4.12.105](#)

3. Transportation and Parking Management

A. A Transportation Management Plan will be required for all Category 1 events. Category 2 and 3 events shall comply with a City- provided Traffic Control Plan if established.

B. In accordance with the Event Site Guidelines, events will be limited to a size that can be accommodated by the amount of event parking available, including adjacent off-street parking and shuttle parking and excluding parking required to accommodate the general public, based on past experience.

C. The following shall be required as part of the Transportation Management Plan for Category 1 events as appropriate:

- 1) detailed plan showing all necessary traffic control devices (e.g., cones, barricades, signs, electronic message boards)
- 2) set up and tear down plan
- 3) encroachment permit for the installation of traffic control devices within Caltrans right-of-way
- 4) parking with shuttle bus service to the event
- 5) inclusion of shuttle parking locations in advertising
- 6) directional signs that direct event traffic to parking/shuttle locations
- 7) traffic signal timing adjustments
- 8) such other signage as requested by the event organizer or as required for transportation management
- 9) inclusion of transit, carpooling, walking and bicycling information in all promotional materials where car parking is mentioned



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D. The following shall always be required:

- 1) vehicle trip reduction plan, including measures to encourage and support patron use of alternative travel modes such as carpooling, transit, walking and bicycling with appropriate facilities and communications/publicity
- 2) secure bicycle parking or bicycle valet parking service
- 3) inclusion of secure bicycle parking or bicycle valet parking service locations in event promotions
- 4) directional signage to secure bicycle parking or bicycle valet parking service
- 5) specific locations and times for temporary no parking requests

4. Coastal Access

Races, runs, parades or walks must be timed so that they do not conflict with coastal access.

5. Neighbor Notification

- A. For Category 1 events, residents and businesses within 500 feet of an event site and 250' along approved race routes must be notified in writing prior to an event held outdoors or in a tent/temporary structure if there will be amplified sound (other than brief, intermittent announcements) or live music or if the event requires a street closure. In addition, as part of the Traffic Management Plan, race organizers will be required to schedule and pay applicable fees for use of the electronic messaging boards.

The Community Events Office will mail out the above notices on standard City forms and pass the full cost of the notice and mailing service to the event organizer. The Community Events Office will maintain a list of surrounding residences for each fixed site. The notice will state clearly whether or not the event is a City-Sponsored, City-produced or City co-produced event and, if it is not a City-produced or co-produced event, that the purpose of the notice is to inform residents of the upcoming event, not to indicate City support of it.

Notwithstanding the above, Open Street Events shall follow the neighborhood notification process set forth in [SMMC 4.68.190\(d\)](#).

- B. Provided that event applications for Category 2 and 3 events meet the criteria described above and the application is received with ample time to prepare the notice, neighbor notifications will be mailed out at no cost to the event organizer.



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VIII. EVENT MANAGEMENT AND OPERATIONS

1. Event Monitoring

Large or complex Category 1 events will be required to hire a dedicated event monitor. The City's Community Events staff and site manager will make the determination as to whether a monitor is needed. The site manager will arrange for monitoring, which may be provided by either City staff or a contracted service for designated events. The event organizer will be charged the full cost of the event monitor's time. Events on the Third Street Promenade, public spaces within the defined Downtown Santa Monica, and the Santa Monica Pier will be monitored by DTSM or SMPC staff.

2. Standards for Appropriately Scaled and Operated Events by Site

Conditions vary at each event site in the City. As a result, one set of standards cannot be applied uniformly to all sites. Instead, requirements for events must be tailored to the conditions of each site and the experience and judgment of the site manager and City staff.

- A. The Event Site Guidelines, which shall be developed and revised periodically by the Community Events Committee consistent with the Community Events Ordinance and this Administrative Instruction, include:
 - 1) The first person to contact regarding an event at a particular site.
 - 2) Applicable event site charges, which are in addition to fees for direct services, facility permits and the Community Event Permit application and administrative fee.
 - 3) Time periods during which events may occur -- season and within that season, days and hours.
 - 4) Size thresholds -- maximum event size.
 - 5) Limits, if any, on the total number of events permitted during a given time period.
 - 6) Policies regarding vending, amplified sound, and alcohol sales and consumption.
- B. In order to have public spaces available at all times for Category 2 and 3 events, at least one park will be available daily on a rotating basis. The Community Events Office will maintain and monitor a park rotation schedule.



