CITY OF SANTA MONICA

COMMUNITY EVENTS PLANNING GUIDE



City of Santa Monica

Santa Monica Pier



City of Santa Monica
1685 Main Street
Santa Monica, CA 90401

TABLE OF CONTENTS

Welcome! 05

Community Events **07**

What is a Community Event? 08

Types of Events 09

How to Obtain a Community Event Permit 10

Event Fees 16

Partnerships 18

Locations **21**

City Locations 22

The Beach 23

City Parks 24

Race Routes 27

Paths 28

City Facilities 29

Attachments **31**

Gandara Park



WELCOME!



Dear Event Organizer,

Each year, Santa Monica comes alive with hundreds of vibrant events—from parades and festivals to demonstrations, brand activations, athletic gatherings, and a wide range of community, private, and cultural celebrations. These events play a vital role in enriching the city's cultural fabric and economic vitality. Our dedicated team is committed to supporting your event from concept to completion.

There are many ways to bring your event to life in Santa Monica. Most events can be easily planned through our convenient online events portal. For unique or out-of-the-box ideas that fall outside standard guidelines, our City staff are happy to engage with you to craft a tailored license agreement. Please note that all license agreements require approval from the City Council.

From sun-kissed beaches and scenic parks to the iconic Santa Monica Pier and other one-of-a-kind spots, our diverse venues set the stage for unforgettable events. Explore the following pages to discover the perfect setting for your next gathering.

We're thrilled at the opportunity to collaborate with you! Thank you for choosing Santa Monica as the backdrop for your next unforgettable event.

The City of Santa Monica Community Events Team
CommunityEvents.Mailbox@santamonica.gov

Third Street Promenade



COMMUNITY EVENTS

WHAT IS A COMMUNITY EVENT?

A community event is defined as:

1. Any organized formation, procession, or assembly of people, animals, vehicles, or combination of, that assembles or travels together for any purpose, on any sidewalk, street, pedestrian path, alley, or other public right-of-way that either: (i) is likely to impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or pedestrian path; or (ii) does not comply with normal or usual traffic regulations or controls.

2. Any event on City-owned, -controlled, or -maintained property involving 150 or more people, or involving 75 or more people on the Santa Monica Third Street Promenade.

3. An event on City-owned, -controlled, or -maintained property, which requires the placement of a tent, canopy, or other temporary structure if that placement requires a permit from the City's Fire Department or Building and Safety Division.

4. An open street event requiring the closure of a street, or portion thereof, to vehicular traffic, and the use of the closed street for the event, including, but not limited to, celebrations, street fairs, charitable events, car shows, music festivals, business exhibitors, ceremonies, events where a group of persons convene to promote walking, biking, or rolling, and other similar events.

A Community Events Permit is required for all community events unless the event is exempt under the Community Events Ordinance or any other applicable law, regulations, permit or license issued and pursuant to the terms of a City Council-authorized permit, lease, or contract.

Exceptions

The following events do not require a community event permit:

1. Community events that occur on a public sidewalk or pedestrian path and are anticipated to have 500 or fewer participants, and all participants: (i) assemble, march or walk in groups of less than fifty, two abreast, and give way to others they encounter on the public sidewalk or pedestrian path; (ii) do not obstruct traffic flow; (iii) obey all traffic regulations; and (iv) obey all applicable park regulations.

2. Block parties, so long as they comply with the Community Events Ordinance.

3. Community Events at certain City facilities, events on Santa Monica Malibu Unified School District property, and Santa Monica College events.

4. Spontaneous events may be conducted on the lawn of City Hall without organizers first having to obtain a community event permit. If practicable, the organizers should give notice to the City's Recreation and Arts Director at least four hours prior to the event informing the City of the date and time of the event and providing an estimate of the approximate number of participants.

Douglas Park



TYPES OF EVENTS

The City of Santa Monica is proud to host a variety of event types:

1. Recreation (e.g., games, arts & crafts activities, participatory dance, pep rallies, reunions, weddings, birthdays, anniversaries, bar mitzvahs and other parties)
2. Community festivals (art, music, exhibitions) / Open Streets
3. Entertainment Zone activations
4. Competition/contests (e.g., surfing contests, sandcastle building)
5. Spectator sports (e.g., beach volleyball, hockey, basketball)
6. Athletic events (e.g., races, runs)
7. Circuses, fairs and carnivals (e.g., booths, games, rides and similar amusements)
8. Food-related events (e.g., barbeques, cook-offs, picnics, food distribution, food festivals)
9. Beach/park clean-ups
10. Parades
11. Brand activations
12. Expressive Activity Demonstrations
13. Fundraiser events or walks
14. Drone Light Shows

HOW TO OBTAIN A COMMUNITY EVENT PERMIT

Do I need a permit?

Visit the Community Events Portal and select the event type, desired date(s) / time duration (including set-up / breakdown), location, and other event elements to see if a permit is required.

If your event requires a permit, this step provides a list of requirements and whether the event is eligible for a community event permit. For an overview of event permit process, see Attachment A.

Step 1: Submit an Initial Review Application

Once determined an event permit is needed, follow prompts to create an Open Counter account and submit an Initial Review Application. After submitting the application and preliminary site plan, details on additional requirements will be provided. Finalized details may be adjusted later if needed.

If the proposed event does not fit within the site guidelines for any particular location, please contact communityevents.mailbox@santamonica.gov. Event proposals will be considered on a case-by-case basis.

Initial Review Approval
Initial Review will be approved if event follows the site guidelines and if the location is available. Events located at Bergamot Station, the Santa Monica Pier, and Third Street Promenade must have obtained pre-approval from the following organization(s):

1. Bergamot Station Arts Center: Rising Realty (property manager)
2. Santa Monica Pier: Santa Monica Pier Corporation (SMPC)
3. Third Street Promenade: Downtown Santa Monica, Inc. (DTSM)

Detailed contact information may be found in the portal once location is selected. Please allow three (3) business days for a response, once the initial request to review is submitted. There is no fee associated with this review. Once Initial Review Approval is received, continue with the Community Event Application and requirements.

