



## ESTIMATE OF EVENT FEES (fees subject to change)

Event Permittee shall be responsible for all City departmental service charges and fees incurred in connection with this event. Rates quoted below are current on today's date, but actual costs will reflect rates current at the time of your event. This list may not be all inclusive, additional fees or charges may be required depending on the nature of the event.

- **APPLICATION FEE:**

The application fee, which must be submitted with the application, is between \$50 and \$330 depending on the event category and how far in advance the event application is submitted. The application fee is non-refundable. For more information visit:

<https://finance.smgov.net/Media/Default/fees/Community%20and%20Cultural%20Services.pdf>

- **ADMINISTRATIVE FEE:**

The administrative fee ranges from \$100 – \$770 and is based on the complexity of the event and the staff hours required to process the application. The administrative fee is non-refundable. For more information visit:

<https://finance.smgov.net/Media/Default/fees/Community%20and%20Cultural%20Services.pdf>

- **BIG BLUE BUS:**

Fees be charged for plan detour, posting/writing o detour signs, Road Supervisor to monitor event, bus stop closure.

For more information related to fees, please contact the Big Blue Bus office directly at (310) 451-5444 or visit <https://www.bigbluebus.com/>

**BUILDING AND SAFETY:**

Single Trade Permit may be required (includes inspection during regular hours 8am – 4pm. After-hours inspection will be charged an additional fee.). For more information visit:

<https://finance.smgov.net/Media/Default/fees/Planning%20and%20Community%20Development.pdf>

- **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 vendor and exhibitors at permitted events are exempt from having to obtain a Santa Monica business license.

For information related to the business license process, please contact the Business License office at 310-458-8745 or visit [www.smgov.net/businesslicense](http://www.smgov.net/businesslicense)

- **COMMUNITY RECREATION DIVISION EVENT MONITOR:**

Depending on the event complexity and expected attendance, some Category 1 events may require an Event Monitor to be paid by the event organizer.

Event Monitor – TBD depending upon available staff

- **FIRE:**

Administrative costs for Fire personnel is actual costs per hour.

Tent/Canopy Permit - \$220 to \$320 depending on size of tent/canopy.  
Over 5,000 sq. ft. - 0.0837 per sq. ft.

Candles/Open Flame Permit - \$62.90  
LPG/Propane Permit - \$219.76

For more information visit: <https://finance.smgov.net/Media/Default/fees/Fire.pdf>

- **NEIGHBOR NOTIFICATION FEE:**

The Community Events Office will mail out notices to residents and businesses within 500 feet of a Category 1 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).

Events at fixed venues - \$190.49

Events extending beyond a fixed venue (e.g., races) - .65 per piece

For more information visit:

<https://finance.smgov.net/Media/Default/fees/Community%20and%20Cultural%20Services.pdf>

- **PLANNING AND ZONING:**

Temporary Use Permit (TUP) - \$949; \$369 for a re-occurring event.

TUP may be required for events on private space. For more information visit:

<https://finance.smgov.net/Media/Default/fees/Planning%20and%20Community%20Development.pdf>

- **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.

Police vehicle (car) - \$90.63 per day

Motorcycle - \$60.42 per day

Police Horse - \$30.21 per day

Rescue boat - \$241.68 for 4-hr minimum; \$30.19 for each additional hour

For more information visit: <https://finance.smgov.net/Media/Default/fees/Police.pdf>

- **RESOURCE RECOVERY AND RECYCLING:**

Recycling bins, carts and dumping services are available for rent. Trash and food bins, carts and servicing are also available for rent.

Refundable Integrated Waste Management fee of \$0 to \$1500 (depending on number of attendees and type of waste). Request for refund must be made in writing.

For more information on container sizes and pricing visit:

<https://finance.smgov.net/Media/Default/fees/Public%20Works.pdf>

- **TRANSPORTATION ENGINEERING GROUP:**

Metered Parking Space Reservation – posted rate of the meter  
Temporary “No Parking” signs - \$1.04 each

Event organizer is responsible for 1) submitting a list with the meter number for each parking space requested, 2) placing the “No Parking” signs on each meter 24 hours in advance of the event, and 3) removing the signs promptly after the event. There is a \$198.45 charge per sign that is not removed.

More information on how to obtain Temporary No Parking signs is located here:

<http://www.smgov.net/Departments/PCD/Permits/Temporary-No-Parking-Signs/>

Guidelines for the posting of Temporary No Parking signs can be found here:

<http://www.smgov.net/uploadedFiles/Departments/PCD/Applications-Forms/Temporary-No-Parking-Signs-Posting-Guidelines.pdf>

In addition to Temporary No Parking signs, an Oversize Load Permit may be required for large vehicles.

Temporary No Parking Sign Issuance - \$69.98

One-Day Valet Permit - \$570.25

Traffic Control Plan Review – Base Fee

First two reviews, per page \$299.84

Third and subsequent reviews, per page \$324.05

Bike Racks - \$321.07

Block Parties - \$60.42

Permit – Auto Park - \$274.79

Event Permit: Parking Specialist - \$177.11

Event Permit: Parking Administrator - \$264.59

Event Permit: Traffic Engineer - \$345.99

Bike Valet

Staffing fee \$18.50 per hour per valet staff (estimated 1 attendant per 50 bikes);  
\$22.00 per hour for Supervisor (events over 4 attendants)

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Rack delivery and drop-off - \$50

For more information visit:

<https://finance.smgov.net/Media/Default/fees/Planning%20and%20Community%20Development.pdf>

For up-to-date information on all fees, please visit:

<https://finance.smgov.net/fees-taxes/fees-rates>

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