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3. Coordination of Police and Private Security

- A. The purpose of Police presence during events is to 1) ensure public safety, 2) keep the peace, 3) enforce relevant laws, codes and ordinances, and 4) provide vehicular and pedestrian traffic control including the enforcement of red zone violations, preventing foot traffic associated with events from interfering with vehicular traffic on public streets, traffic direction and the enforcement of event- specific conditions.
- B. In assessing the need for vehicular and pedestrian traffic control at Category 1, 2 and 3 events, the City shall consider both vehicular and pedestrian traffic on City streets, sidewalks, bike paths, and other public right of ways ("public property"). In establishing the number of officers that will be required for traffic control, the following factors shall be considered:
 - 1) The number of streets and/or size of public property to be controlled and/or closed.
 - 2) The type of street and/or public property to be controlled and/or closed which shall take into consideration the traffic flow of the street.
 - 3) The number and size of the intersections to be controlled or closed.
 - 4) The time of day and day of week of the event.
 - 5) The amount of traffic required to be rerouted as a result of the event route or other permitted activities.
 - 6) The number of signalized intersections that are required to be operated manually by police officers as a result of the event.
 - 7) The characteristics of the area of the route or public property including the volume of event traffic, pedestrian traffic, limitations on egress and ingress, and speed limits of the area.
 - 8) The anticipated weather conditions.
 - 9) The estimated duration of the event.
- C. Responsibilities of private security hired by the event organizer that would not be addressed by the Police Department include but are not limited to checking IDs to prevent under aged drinking and collecting tickets at the entry.
- D. Crowd control measures are a joint responsibility of private security and the Police Department. Private security is responsible for limiting the number of people in an area to capacity limits by denying entry. The Fire Department monitors this and takes action, in concert with the Police Department, if private security does not keep the crowd at or below capacity. The Police Department will handle crowd control outside the event and will handle criminal incidents, such as fights or alcohol-related violations, inside the event.



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- E. A balance between Police and private security should be achieved through a coordinated determination of staffing levels by site manager, Police Department, and Community Events Office. For more complex events, a pre-meeting can be conducted before the event to discuss responsibilities and conditions.
- F. Failure to abide by the terms and conditions of the Event Permit may subject the permittee to penalties in the amount set forth in the City's Fee Schedule, and/or for the actual full costs incurred by the City for, or because of the event, including but not limited to, police services and/or traffic control; damage to public property; and injuries to City personnel. The Santa Monica Police Department shall accurately compute the cost of providing such services in accordance with the schedule of rates and charges for personnel and equipment contained in the law enforcement services agreement or City Fee Schedule and advise the City Manager of such costs as well as any other costs of damage to public property or injuries to personnel resulting from the event response. The City Manager or designee shall bill such costs to the permittee, and payment shall be due and payable within thirty days of the billing date. If the amount due is not paid, the City may collect the debt, as well as any fees and costs incurred in collection, pursuant to all applicable provisions of law. The remedies set forth herein are not exclusive and may be used in addition to those set forth elsewhere by law.
- G. A copy of the Event Permit will be forwarded to the assigned officer(s) prior to the event.
- H. A contact person representing the event organizer must be at the event for its entire duration and must have a copy of the Event Permit available for review.
- I. If the event requires that equipment or structures be left on City property overnight, the event organizer will be required to provide overnight security.

4. Fire Department Approvals

Fire Department Permits may be required for tents/canopies, open flame/candles, cooking, liquid petroleum gas, and pyrotechnics. A Fire Safety Officer(s) (FSOs) may be required for events that could impact fire and life safety. The event location, size of attendance and potential hazards is evaluated for each event.

Fireworks are not permitted as part of an event, even if the fireworks are discharged outside the City limits, unless prior City Council authorization is obtained.



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5. Building and Safety Approvals

A. Building Permits

Pursuant to Uniform Administrative Code Section 102.7, special permits for temporary structures or buildings may be issued for limited periods of time.