Tongva Park Upper Lookout Area



Step 2: Submit Community Event Application & Fee

a. Pay non-refundable application fee. Date and location are now reserved. Additional fees may be required as determined during application review.
b. Applications are reviewed on a first-come, first-serve basis and must be submitted a minimum of 30 days prior to the event. Events requiring a street closure or hosting a drone light show must submit an application a minimum of 60 calendar days prior to the event.
c. Applications submitted online are conceptually approved, pending all other requirements are fulfilled prior to your event date.
d. Permits are issued after all other requirements are fulfilled and fees paid. Once application is submitted, continue to proceed with all remaining requirements.

Step 3: Complete Requirements

For an overview of the event permit process and requirements, see Attachment A. For requirement questions and additional contact information, see Attachment D.

a. Security Coordination Review/Approval
Police approval requires review of event site plan for security purposes, and if required, Alcoholic Beverage Control license.

b. Site Plan Approval
A detailed site plan for the event must be included in your Community Event Application and will require approval by the Fire Department.
Site plans must be provided no later than 30 calendar days prior to your event. Approval will be completed during the week of the event.

c. Insurance
Minimum insurance requirements include a Certificate of Insurance (COI) and an Additional Insured Endorsement.
Insurance must be completed no later than ten (10) calendar days prior to your event. If a drone light show is being hosted, insurance must be completed no later than 30 calendar days prior to your event. Community Events staff review of your submission is required for event approval.

d. Building Permit
A building permit will be required for generators, tents and structures. After-Hours inspection is available after regular office hours if the applicant chooses to use it and once the required fees have been paid. See Attachment B-Building Permit for details.

e. Traffic Management Plan and Permits
A traffic management review will be required to determine if any permits or arrangements are necessary for transportation, parking, street closures, or bus or bike route interruptions.

f. Temporary Traffic Control Plan for Street Closure Events
Street closures, if authorized, require that a temporary traffic control plan be implemented including but not limited to hiring traffic service personnel and paying for barricades, signage, bus re-routing and parking meter reservations. Plans shall use industry standard drafting software or equivalent prepared by a hired professional at the expense of the event organizer.

g. Zero Waste Management Plan
The Resource Recovery and Recycling Department will review event plans for waste disposal and removal plans if required. Event organizer may choose or be required to rent waste collection bins. compost and recycling bins directly from the city or from a city-approved vendor.

h. Event Sustainability Guidelines
All events must comply with local environmental regulations. Event organizers are encouraged to incorporate additional sustainable practices to reduce the overall impact of their event. Review Attachment C-Event Sustainability Guidelines before planning your event.

i. Neighbor Notification
Residents and businesses within 500 feet of an event site must be notified in writing prior to an event held outdoors or in a tent/temporary structure, if there will be amplified sound or live music or if the event requires a street closure(s). The notice will include a brief description of the event, date and time of event, the name of a contact person, and a means for reaching the person during the event in case there is a problem. There is a set fee for mailing out the notice for events at fixed venues and a per piece fee for events extending beyond a fixed venue (e.g., races). Organizers will be required to complete the necessary information and pay a fee before Community Event permits are issued.

j. Fire Permit (if applicable)
If determined, a Fire Permit may be required for cooking, generators, tents and structures.

k. Drone Light Show Packet
If an event includes a hosted drone light show, then an approved Drone Light Show Packet must be completed 45 days prior to the event. Once packet is received, Santa Monica Police Department (SMPD) will review for approval. Community Events staff will check for SMPD approval prior to issuance of event permit.

Drone Light Show packet requirements include:
1. Drone unmanned Aircraft System (UAS) Questionnaire (download from available in event portal
2. Written Plan of Activity (POA) with maps
3. Applicable Airspace Authorizations
4. Pilot's License and Knowledge Test
5. Commercial Drone Registration

l. Business License
A Santa Monica Business License is required for all service providers and event organizers.

m. Event Signage Plan
Signage plans will be reviewed by Community Events team to ensure the city's sign code regulations are met.

n. Temporary Food Facilities (TFF) for Event Organizer and Vendors

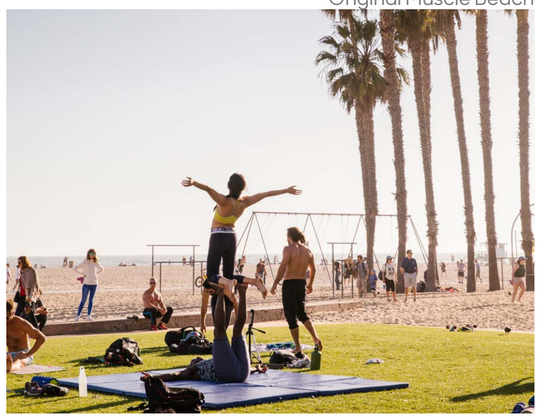
The sale or distribution of food to the public is allowed at community events provided that all required permits, including LA County Health Department Temporary Food Facility permits, are obtained and all regulations and conditions of approval are followed. A permit is required for public events when two or more temporary food facilities or food booths will be selling or giving away food to the public and/or there will be three or more mobile food facilities selling or giving away food to the public. Please allow up to 30 days for review and processing of TFF permit(s), if required. Community Events staff review of your approved TFF permit or exemption is required for issuance of event permit.

- Some food booth operators and event organizers may be exempt from County permit fees and/or the requirements of Cal Code. Please refer to the Exemption Certification for Community Events (lacounty.gov) form.
- Public Health Community Events FAQs
- A list of environmental health offices are available here.
- Contact your Environmental Health local district office or the Bureau of District Surveillance and Enforcement for questions at (626) 430-5200.

o. Film Permit

A film permit is required for commercial filming or commercial still photography in any public space in Santa Monica including all streets, parks, City facilities, Santa Monica Pier, Santa Monica State Beach and beach parking lots. Commercial filming and photography includes motion picture and television productions, videos, web broadcasts, commercials, and off-news productions. Generally, you must obtain site approval at least five (5) business days prior to your film date, but smaller productions may receive a faster turnaround time. Film Permits are also required for student, educational and non-profit filming. Please visit how to film in Santa Monica for more details.

