

## OCCASIONAL EVENT PERMIT COVID-19 Outdoor Activity Guidelines

### What is an Occasional Event Permit for Outdoor Activity?

The City of Long Beach has launched the Outdoor Activity Initiative in response to the COVID-19 public health crisis. The implementation of this permit is to allow businesses to return to operations during the current phase of COVID-19 restrictions to allow for physical distancing. This Occasional Event Permit for Outdoor Activity is a multiple day permit issued through the city Special Events office that allows businesses with a valid and current business license to occupy outdoor space.

### An Occasional Event Permit for Outdoor Activity would be required under the following conditions:

- 1) Instances where parking areas are reconfigured.
- 2) Instances where additional seating is installed.
- 3) Instances where onsite entertainment is offered. All onsite entertainment shall adhere to city policies, codes and laws related to sound levels.
- 4) Instances where off-site public or private property is being utilized.

### Games and live performances shall not be allowed

A site plan is required when turning in this application.  
The site plan must include all set up, including dimensions and how the area will be enclosed.

Fire code compliance is required for egress purposes within the permitted area. Due to certain specific circumstances, usually related to fire codes, the city Fire Marshall may conduct a Safety Spot Check.

Seating shall comply with existing City of Long Beach Health Department's Safer at Home Health Order, [Health Order guidelines](#).

For instances where alcohol is being served, the establishment must provide sit down dining and food must be served. The permittee shall abide by all California Alcohol and Beverage Control (ABC) guidelines, obtain the proper ABC permit for alcohol service within the temporary area, and include liquor liability on their insurance. Based on review of your application you may also be required to hire private security.

### Insurance Requirements:

An original Certificate of Insurance and the Additional Insured Endorsement must be submitted to the Special Events and Filming Office. Liquor liability shall be on file with the city for the duration of the event.

Links: [Insurance Guidelines webpage](#) [General Liability Endorsement Form](#)

### Occasional Event Permit for Outdoor Activity effective timeline:

The Occasional Event Permit for Outdoor Activity will remain valid until **October 31, 2020**, or until the current City of Long Beach Health Department's Safer at Home Health Order has been lifted, whichever comes first.

### Occasional Event Permit for Outdoor Activity fee schedule:

- 1) Fire Safety Officer Spot Check Fee: \$105.00 (if deemed necessary)

### Occasional Event Permit for Outdoor Activity checklist:

Below is a checklist of the required forms and documentation needed for the Occasional Event Permit for Outdoor Activity. Please submit the following items to the Special Events and Filming Office. Your Application will be reviewed by a Special Events and Filming staff member who will contact you. For more information, please visit our website at [filmlongbeach.com](http://filmlongbeach.com) or contact our office at (562) 570-5333.

- Completed Occasional Event Permit for Outdoor Activity Application
- Site Plan (detailed diagram of your proposed set up, including dimensions)
- Lease/Rental Agreement (if event is being held on property other than your own)
- Completed insurance form with endorsement

**Event organizer shall be responsible for all fees associated with the event. If any additional City services are required to manage public safety at this event and additional services are provided, the event organizer shall be responsible for charges.**

**Additional permits from other City departments may be required. Copies of the additional permits must be submitted before an Occasional Event Permit will be issued.**

**All promoters, vendors and businesses shall have a valid business license with the City of Long Beach. For more information regarding your Business License, please contact Business Licensing at (562) 570-6211.**