Structures may be considered temporary when used for a period not to exceed six months and if completely removed on or before the expiration date of the time limit stated on the permit. Building Permits may be required for reviewing stands, platforms, fences, canopies, tents, and other similar miscellaneous structures. One Building and Safety permit will be issued for each event, if required, covering all aspects of the event that require Building and Safety approval. Specific criteria for permits are available through the Building and Safety Division or the Community Events Office.

Special permits are required for any of the following:

- 1) Temporary structures that cover an area in excess of 120 square feet. (3103.1.1CBC)
- 2) Tents or membrane structures in excess of 400 square feet. (2403.2CFC)

Exceptions: Tents or membrane structures open on all sides that comply with the following:

- Structure does not exceed 700 square feet.
- The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet does not exceed 700 square feet total.
- A minimum clearance of 12 feet to all structures and other tents.

- 3) Reviewing stands or bleachers. (1028.1.1, 1104B3.5(exc.1), 1104B.4, 1607.1, 1004.7 CBC)
- 4) Electrical work that requires direct wiring into an existing or new service. (105CBC)
- 5) Electrical equipment such as portable generators or motors, temporary lighting. (105CBC)
- 6) Decks, stages or platforms more than 30 inches above grade. (410 CBC)



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B. Plan Requirements

Applications for events that will use reviewing stands, tents or platforms (exceeding 30 inches in height), may require plans for review by the Building and Safety Division. Plans must contain a simple site plan that shows general location and positioning of the temporary structures. Standard Plans approved by the City or County of Los Angeles for deck, platforms, bleachers and tents can be used to meet the construction drawings requirement. Once approved by Building and Safety, construction drawings for temporary structures may be re-submitted for use at subsequent events without requiring further plan review. Construction drawings may be prepared by the manufacturer.

C. Field Inspection

D. Accessibility Requirements

California's Division of the State Architect considers temporary structures subject to the accessibility provisions of the California Building Code. Temporary ramp structures or moveable wheelchair lifts are required for all reviewing stands, platforms, stages, and exit ways and corridors that serve the public.

6. Vending

Vending means selling, offering to sell, exposing for sale, soliciting offers to purchase, or bartering food, food products, services, goods, or merchandise from any public area, including any area open to the public on private property. Vending includes offering samples of products that are also for sale, negotiating fees for goods, and/or requesting donations in exchange for merchandise from any public area or any area open to the public on private property.

- A. At permitted community events in parks, on beaches and on temporarily closed streets, such as parades and races, vending is permitted, with City authorization, at City-produced, co-produced, or sponsored events only, and may otherwise occur only at the distance from the event location set forth in the Sidewalk Vending Regulations. The collection of registration/entry fees shall be permitted at these locations for all races, walks, and other participatory sports events. Event-related hats, t-shirts, etc. may be distributed to participants if included as part of the registration fee. Otherwise, the collection of monetary donations shall only be permitted at these locations as long as there is no exchange for merchandise.
- B. At certain event locations identified in the Site Guidelines, admission tickets and food vending may be allowed at privately hosted events.



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- C. At other sites, including the Pier and Airport parking lots, South Beach, Tongva Park, the Pier, and Third Street Promenade, vending is permitted as specified in the Event Permit for vendors directly associated with the permitted activity, provided that all required permits, including County Health Department permits, are obtained and all regulations and conditions of approval are followed, including the Sidewalk Vending Regulations. Except as specified in the Event Permit for vendors directly associated with the permitted activity, vending shall otherwise occur only at the distance from the event set forth in the Sidewalk Vending Regulations.

7. Business Licenses

- A. All event planners or promoters for hire will be required to obtain a business license regardless of whether the special or community event is carried on for charitable purposes.
- B. Subcontracting supply and service companies, e.g., valet, rental, security services, etc., will be required to obtain individual business licenses.
- C. Retail vendors and exhibitors at permitted community events are exempt from having to obtain a Santa Monica business license.

8. Sale or Distribution of Food to the Public

The sale or distribution of food to the public may be allowed at permitted events provided that all required permits, including County Health Department permits, are obtained and all regulations and conditions of approval are followed.