Original Muscle Beach



p. Alcoholic Beverage Control (ABC) License

Alcoholic beverages may be permitted at approved sites and provided that all alcohol management practices specified by the City are implemented. A State of California Alcoholic Beverage Control (ABC) license will be required. Note that in the city's designated Entertainment Zone (EZ) on Third Street Promenade, alcohol-related events are authorized in accordance with the EZ Management Plan – operators will be required to partner with an existing Third Street business and/or Downtown Santa Monica Inc. and must obtain an ABC Permit. Please allow up to 21 days for review and processing of ABC license, if required. Once license is received, contact Santa Monica Police Department (SMPD) for approval of license. Community Events staff will check for SMPD approval prior to issuance of event permit.

- Applications must be submitted either in person or by mail to the local ABC District Office with jurisdiction over the event location. For a listing of ABC District Offices, visit ABC District Offices.

Step 4: Pay Event Administrative Fee

Permit will be issued upon completion of all required documents and payment of fees.

Step 5: Permit Issuance

All permits and approvals obtained from other City departments, and any entities located outside of the City of Santa Monica, must be submitted to Community Events staff for review before your Community Event Permit will be issued. Uploads of approvals must be completed no later than 10 calendar days prior to your event.

Upon completion of all required documents and payment of fees, your permit will be issued. Event organizers must keep a physical or digital copy of the event permit throughout the event. Should you encounter any problems during your event, please contact Santa Monica Police Department using the non-emergency number 310-458-8491. This is also located on the permit.

EVENT FEES

Event Permittee shall be responsible for all City departmental service charges and fees incurred in connection with this event. Actual costs will reflect the current rates at the time of your event. This list may not be all inclusive and additional fees or charges may be required depending on the nature of the event. For event fee estimates, please visit santamonica.gov - Community Event Fees.

Application
The application fee, which must be submitted with the application, is based on the event category and how far in advance the event application is submitted. The application fee is non-refundable.

Administrative
The administrative fee is based on the complexity of the event and the staff hours required to process the application. The administrative fee is non-refundable.

Big Blue Bus
Fees will be charged for plan detours, posting/writing or detour signs, Road Supervisor to monitor event, bus stop closure.

Building and Safety
(see Attachment B - Building Permit for details)
Single Trade Permit (may be required)
After-hours inspection
Plan check review

Business License
Supply and Service providers (i.e., caterers, valet services, event rentals) are required to obtain a Santa Monica business license. Approved participants including retail vendors and exhibitors at permitted events are exempt from having to obtain a Santa Monica After-hours inspection
Plan check review

Business License
Supply and Service providers (i.e., caterers, valet services, event rentals) are required to obtain a Santa Monica business license. Approved participants including retail vendors and exhibitors at permitted events are exempt from having to obtain a Santa Monica business license.

Event planners and promoters of any recreation, entertainment, cultural and educational events and exhibitions which are conducted for limited periods of time are required to obtain a business license as an Event Planner. Apply here for an event planner business license santamonica.gov - How to Apply for a Business License as an Event Planner.

Community Recreation Division Event Monitor
Depending on the event complexity and expected attendance, some events may require an Event Monitor to be paid by the event organizer. Fees are TBD depending upon available staff.

Fire
Administrative costs for Fire personnel are actual costs per hour and may include permits for tent/canopy, candles/open flame, or propane.

Annenberg Community Beach House



Filming
Fees vary by location and scale of production but generally include an application processing fee and site use fee. Larger production may incur staffing fees for safety officers from the City's Fire and Police departments. More information about the range of City fees associated with filming can be found at santamonica.gov - How to Film in Santa Monica.

Neighbor Notification
The Community Events Office will mail out notices to residents and businesses within 500 feet of an event if there will be 1) amplified sound (other than brief, intermittent announcements) or live music outdoors or in a tent and/or 2) if the event requires a street closure(s).

Planning and Zoning
Temporary Use Permit for events may be charged if required for your event.

Police
The number of police officers required for security, crowd control, traffic management, etc., to be determined by the Police Operations Division. Police billable services are actual costs per hour.

Resource Recovery and Recycling
Events must provide sufficient recycling, composting, and trash service. The city offers a variety of containers to collect recycling, compost, and trash generated by events. Please note the city is unable to provide hauling services to any event with 1,500 or more attendees. These events must procure services from a private hauler.

Transportation
Review and approval are required when using the public-right-of-way, including parking meter reservations, temporary "No Parking" signs, valet permits, oversize load permits (for large vehicles), and temporary traffic control plans. Fees for staff time and lost parking meter revenue may also apply.

PARTNERSHIPS

Partnership with the City enables qualified event organizers to receive City support in a variety of ways. Partnership may include:

1. Approval to use the City name and logo, program name and logo with City oversight

2. Event recognition on the Community Events calendar located on City's website

3. Partial waivers for City event fees

To seek City Partnership for a future event, please send inquiries to CommunityEvents.mailbox@santamonica.gov.

