



**DOWNTOWN
LONG BEACH
ALLIANCE**

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Is the event on Private Property?

Is the event on Public Property?

You will need:
Property Use Agreement
No Fee

You will need:
Occasional Event Permit (OEP) for each day (limit 12 per year)
Fee: \$102

You will need:
Active Business License
Fee: Dependent on business details

You will need:
Event Site Layout
No Fee

You will need:
Special Event Permit
Fee: Determined by Event Tier (see below)

All Event Types

You might need:
Event Site Layout (Not all events require, but is highly recommended)
No Fee

You might need:
Private Patrol Operator (PPO)
Cost: ? \$25-150 per hour. Depends on event date, time, how many staff, armed/unarmed, duties, etc.

You might need:
Community Survey
No Fee

You might need:
Fire Safety Officer Spot Check
Fee: \$143

Will the event have alcohol for sale?

You will need:
Alcohol Beverage Control (ABC) event license (per vendor)
Fee: ? * ABC-218 , fees vary

* All fees and prices are subject to change depending on Event Type or category

Will the event have food for sale?

You will need:
Temporary Food Facility Permit (TFF) (per vendor)
Fee: Dependent on vendor setup and food type

Will the event have live entertainment?

You will need:
Special Event Permit:
Fee: Determined by Event Tier (see below)

Occasional Event Permit (OEP)

- [OEP Application](#)
- [Short Term Rental Event Application](#)
- [OEP Checklist](#)
- [OEP FAQs](#)

All OEP permit applicants (including non-profits) and their participating vendors MUST have a business license in good standing to apply.

The event is intended for a 1 DAY Permit for businesses who do not have an entertainment license to have entertainment on private property and must be FULLY CONTAINED to private property to qualify. Should any part of the event affect public property (example: attendees lining up on sidewalk, impacts neighborhood parking, etc.), organizer must apply for a Special Event permit. You may apply for an OEP every 10 days.

Fees (per event day): approximately \$250

Please email Site Plans and PDF Applications to SEF-Permits@longbeach.gov

Park and Recreation and Maine – Facility Reservations

- [Application for Facility Use Permit](#)
- [Fee Wavier form](#)

Facility use Permit Fee is \$40 and is non-refundable. This doesn't include the [facility reservation fee](#).

Determine your group's eligibility for a possible reduction of rental fees by reviewing the Fee Waiver Policy. Please submit fee waiver requests a minimum of 60 days before the event to allow time for processing.

All facility rentals will include 2 staff for \$30/hr. per staff in addition to the cost of renting the facility regardless of when the facility is rented. All rental booking changes must be submitted in writing and will be assessed a change fee of \$35/occurrence.

A \$250 refundable deposit fee is requested to secure the location and date of the event. To receive the refundable security deposit, the permittee must complete a walk-through with staff immediately before and after the reservation. Please allow 4 – 6 weeks for processing of your refund.

Special Event Permit (SEP)

- [SEP Application](#)
- [SEP Terms and Conditions](#)
- [SEP FAQs](#)
- [SEP Checklist](#)
- [SEP Forms](#)

All applications must be received sixty (60) days prior to the scheduled event. An Event Operator should be appointed since they will be responsible for conducting an event, gathering all permits from vendors, and for the event.

A Special Event is any organized event, small or large-scale events such as races, parades, marathons and sporting events, concerts, fairs, community events, and any organized assembly of seventy-five (75) or more people on any public space, waterway, property, structure, or public right of way, owned or controlled by the City of Long Beach.

- TIER I EVENT
 - Free, open to the public, no setup, no alcohol. Example: dance recital with minimal setup & a small wedding.
 - [Fees \(per event day\): approximately \\$700 - \\$1,000 \(+City staffing fees\)](#)
- TIER II EVENT
 - Open to the public, no ticket for entry, minimum setup, or private nonprofit fundraising event. Example: Non-profit walk/run, festivals with free admission.
 - [Fees \(per event day\): approximately \\$1,400 - \\$1,800 \(+City staffing fees\)](#)
- TIER III EVENT
 - Ticketed, extensive setup in the venue with controlled access and exclusive use. Examples: Beach concerts, Food and beer festivals, large scale events.
 - [Fees \(per event day\): approximately \\$3,000 - \\$3,500 \(+City staffing fees\)](#)
- FILMING
 - [All applications must be received three \(3\) days prior to the scheduled event.](#)
 - [Fees \(per filming day\): \\$1,500 - \\$2,000 \(+City staffing fees\)](#)

All Event Types

Alcohol Beverage Control (ABC) Event License

You must obtain a permit from the State Department of Alcoholic Beverages Control (ABC) <http://www.abc.ca.gov/districts.asp> and a [Security Plan Worksheet](#) must be submitted with your application.