9. Sale and Consumption of Alcohol

- A. At parks, beaches, and on public streets, including the Third Street Promenade, the sale and consumption of alcohol will be prohibited at all times, unless otherwise permitted by law or as set forth herein.
- B. At Pier parking lot, South Beach Venue, Palisades Park, and Tongva Park sites, the sale and consumption of alcohol will be prohibited at events that are free to the public. The sale and consumption of alcohol will be permitted at events that require paid admission or a personally-addressed invitation to enter, provided that: 1) both the sale and consumption of alcohol is located within a defined, enclosed area with security at all entries or the entire event area is defined, enclosed with controlled access and security at all entries; 2) alcohol is served in conjunction with food, 3) all required approvals are obtained, and 4) the Guidelines for Sale and/or Consumption of Alcohol at Community Events are complied with.



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- C. City produced, Co-produced, sponsored, and SMPC produced events may include the sale and consumption of alcohol at events that are free and open to the public as long as the sale and consumption of alcohol is located within a defined, enclosed area with security at all entries and the Guidelines for Sale and/or Consumption of Alcohol at Community Events are complied with.
- D. Events within an Entertainment Zone may include the sale and consumption of alcohol consistent with the laws and regulations governing the Entertainment Zone.
- E. Where alcohol is allowed, the alcohol must be in conjunction with, ancillary and subordinate to approved community events.
- F. Where alcohol is allowed, the implementation of specific alcohol management regulations to be stipulated by the Community Events Office, will be required to promote a safe and enjoyable environment for guests attending and leaving events and reduce exposure to liability.
- G. The event organizer must provide a copy of the Alcohol Beverage Control permit to the City of Santa Monica before a Community Event Permit can be issued for an alcohol related event.
- H. The event organizer must provide commercial general liability insurance including liquor liability coverage in limits specified by the Risk Manager.



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10. Clean-up, Waste Disposal, Recycling, and Edible Food Recovery at Events

The City of Santa Monica is committed to the Sustainable City policy and goals adopted by City Council in 1994. This policy was initiated as a way to create the basis for a more sustainable way of life--one that safeguards and enhances our resources, prevents harm to the natural environment and human health and sustains and benefits the community and local economy--for the sake of current and future generations. Community Events play a vital role in accomplishing these goals.

- A. Event organizers for Category 1 events will be required to complete and submit a Zero Waste Plan to Resource Recovery and Recycling. The Zero Waste Plan includes a checklist and serves as a guide to help the organizer address strategies to reduce and recycle waste generated by the event.
- B. Category 1 event organizers have the option of renting waste collection bins from the City or from City-approved vendors. Category 2 and 3 event organizers have the option of renting waste collection bins from the City or from City-approved vendors or completing the clean-up and waste disposal on their own.
- C. The City of Santa Monica offers the following event recycling, organics, and refuse container support for a fee: Recycling bins (2 and 3 cubic yard capacity) and recycling carts (65 and 95 gallon capacity) for vendor recycling of mixed paper waste (cardboard, paper, booklets, programs, packaging, etc.), steel cans, aluminum cans, glass (all colors, consumer bottles only), and plastic (consumer bottles only). Organics bins (2 cubic yard capacity) and organics carts (65 and 95 gallon capacity) for vendor composting of food waste, food soiled, and other organics materials that can be composted. Refuse bins (2 and 3 cubic yard capacity) and refuse carts (65 and 95 gallon capacity) for disposal of vendor refuse that can neither be recycled nor composted.
- D. Based on the expected attendance and whether or not there will be food and/or drink at the event, a refundable clean-up/damage deposit may be required for Category 1 events. DTSM, Pier and Santa Monica- Malibu Unified School District events are exempt from having to pay a clean-up/damage deposit.
- E. Clean-up costs shall be incurred when permittees fail to clean up trash and debris left at the event site by event attendees.
- F. As of January 1, 2024, for any event with at least 2,000 participants, including event staff, and having onsite food production, all food vendors at the event **MUST** recover edible food leftovers for donation to a charity. Such food **CANNOT** go in the organics recycling container, nor in the trash container.