Palisades Park



Camera Obscura at Palisades Park



Annenberg Community Beach House

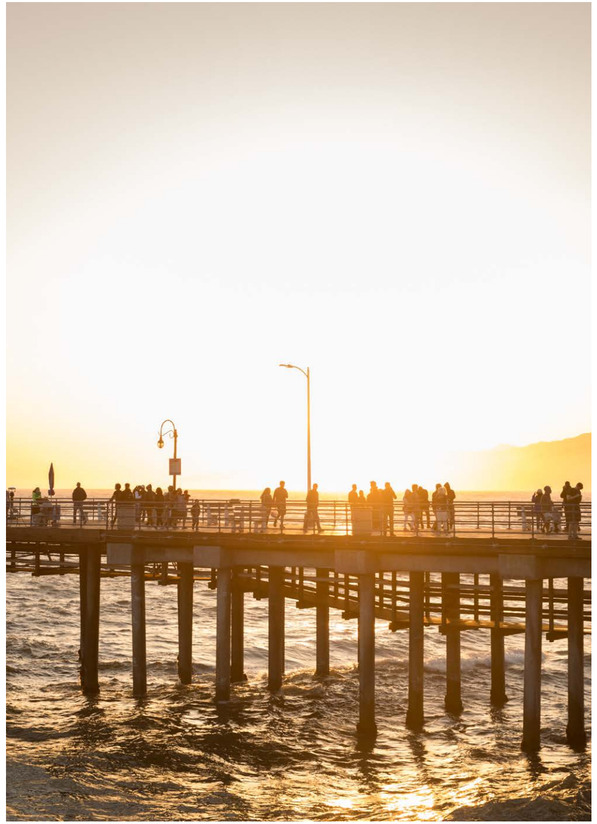


LOCATIONS

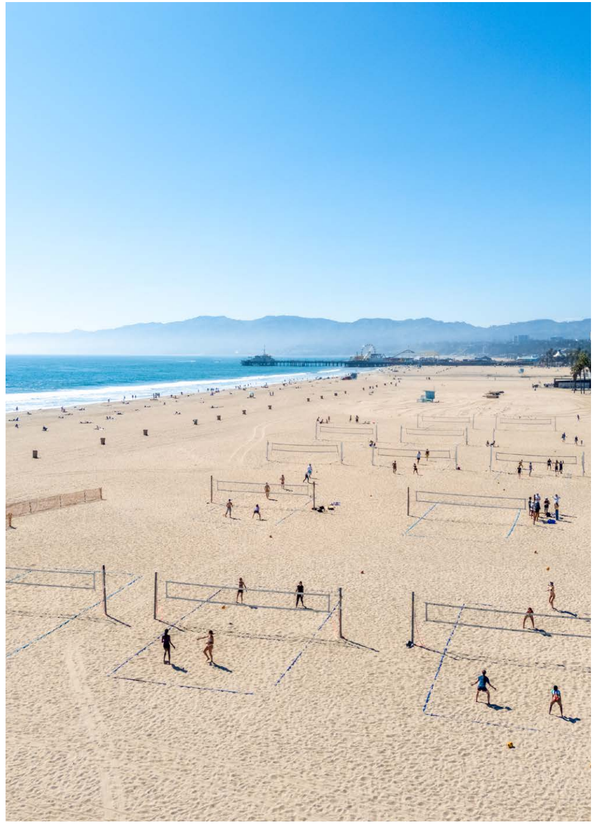
CITY LOCATIONS

Location	Capacity	Amenities
Santa Monica Pier Decks and Parking Lot	6,000	Alcohol Vending
Third Street Promenade	1,000/Block	Alcohol Vending
Bergamot Station	2,000	

Santa Monica Pier



South Beach



THE BEACH

Location	Capacity	Amenities
North Beach *Santa Monica State Beach north of Santa Monica Pier. Beach related activities only permitted.*	10,000	Sports Courts, Restrooms, Showers, Bike Rentals
South Beach *Santa Monica State Beach south of Pico Blvd. Beach related activities only permitted.*	10,000	Shops, Restaurants, Volleyball Areas, Basketball Areas, Picnic Tables, Playgrounds
Original Muscle Beach *Gymnastic related activities only permitted.*	500	Exercise Area, Beach Area
The Sandbox *Beach area south of Pier to Pico Blvd.* *Year-round. Coastal Commission permit required for certain activities Memorial Day - Labor Day.* *Non beach-related activities are permitted at this location.*	10,000	Pier-adjacent Sports & Athletic Events Concerts & Music Festivals Cultural Art Events Alcohol Vending

CITY PARKS

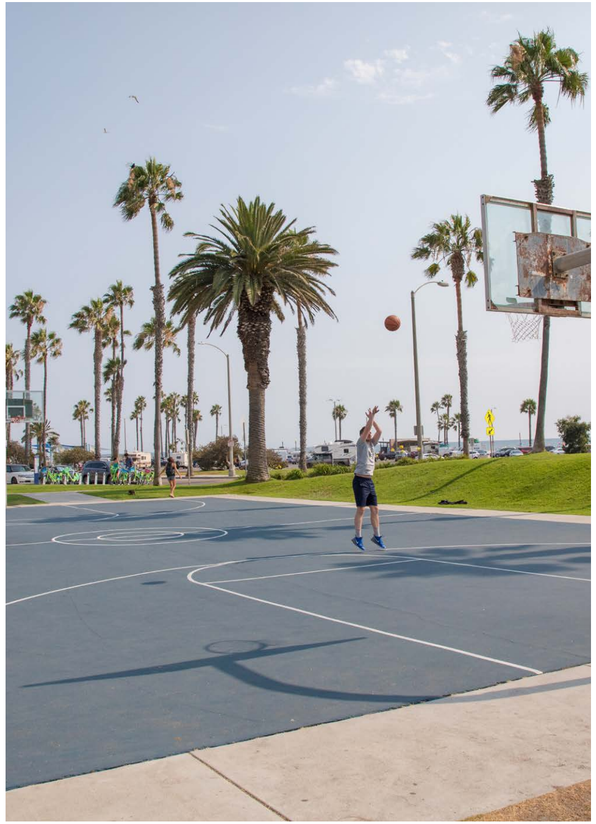
Location	Capacity	Amenities
Airport Park	400	Barbecues, Dog Park, Picnic Tables, Playground, Restrooms, Walking Path
Airport Park Field *Availability of this field is limited due to priority scheduling for athletic leagues and sports programming.*	2,600	Soccer Fields
Beach Park #1	800*	Picnic Tables, Playground, Public Art, Restrooms
Crescent Bay Park	250**	Benches, Restrooms, Walking Path
Clover Park	800	Barbecues, Baseball Field, Picnic Tables, Playground, Restrooms, Soccer Field, Tennis Court, Volleyball Court
Clover Park Extension *Availability of this field is limited due to priority scheduling for athletic leagues and sports programming.*	750	Softball Fields, Soccer Field/ Football Field
Douglas Park	400	Picnic Tables, Playground, Restrooms, Tennis Court

