



## Outdoor Events on Third Street Promenade and in Downtown Santa Monica

### When is an event permit required?

The following activities, regardless of content or purpose, require a City event permit:

- A parade, procession, or assembly consisting of persons, animals, vehicles, or any combination thereof, which will assemble or travel in unison on any public street, highway, alley, sidewalk or other public right of way that may obstruct or interfere with pedestrian or vehicular traffic or does not comply with normal or usual traffic regulations or controls.
- Any outside activity or event with 75 or more persons.
- Any other activity or event on public property requiring a tent, canopy, or other temporary structure (e.g., stage, bleachers, etc.) requiring a permit from the City's Fire Department or Building & Safety Division.

### What happens if I need an event permit and I don't have one?

Per the City of Santa Monica's *Community Events Ordinance*, holding an event without a permit is a misdemeanor.

### Do I need a Community Event Permit for events on private property?

Special events held entirely on private property do not require a City Event Permit, but may require a Temporary Use Permit from the City's Planning Department. Temporary Use Permits should be filed at least 2 weeks prior to the event. Also, if holding an in-store event with lines outside, alcohol or music, the *Instore Event Notification Form* found at [https://downtownsm.com/files/2018-in-store-event-notification-form-1\\_92290.pdf](https://downtownsm.com/files/2018-in-store-event-notification-form-1_92290.pdf) should be filled out and sent to [events@downtownsm.com](mailto:events@downtownsm.com). DTSM, Inc. shares the form with SM Police and Fire.

### How do I determine what category my event falls under?

There are 3 event categories, with specific requirements for each.

#### Category 1

- Recreation (games, arts & crafts activities, pep rallies, dances, parties)
- Competition/Contests
- Spectator Sports or Athletic Events
- Circuses, Fairs, and Carnivals (events with booths and games)
- Food-related Events (barbecues, cook-offs, picnics, food festivals)
- Training Activities (corporate sessions, team-building activities)

#### Category 2

Events not included in Category 1, which require a permit from Building & Safety and/or the Fire Department for the placement of a tent, canopy or temporary structure

### Category 3

Events not included in Category 1 or 2 which do not require a permit from Building and Safety and/or the Fire Department (e.g. marches, parades, demonstrations, fundraiser events or walks).

#### **When is the application and City application fee due?**

Applications must be submitted no more than one year prior to event date. Application fees vary by event category. (See chart below.) Upon preliminary approval, please submit the appropriate application fee to the Community Events Office. The application fee is non-refundable and required prior to the application being processed. A City of Santa Monica administrative fee will be required prior to an event permit being issued. The City administrative fee ranges from \$96.27 to \$704.12, depending on the complexity of the event and staff hours required to process the application. DTSM, Inc. also has event fees that need to be paid separately before the event. Event organizers will receive an invoice from DTSM, Inc. and can pay by credit card. The City will not accept any Category 1 event applications less than **30 days** before the event.

<b>Category</b>	<b>Application Submitted</b>	<b>Application Fee FY 18/19)</b>
Category 1	16+ weeks in advance	\$79.48
	12-15 weeks in advance	\$151.12
	30 days to 11 weeks in advance	\$302.25
Category 2	3 business days	\$50
Category 3	2 days	\$50

#### **How are permits processed and what happens next?**

1. Determine the category that best applies to the event. This will determine the application submission date, fees and requirements. Note that almost all events on Third Street Promenade are Category 1 events. Contact DTSM Inc. if help is needed to determine category.
2. Send the completed event permit to [events@downtownsm.com](mailto:events@downtownsm.com). DTSM Inc. staff will check date availability and also help with any application questions. Please submit the application as soon as possible and at least two business days in advance of the 30-day deadline for City applications.
3. DTSM, Inc. forwards the application to the City Community Events Department for approval. No fees are due until approval.
4. The City Community Events Department will share in writing the next steps in the event planning process if the application is approved. If not, they will explain why. Organizers may be able to resubmit the application if time allows. A large majority of applications are accepted. The City's requirements and cost will vary depending on event needs. For example, there are costs for safety officers, electricity, tent permits, meter permits, event sound notifications, etc. Various City departments will advise on how to take care of these items.
5. DTSM, Inc. will provide a map for event site map creation and can also advise on how and where event items can be set up. DTSM will also set up a site visit if needed and advise on site-related issues.
6. The permit will be issued shortly before the event once the requirements are met.

**Is there a clean-up/damage deposit?**

A refundable clean-up/damage deposit may be required by the City or DTSM, Inc. Event organizers are responsible for ensuring that the event area is clean and that all litter is removed immediately following the event. Failure to do so will forfeit the clean-up/damage deposit. If City property is destroyed or damaged by reason of event permittee's use, event, or activity, and the damage or destruction is attributable to the permittee, the permittee will be required to reimburse the City for the actual replacement or repair cost of the destroyed or damaged property.

**What are the insurance requirements?**

For Category 1 events, the City requires general liability insurance in the amount of at least \$1,000,000 per occurrence. Event organizers have the option of purchasing a liability insurance policy from the City to meet established requirements for holding a permitted community event. The insurance coverage protects both event organizers and the City from possible claims for personal injury or property damage which could arise from a permitted event. This optional insurance may be purchased by the day; its cost is dependent on the number of days, the size and the type of event to be insured.

**Will a Fire Department and/or a Building & Safety Permit be Needed?**

The Fire Department reviews and approves event site plans to ensure that setup does not impede emergency vehicle access and that there is adequate exiting at the event. The Fire Department also approves the use of tents/canopies, cooking devices and generators. Depending on expected attendance and other factors, the Fire Department may determine that an on-site Fire Safety Officer will be needed. The event organizer will be charged the full cost of the Fire Safety Officer's time. If any type of structure is needed for the event, a City of Santa Monica Building & Safety permit may also be needed. The City issues that permit and it is a process that takes time as well as drawings and specs of the built items.

**When is a Police & Security Plan required?**

The Santa Monica Police Department will determine if police will need to be hired for the event to ensure public safety and assist with crowd control. Many event organizers also hire outside security personnel.

**Can Items be sold or sampled at a permitted event?**

Vending and sampling is allowed at permitted events if the activity is in conjunction with, ancillary and subordinate to the event, and all required permits including health permits are obtained and all regulations are followed. Sampling permits for roaming sampling that aren't part of the event can be obtained from DTSM, Inc. for \$1,500 a day (see [downtownsm.com/product-sampling-permits](http://downtownsm.com/product-sampling-permits)).

**Is a business license needed?**

All event organizers/organizations planning an event need a Santa Monica Business License. Subcontracted supply and service companies also need a Santa Monica Business License. Event exhibitors and retail vendors do not need a business license.