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11. Temporary Signs

- A. The permit holder, or his/her designee, may install temporary or non-permanent signs identifying or pertaining to the community event within the event site, as defined in the Event Permit.
- B. At park and beach events, the logo of a commercial sponsor or vendor may be included on a small area of the temporary sign, not to exceed one square foot or five percent of the sign area, whichever is smaller, provided said signs are, to the extent possible, internally oriented. The logo of tobacco sponsors is prohibited.
- C. At other events sites, including the pier lot, beach lots, Pier, Third Street Promenade and at the start and finish of race and walk routes, the logo of a commercial sponsor or vendor is not to exceed 30% of the sign area, provided said signs are, to the extent possible, internally oriented.
- D. Directional signs for walk and race routes indicating start, finish, turns, water, first aid and other stations are permitted and may be installed by the event organizer or his/her designee, provided that each sign is 1) less than two square feet in size; 2) attached only to a street light or other utility pole at a height of between five and six feet and without damaging the finish of the pole; and 3) installed less than two hours prior to the start of the event and is removed within one hour of the completion of the event.
- E. A plan showing a schematic of the proposed signage, including the type, copy, size, and location, must be submitted as part of the Community Event Permit application package and approved by the City. The event organizer will be charged a fee for each sign that does not meet the installation and removal standards.

12. Accessibility

It is the event organizers' responsibility to comply with all City, County, State and Federal Accessibility requirements, including the Americans with Disability Act (ADA). The ADA mandates equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection.

- A. All indoor and outdoor event sites, temporary event venues and structures used for Community Events in Santa Monica must be accessible to people with disabilities, or reasonable accommodations made. If a portion of the event area cannot be made accessible, an alternative area must be provided with the same activities.
- B. Each event organizer must submit an accessibility plan with the Community Event application. Accessibility may include parking, clear path of travel, restrooms, transportation, signage, telephones, accessible, vendors and booths, visual, print media and communication access.



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- C. An Event Accessibility checklist is provided with the Event Application. Information on accessibility requirements and accommodations can be found at www.access-board.gov.

13. Insurance and Indemnity Requirements

See requirements set forth in [Exhibit B](#) attached to and incorporated into this AI.

IX. FISCAL IMPACT OF COMMUNITY EVENTS

1. Cost of Direct City Services

- A. In addition to the payment of all applicable non-refundable permit application and administrative fees, a permittee shall pay the City for City departmental service charges incurred due to the permittee's activities under the permit as detailed herein.
1. Category 1 events will pay for police services for public safety and/or traffic control, overnight security if required, tent/canopy permits, cooking/open flame permits, fire safety officers, building permits, transportation management plan, bike valet, auto valet permit, street closure permit, any loss of parking metered spaces, bus supervisor and/or other costs related to bus re-routing, business licenses, clean-up/damage deposits, clean-up/damage fees, event monitor, neighbor notification, insurance, and other direct City services to the extent such services are utilized and/or required due to the event.
 2. Category 2 events at parks or other fixed venues will pay for police services for traffic control, overnight security if required, tent/canopy permits, cooking/open flame permits, fire safety officers, building permits, street closure permit, any loss of parking metered spaces, bus supervisor and/or other costs related to bus re-routing, business licenses, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.
 3. Category 3 events at parks or other fixed venues will pay for police services for traffic control, cooking/open flame permits, fire safety officers, business licenses, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.
 4. Category 2 events on City streets, public sidewalks, and paths within a park will pay for street closure permit, any police services for traffic control, any loss of metered parking spaces, overnight security if required, a bus supervisor and/or other costs related to bus re-routing, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.



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5. Category 3 events on City streets, public sidewalks, and paths within a park will pay for street closure permit, any police services for traffic control, any loss of metered parking spaces, a bus supervisor and/or other costs related to bus re-routing fees, and clean-up/damage fees to the extent such services are utilized and/or required due to the event.
- B. A permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrations or for general law enforcement in the vicinity of the event. The permittee shall also not be responsible for clean-up costs or damages attributable to hostile members of the public or counter-demonstrations. Additionally, clean-up costs shall only be incurred when permittees fail to clean up trash and debris left at the event site by event attendees.
- C. City-produced or sponsored events will not be required to pay Community Event Permit application and administrative fees.
- D. SMPC and DTSM-produced events will be required to pay for City services and fees but will not be required to pay for Community Event Permit application and administrative fees.
- E. For each approved event, City departments must provide an estimate of expected service costs to the event organizer prior to the event and submit final invoices and billings no later than ten working days after the event.