**Additional capacity with adjacent street closure and in conjunction with race*
*** Additional capacity in conjuntion with a walk*

Clover Park



Ocean View Park



CITY PARKS CONTINUED

Location	Capacity	Amenities
Gandara Park	400	Baseball Field, Basketball Court, Playground, Restrooms, Soccer Field
Historic Belmar Park Field *Availability of this field is limited due to priority scheduling for athletic leagues and sports programming.*	2,100	Soccer Fields, Lacrosse Field/ Rugby Field
Hotchkiss Park	250	Benches, Public Art, Restrooms, Walking Path
Joslyn Park	150	Basketball Court, Benches, Dog Park, Picnic Tables, Playground
Ken Genser Square	300	Benches, Bike Racks
Marine Park	400	Barbecues, Baseball Field, Basketball Court, Free Parking, Picnic Tables, Playground, Restrooms, Soccer Field, Tennis Court
Memorial Park	500	Baseball Field, Basketball Court, Benches, Dog Park, Exercise Equipment, Picnic Tables, Playground, Restrooms, Tennis Court, Volleyball Court

CITY PARKS CONTINUED

Location	Capacity	Amenities
Ocean View Park	800*	Picnic Tables, Playground, Tennis Courts, Basketball Court
Reed Park	800*	Basketball Court, Picnic Tables, Playground, Restrooms, Tennis Court
Tongva Park - Main Center Area	3,100	Benches, Bike Rack, Picnic Tables, Public Art, Restrooms, Splash Pad, Walking Path, Playground nearby
Tongva Park - Upper Lookout Area	500	Ocean Views, Benches
Tongva Park - Garden Area	400	Picnic Tables
Virginia Avenue Park	800	Barbecues, Basketball Court, Bike Racks, Picnic Tables, Playground, Restrooms, Splash Pad, Walking Path

**Additional capacity with adjacent street closure and in conjunction with race*
*** Additional capacity in conjuntion with a walk*

Virginia Avenue Park



RACE ROUTES

Location	Capacity	Route
Ocean Route 10K *Begins at Beach Park No. 1 (Barnard Way at Ocean Park Boulevard) and continues south to Barnard Way, follows the bend to go east on Marine Street, north on Main Street, west on Colorado Avenue, north on Ocean Avenue, east on San Vicente Boulevard to 14th Street where participants will turn around and go west on San Vicente Boulevard, south on Ocean Avenue to end at the 1500 block of Ocean Avenue (before the entrance to the Pier ramp).*	5,000	10K Ocean Route
Ocean-City Route 10K *Begins at the 1400 block of Ocean Avenue, south on Ocean Avenue, east on Colorado Avenue, south on Main Street, west on Pier Avenue, south on Nielson Way, east on Barnard Way, north on Main Street, west on Colorado Avenue, north on Ocean Avenue, east on San Vicente Boulevard to 4th Street where participants will turn around and go west on San Vicente Boulevard, south on Ocean Avenue to end at the 1400 block of Ocean Avenue (at Santa Monica Boulevard).*	5,000	10K Ocean-City Route
Ocean Route 5K *Begins at Beach Park No. 1 (Barnard Way at Ocean Park Boulevard) and continues south on Barnard Way, follows the bend to go east on Marine Street, north on Main Street, west on Colorado Avenue, north on Ocean Avenue to the 1000 block where participants will turn around and continue south on Ocean Avenue to end at the 1500 block of Ocean Avenue (before the entrance to the Pier ramp).*	5,000	5K Ocean Route
Ocean-City Route 5K *Begins at the 1400 block of Ocean Avenue, north on Ocean Avenue, east on San Vicente Boulevard to 4th Street, where participants will turn around and go west on San Vicente Boulevard, south on Ocean Avenue to end at the 1400 block of Ocean Avenue (at Santa Monica Boulevard).*	5,000	5K Ocean-City Route

Location	Capacity	Route
North City Route 5K *Begins at Seventh Street and California Avenue, west on California Avenue to Ocean Avenue, north on Ocean Avenue to San Vicente Boulevard, east on San Vicente Boulevard to Seventh Street, south on Seventh Street to Georgina Avenue, west on Georgina Avenue to Fourth Street, south on Fourth Street to California Avenue, east on California Avenue to Seventh Street.*	3,000	5K North City Route
Palisades-Beach Route *Begins at Ocean Avenue and Colorado Avenue, north through Palisades Park, west at the California Incline to the beach path, north on the beach path, where participants will turn around and go south on the beach path, east at the California Incline, south through Palisades Park to the finish line at Ocean Avenue and Colorado Avenue.*	200	5K Palisades Beach Race