Private Patrol Operator (PPO)

Security is needed if you are serving alcohol. Please indicate security company, PPO#, contact information, and where they will be stationed on site map.

Temporary Food Facility Permit

If your event is serving food of any kind or your venue is not licensed to serve food, you will need a Health Permit.

Please fill out this [Organizer Permit Application & TFF Food Permit Application](#) and email to Janice.Garcia@longbeach.gov or go to their [Temporary Food Facilities](#) page for more info.

Business License

- [Business License Application](#)

All applicants (including non-profits) and participating event vendors must provide a fully processed ACTIVE business license in good standing with the City of Long Beach. Verify your status by looking up your business license on [BizMaps](#). For more info on being a [Special Event Vendor](#) or to obtain a Business License, call Business Licensing at (562) 570-6211.

Event Site Map

Everyone must submit a [detailed diagram of your proposed set up with dimensions](#) indicating location of entertainment, emergency exit doors, location of alcohol, location of security, etc. Please submit this to SEF-Permits@longbeach.gov with the name of your event in the Subject Line.

*Submittable Event map: Google Maps and Microsoft paint or Canva (i.e. attached)

Live Entertainment

Attached to [Event Site Plan Information](#) should include locations of all stages, platforms, bleachers, grandstands, canopies, tents, and location of power sources or generators, show the distribution of power within the venue.

Street Closure Survey

- [Event Permit Signature Survey](#)

In some cases, signature surveys may be required with an approval rating of 80% of the impacted residents/businesses within a radius of your event venue. Impacted area shall be determined by the Office of Special Events and Filming.

Insurance

- [Guidelines](#)

For the duration of your permit, you must maintain, from an insurance company either admitted to write insurance in the State of California or rated A:VIII by AM. Best company (or equivalent), the following insurance coverages, unless the City's Risk Manager determines that other coverages or higher limits are required for your specific event or activity.

Private Property Examples:

- Business Property
- Community Rooms
- Private Parking Lots
- Private Courtyards
- Privately-owned Streets (Mosaic)

Property Use Agreement

If event is being held on property other than your own, we will need proof of permission from property owner and its current occupancy rating.

Public Property Examples:

- Streets
- Parks/Greenspaces/Beaches
- City-owned Parking Lots

Live Entertainment Examples:

- Disc Jockeys
- Live Musicians/Bands
- Performance Artists
- Anything with projected sound

Other types of entertainment (this is a separate category, not live entertainment; different permitting process):

- Fireworks
- Drones
- Petting Zoo

Event Operators:

Event Operators contact the Office Special Events and Filming for date availability. Large and small events are to have Event Operators to work alongside Event Coordinators.

DTLB Event Operators:

*Inquire for event organizer referrals at JustineN@DTLB.org

- [LB Grey](#)
- [Kahlo Creative](#)
- The Special Events and Filming office at the city might have a list since they work with other event organizers

DTLB Event Venues:

<https://docs.google.com/spreadsheets/d/1TGraFkmbh-EdBUxsJZGa3hGM1m2jyMQ5oWBht5KAGPs/edit?usp=sharing>

California Department of Alcoholic Beverage Control

[Catering and Event Permits](#)

Catering and Event Permits are one-day event authorizations that require a permanent license, typically a Type 58 Caterer's Permit or a Type 77 Event Permit that is issued in addition to licensee's primary retail license.

Description of Application	Application Fee Per Day
0 to 999 in Attendance	\$100
1,000 to 4,999 in Attendance	\$325
5,000 or more in Attendance	\$1,000
Invitation Only Events pursuant to 25600.5	\$220