2. Administrative Costs

Administrative fees for event applications processed through the Event Committee are established by Council resolution.

3. Other Fees

License rates may be charged for parking lot event sites based on market rates.



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4. Fee Waivers

The following shall be entitled to fee waivers:

1. Any indigent person, as outlined in [SMMC 4.68.080](#).
2. City Produced, Co-Produced, and Sponsored events, pursuant to [SMMC 4.68.080](#) (waiver of community permit application and administrative fee), and [AI II-4-21](#) (Event Partnerships and Interdivisional Charges).
3. Events produced by SMPC and DTSM, as set forth in this AI (waiver of community permit application and administrative fee; public safety base rate versus regular rate).

X. AUTHORIZED BY

Oliver Chi
City Manager

Exhibit A: Event Permit Application

In addition to the information required by [SMMC 4.68.050](#), applicants may be required to provide following information:

- Signage plans (describe sponsor logo info, where and how signs will be mounted)
- Publicity plans (e.g., radio, TV, print, social networking, City's on-line calendar of events (indicate if organizer wants event posted on-line)).
- Plans for vending (as defined in [VIII.6](#) above) and product give-a-ways (e.g., sales, auctions, solicitations) unless otherwise specified in the Event Permit for certain vendors directly associated with the permitted event activity, vending will not be allowed within the distance specified on the sidewalk
- Food and beverage plans (e.g., describe food service, cooking on site, caterer info)
- Alcohol plans (describe plans for alcohol service, security measures)
- Filming (describe the purpose)
- Approved Zero Waste Plan, including Set-up and Clean-up
- Portable toilets (describe how many, location)
- Cooking/open flame, first aid facilities, special effects (describe how many, sizes)
- Site plans, including:
 - Dimensioned plans, quantity, and square footages for all temporary structures (e.g., stands, stages, tents, canopies bleachers, chairs, displays and other structures)
 - General location and positioning of temporary structures, and generators
 - Construction drawings (or Standard Plans approved by the City or County of Los Angeles for temporary structure unless not readily available)
 - Accessibility plan
- Police/Security plans (describe use of private security, how many)

- Transportation management plan, including:
 - Description of number of vehicles expected.
 - Vehicle trip reduction plan, including measures to encourage and support patron use of alternative travel modes such as carpooling, transit, walking and bicycling with appropriate facilities and communications/publicity
- Traffic control plans, including the use of, request for, and set up and tear down plans of:
 - Traffic control devices (e.g. cones, barricades, signs, electronic message boards)
 - Temporary no parking signage
 - Traffic signal timing adjustments
 - Street/lane closures
 - Bus re-routing
 - Encroachment permit for the installation of traffic control devices within Caltrans right-of-way (parking plans, parking meter reservations, street/lane closures, valet parking service, bicycle valet location(s), bus re-routing)
- Describe use of animals
- Noise plans including hours and location of any live music, amplified sound, and/or special effects.
- Any other information deemed necessary by the City Manager.
- The Event Permit application also provides information on the City's requirements for:
 - Business license
 - Neighbor notification
 - Insurance
 - Indemnity and Hold Harmless Agreement
 - Site plan including TCP, Alternative Transportation Plan and neighborhood support petition

Exhibit B: Insurance Requirements

A. All Category 1 events will be required to meet the following minimum insurance requirements:

- 1) Commercial General Liability (CGL) Insurance: \$1 million per occurrence for bodily injury, personal injury and property damage.
- 2) Liquor Liability/Automobile Liability and Garage Keeper's Legal Liability Insurance
 - a) If alcohol is served as part of the permitted event, Permittee will provide evidence of liquor liability insurance (\$1 million per occurrence).
 - b) If a valet service is used as part of the permitted event, Permittee will provide evidence of Automobile Liability (\$1,000,000 per accident) and Garage Keeper's Legal Liability Insurance (\$100,000 per vehicle).