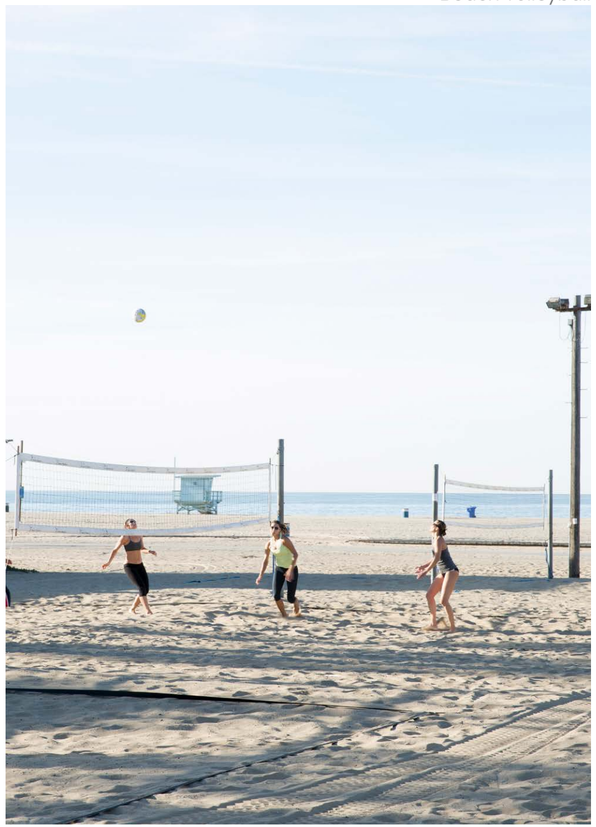
PATHS

Location	Capacity	Amenities
Palisades Park	1,000	Benches, Picnic Tables, Public Art, Restrooms, Walking Path
Ocean Front Walk *Walks only; assemble elsewhere.*	1,000	Benches, Bike Racks, Restaurants, Restrooms
Beach Bicycle Path *Bicycle leisure rides ONLY; no races.*	250	Bike Path

Palisades Park



Beach Volleyball



CITY FACILITIES

Sports fields, courts, meeting rooms and more may be available to reserve in conjunction with your event. For more information, see one of the following links.

Fields and Courts:

- How to Reserve a Sports Field
- How to Reserve a Tennis Court
- How to Reserve a Volleyball Court or Beach Soccer Court

Auditoriums, meeting rooms and clubhouses:

- How To Reserve a Community Meeting Room

Group BBQ Areas:

- How to reserve a Group BBQ Area

Cultural and Event Facilities:

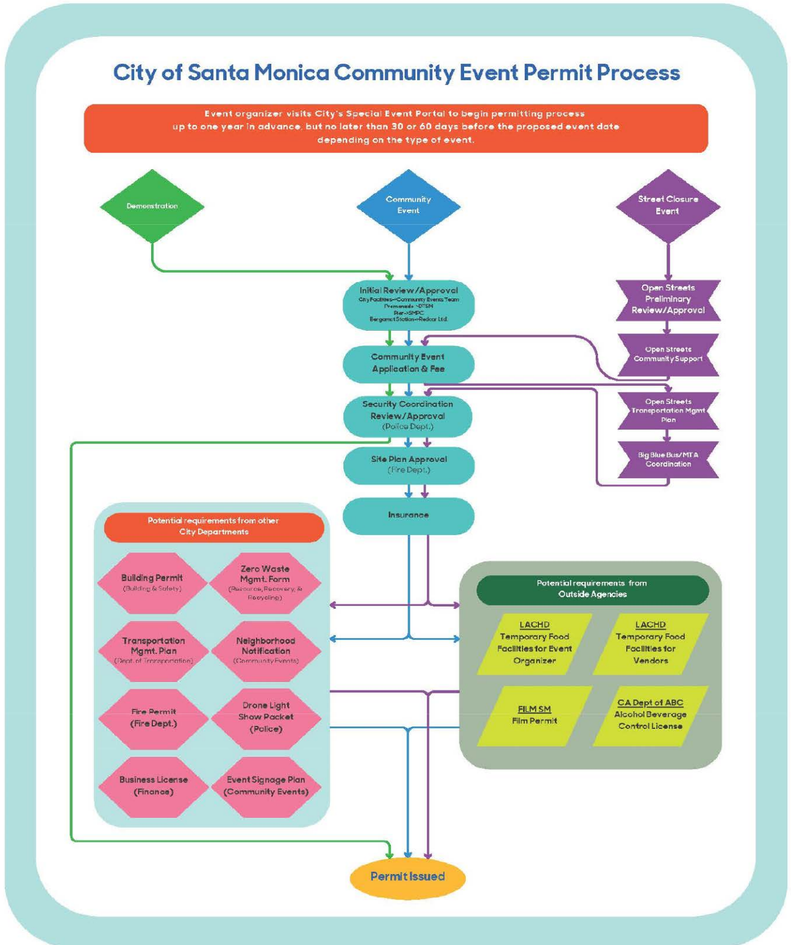
- Annenberg Community Beach House
- Miles Memorial Playhouse

Miles Memorial Playhouse at Reed Park



ATTACHMENTS

ATTACHMENT A - COMMUNITY EVENT PERMIT PROCESS OVERVIEW



ATTACHMENT B - BUILDING PERMIT INFORMATION

Building Permit
If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc., they may require additional review, plans, submission of engineering calculations and drawings stamped by a California licensed engineer, self-certified inspections, or a Building Permit.

Exceptions:

- Tents or membrane structures 400 square feet or less
- Tents with all sides open up to 700 square feet in area
- Multiple tents installed side by side up to 700 square feet
- Stages and platforms 30 inches or less above grade

Electrical Permit
The installation and distribution of all electrical power used to support your event should be completed by a State of California licensed electrician. An Electrical Permit may be required when power is provided from an existing tap box, panel, or other source. The Fire Marshal may inspect power distribution safety at your event and may require on-site modifications.
You will need the following to obtain the required electrical permit as a separate trade, or you can include the electrical work as part of your building permit for the event. A building permit which includes electrical work is referred to as "Combination Permit".

- Single-Line Diagram
- Generator Load Summary
- Electrical Site Plan
- Plans need to be stamped and signed by a licensed Electrical Engineer or a C-10 Contractor

Exception:
No electrical permit is required for the generators of 4,000 watts or less with GFCI protection.

ATTACHMENT B CONTINUED

Tents, Temporary Special Event Structures and other Membrane Structures

Document Requirements

- Site plan showing the proposed tent(s), stage(s), Platform(s), sanitation facilities, accessible path of travel from either accessible parking space(s) or from public right of way to all the areas and
- Construction documents for the ten(s), stage(s), platform(s), bleacher(s), and any other miscellaneous structures shall be prepared and stamped by a registered California Civil Engineer in accordance with the California Building Code and ANSI E1.21 where applicable.
  - Construction documents shall include:
    - Summary sheet showing the building code used, design criteria, loads and support reactions. (Note: full wind load shall be used. If designing the structure for reduced wind load, a building permit is required).
    - Detailed construction and installation drawings.
    - Design calculations. As part of the permit requirements, on-site stand-by and inspection personnel and Fire Safety Officer resources may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

Tent/Booth Construction and Location

- Tents/booths must be located a minimum of 20 feet (6096 mm) from any permanent structure. Should conditions warrant, the distance may be reduced when approved by the Fire Marshal.
- Exit openings must be a minimum 6 feet (1829 mm) wide and 6 feet 8 inches (2032 mm) in height.
- Vehicles must be parked a minimum of 20 feet (6096 mm) away from the tent/booth.
- Cooking tents/booths must be separated from non-cooking tents/booths by 20 feet (6096 mm).
- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable tent covers, side/backdrops and decorative material must either be:
  - Inherently fire-resistive and labeled as such; or
  - Treated by a State Fire Marshal licensed applicator; or
  - If the tent/booth is owner-occupied, the material may be treated by the owner with a State Fire Marshal approved fire retardant chemical. A flame test conducted by the Fire Marshal may be required.

Portable Cooking

The following requirements have been established based on the California Fire Code must be met when open flame cooking devices are used for food preparation at an outdoor special event. You are responsible for meeting or exceeding the following requirements for the management of all open flame and cooking areas.

ATTACHMENT B CONTINUED

Infrastructure - Restrooms and Sinks

This section of the permit application is intended to gain information regarding the number and types of restrooms and hand-washing/sink facilities you plan to provide to support your event needs.

Restrooms and Sinks

Restroom(s) and hand-washing stations/sink(s) must be provided for use by attendees, participants, volunteers and service providers at your event. Carefully evaluate the anticipated length of time attendees will be at your event, peak attendance, as well as food and beverage services in determining the number of facilities to provide. The number of hand-washing stations/sinks that you make available to the public must be in addition to any hand-washing stations/sinks required by the County of San Diego in association with any food/beverage service permits. Facilities inside private businesses shall not be included without a letter of authorization. A minimum of 10% of all restroom and sinks must meet accessibility requirements.

The number of portable toilets and hand-washing stations can be determined based on your estimated peak time attendance. To support public health throughout our community, it is strongly recommended that you exceed the minimum recommended number of restrooms and hand-washing stations/sinks.

Restroom and Sink Accessibility

Ten percent (10%) of restroom and hand-washing station/sink facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom and sink should be placed in each location designated for restroom/sink facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single portable toilet and sink is placed in a location, it must be accessible. An accessible route to each accessible portable toilet and hand-washing station/sink must be provided.

For more information about Building Permits, please visit santamonica.gov - Building Permits and Plan Review.

ATTACHMENT C - EVENT SUSTAINABILITY GUIDELINES

We look forward to hosting your event in Santa Monica! As a leader in sustainability, the City is excited to collaborate with you to integrate sustainable practices into event operations. Santa Monica offers 100% green-powered grid electricity, miles of protected bike lanes, an alternatively-fueled and zero-emission bus fleet, world-class water quality and watershed management programs, and procurement practices that protect human health and the environment.

We invite you to amplify the positive impact of your event by implementing sustainable practices. Prioritizing renewable energy, reducing water and waste, and supporting local environmental initiatives are opportunities to support the City's sustainability goals.

We are excited to work together to make your event successful and sustainable!

Food & Beverage

Relevant Regulations
SMMC 4.55.250 – Glass containers are prohibited on the beach.
SMMC 5.44.020 – Non-marine-degradable disposable food service ware is prohibited.
SMMC 5.45.020 – Single-use plastic carryout bags are prohibited at city-permitted events.
SMMC 5.46.040 – Waste is required to be separated into landfill, recyclable, and organic waste streams.
SMMC 5.46.080 – Large events and venues are required to recover edible food with a food recovery organization.

- Prioritize reusable food service ware, cups/glassware, and utensils for onsite consumption.
- Provide straws and disposable service ware only upon request.
- Encourage attendees to bring reusable water bottles and provide free water refill stations.
- Aluminum containers are preferred if single-use bottles are necessary. Avoid plastic bottles.
- Provide at least one plant-based option for every meat-based option on the menu.
- Clearly indicate plant-based, locally grown, and seasonal options on menus.
- Select products with credible sustainability certifications (e.g. Marine Stewardship Council, Seafood Watch, USDA Organic, Fair Trade Certified).

ATTACHMENT C CONTINUED

- Avoid items with excessive packaging (e.g. condiment packets, individually wrapped snacks)
- Partner with Santa Monica's certified green businesses to increase your event sustainability and support local businesses.
- Recover edible food through partners like FoodCycle LA or similar food recovery organizations.

Event Production & Venue Logistics

Relevant Regulations
13 CCR § 2485 – Diesel-fueled trucks may not idle their engines for more than five consecutive minutes.
SMMC 8.40.020 – All fireworks are illegal in the City of Santa Monica.
SMMC 4.44.020 – Smoking is prohibited in many public spaces in Santa Monica, including beaches, parks, the Pier, and the Third Street Promenade.
CA Penal Code § 653.1 – The intentional release of mylar helium-filled balloons into the atmosphere is prohibited.

- Confirm your venue participates in the Clean Power Alliance, which enables renewable energy for your event. All city-owned venues operate using 100% renewable energy.
- Utilize temporary onsite solar or battery storage solutions if additional power is needed.
- Use solar- and biodiesel-powered generators for backup power if necessary. Avoid diesel generators.
- Use electric or hybrid vehicles for staff transport and deliveries.
- Provide bike valet services.
- Schedule deliveries during off-peak hours to reduce congestion.
- Design stages, booths, and installations for reuse or modularity. Avoid single-use build materials like foam board and PVC banners.
- Rent furniture, audiovisual equipment and decor locally instead of purchasing or shipping.
- Do not use balloons, confetti, or glitter as décor.
- Donate leftover construction materials, giveaway items, furniture and other materials at the end of the event.
    - RESOURCE: Donation Opportunities – Los Angeles County Waste-Free Event Guide
- Use the least toxic cleaning products to protect human health and the environment, e.g. Green Seal, EPA's Safer Choice.