In addition, the insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1) Additional Insured Status: The City of Santa Monica, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of Permittee's exercise of rights granted by the permit. CGL coverage can be provided in the form of an endorsement to the Permittee's insurance (CG 20 12 07 98 or CG 20 13 04 13).
- 2) Primary Coverage: The Permittee's insurance shall be primary coverage as respects the City of Santa Monica, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Santa Monica, its officers, officials, employees, or volunteers shall be more than the Permittee's insurance and shall not contribute with it.
- 3) If the Permittee maintains broader coverage or higher limits than the minimums shown above, the City of Santa Monica requires and shall be entitled to any broader coverage and higher limits maintained by the Permittee. Any available insurance proceeds more than the specified minimum limits of insurance and coverage shall be available to the City of Santa Monica.

The City's Risk Management Division will review all Category 1 Community Event Permit applications and reserves the right to modify the minimum insurance requirements identified in subsection "a," including increasing insurance limits based on the nature of the risk or any other special circumstances.

B. Category 2 events will be required to meet the following insurance requirements:

- 1) The permittee shall obtain and submit to the City a certificate of insurance from the vendor installing the temporary structure (e.g., tent, stage, bleachers, etc.) providing evidence of Commercial General Liability insurance coverage in the amount of \$1 million per occurrence.
- 2) If alcohol is served as part of the permitted event, Permittee will provide evidence of liquor liability insurance (\$1 million per occurrence).

C. Category 3 events will not be required to meet the insurance requirements of this Administrative Instruction, unless there is a specific, demonstrable history of personal injury or property damage claims being awarded against the applicant attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. The amount of insurance required shall be based on this prior history of personal injury or property damage. However, such events will be required to either:

- 1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents, and volunteers against all claims, damages, expenses, loss, or liability of any kind or nature whatsoever resulting from the alleged willful or negligent acts or omissions of the permittee, its officers, agents, or employees in connection with the event; 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 or his/her designee as being reasonably foreseeable consequences of the permitted event; or
- 3) provide insurance coverage as otherwise required by this Administrative Instruction.
- 4) A "safety plan," including participant release forms, documentation of equipment safety, etc., may be required for events that include physical activity by attendees.

Indemnification Requirements

Each permit for a Category 1 event shall expressly provide that the permittee agrees, at permittee's own costs and expense, to indemnify, hold harmless, and defend the City, including, but not limited to, the City Council, boards and commissions of the City of Santa Monica, its officers, agents, employees and volunteers (collectively the "City Indemnitees"), from and against any and all demands, claims, actions, suits, judgments, damages, liability, costs and expense, including, but not limited to, reasonable attorneys' and other professional fees (collectively "Claims"), to the extent arising directly or indirectly from one or more of the following:

(i) the possession, occupancy, use, or enjoyment of the permitted area by Permittee or its officers, agents, contractors, subcontractors, employees, volunteers, sponsors, participants, guests, and invitees thereof (collectively, the "Indemnitors"),

(ii) Permittee's business, activities, operations, services or work conducted in, on or about the permitted area;

(iii) any breach or default in the performance of any obligation on Permittee's part to be performed under the terms of the Community Events permit;

(iv) any negligent or wrongful act or omission of any Indemnitor; and

(v) furnishing or supplying any work, services, materials, equipment or supplies by any person, firms, corporations, or other entities in, on or about the permitted area on behalf of the permittee; provided, however, that Permittee shall have no obligation to indemnify, protect, or defend or hold harmless the City Indemnitees for Claims arising from the sole active negligence or willful misconduct of the City Indemnitees. All provisions of this Agreement shall survive the termination or expiration of the Community Events Permit. Each permit for Category 2, and 3 events shall expressly provide that the permittee agrees, at indemnitor's own costs and expense, to defend the City of Santa Monica, its Council, boards, commissions, officers, employees, agents, and volunteers ("the City") from and against any and all claims, damages, expenses, including reasonable attorney's fees, loss of liability of any kind or nature whatsoever in connection with the permitted event or activity ("claims") resulting from the alleged willful or negligent acts or omissions of Indemnitor, its officers, agents, or employees. In addition to bearing the full cost and expense of defending the City, the Indemnitor shall also indemnify and hold the City harmless from any settlement entered into and any judgment that may be rendered against the City as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions of the Indemnitor or Indemnitor's officers, agents, or employees in connection with the permitted event or activity.