ATTACHMENT C CONTINUED

Attendee Communication & Engagement

- Develop digital signage or an event app for maps, announcements, and other event information.
- Print physical signage on recycled-content materials.
- Avoid vinyl. If vinyl use is necessary, arrange for recycling or repurposing, e.g. upcycling with companies like Rewilder and Rareform.
- List public transit, rideshare, and micromobility options before car parking information in attendee communications.
- Offer incentives for attendees who travel car-free or bring reusable water bottles, e.g. priority entry, raffle prizes, or exclusive giveaways.
- Include sustainability messaging in event communications to set expectations for attendees.

Giveaways & Merchandise

- Design merchandise with sustainability in mind by using natural or organic fibers, recycled content, and ethically sourced materials.
- Avoid low-value giveaways that will be discarded quickly. This includes things like drink koozies, keychains, and obsolete or low-quality electronics (e.g. USB drives, headphones, and flashlights)
- Opt for low-waste giveaways such as digital coupons, food/drink samples, or mini-experiences.
- Avoid "spin-to-win" prize wheels that leave attendees with unwanted items.
- Encourage attendees to return wristbands, lanyards and name tag holders for reuse or recycling. When these items are used, prioritize materials that can be recycled or composted.

Have questions? Need more information?

Contact the City of Santa Monica's Office of Sustainability and the Environment! We have staff resources and technical support available to help.

environment@santamonica.gov



ATTACHMENT D - CONTACT INFORMATION

Step or Requirement	City Department or Agency	Contact Information
Initial Review	Bergamot Station Arts Center	Rising Reality: bergamot@risingrp.com
Initial Review	Santa Monica Pier	Santa Monica Pier Corporation (SMPC) Leo Erickson: leo@santamonicapier.org
Initial Review	Third Street Promenade	Downtown Santa Monica, Inc. (DTSM) Laura Borsecnik: laura@downtownsm.com
Community Event Application	Recreation & Arts Department: Events	If the event has been added to the events portal, please use the messaging feature within the events portal. Otherwise, contact Events Team: communityevents.mailbox@santamonica.gov 310-458-8300
Security Coordination Review & Approval	Santa Monica Police Department	santamonicapd.org (310) 458-8495
Site Plan Approval	Santa Monica Fire Department	Fire Prevention: sm.fireprevention@santamonica.gov
Insurance	Recreation & Arts Department: Events	If the event has been added to the events portal, please use the messaging feature within the events portal. Otherwise, contact Events Team: communityevents.mailbox@santamonica.gov 310-458-8300
Building Permit	Community Development	santamonica.gov - Building Permits and Plan Review

ATTACHMENT D CONTINUED

Step or Requirement	City Department or Agency	Contact Information
Traffic Management Plan and Permits	Department of Transportation	Review and submit plans: Peter Dzewaltowski, Traffic Engineer: Peter.Dzewaltowski@santamonica.gov 310-458-4982 Alejandro Mendoza, Santa Monica Police Dept.: Alejandro.Mendoza@santamonica.gov 310-458-8567 On Street Parking: Peter Dzewaltowski: Peter.Dzewaltowski@santamonica.gov Off Street Parking: Helen Loy, Parking Operations Division: Helen.loy@santamonica.gov 310-434-2689
Temporary Traffic Control Plan and Street Closure Events	Public Works: Engineering	How to Submit a Temporary Traffic Control Plan 310-458-8291
Zero Waste Management Form	Public Works: Resource, Recovery, and Recycling	R3PermittedEvents@santamonica.gov
Neighbor Notification	Recreation & Arts Department: Events	If the event has been added to the events portal, please use the messaging feature within the events portal. Otherwise, contact Events Team: communityevents.mailbox@santamonica.gov 310-458-8300
Fire Permit	Santa Monica Fire Department	How to Submit a Special Event Permit with the Fire Department sm.fireprevention@santamonica.gov 310-458-8915
Drone Light Show Packet	Santa Monica Police Department	Sgt. Derek Leone: derek.leone@santamonica.gov Sgt. Susana Wessels: susana.wessels@santamonica.gov Officer Peter Lashley: peter.lashley@santamonica.gov Officer Kyle Crane: kyle.crane@santamonica.gov

ATTACHMENT D - CONTINUED

Step or Requirement	City Department or Agency	Contact Information
Business License	Finance: Business License	How to Apply for a Business License as an Event Planner business.license@santamonica.gov (310) 458-8745
Event Signage Plan	Recreation & Arts Department: Events	If the event has been added to the events portal, please use the messaging feature within the events portal. Otherwise, contact Events Team: communityevents.mailbox@santamonica.gov 310-458-8300
Temporary Food Facilities (TFF)	County of Los Angeles Public Health	Los Angeles County Department of Public Health - Environmental Health communityevents@ph.lacounty.gov (626) 430-5320 Environmental Health Community Events Program 5050 Commerce Dr. Baldwin Park, CA 91706
Film Permit	Film Santa Monica	filmsantamonica.com 2427 Main Street, Santa Monica, CA 90405 310-319-6263
Alcoholic Beverage Control (ABC) License	California Department of Alcoholic Beverage Control	abc.ca.gov 888 S Figueroa Street, Suite 320 Los Angeles CA, 90017 (213) 833-6043



ATTACHMENT E - VENUE MAP



** This map of the City of Santa Monica has been provided for illustration purposes only. Every reasonable effort has been made to ensure the accuracy of the maps provided, however, some information may not be accuarate. The City of Santa Monica ("City") provides this map on an "AS IS" basis. The City assumes no liability for damages arising from errors or omissions. The maps are provided without warranty of any kind, either expressed or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Do not make any business decisions based on this map before validating your decision with the appropriate City office.*





City of Santa Monica