



**CITY OF HUNTINGTON BEACH**  
**Specific Event Application**

**City of Huntington Beach**  
**Community Services Department**  
**2000 Main Street**  
**Huntington Beach, CA 92648**  
**714-536-5486**  
[www.huntingtonbeachca.gov](http://www.huntingtonbeachca.gov)

## **Specific Event Permit Process**

Permit applications must be received by the City of Huntington Beach no later than 90 days prior to the actual date of your event. Huntington Beach Municipal Code section 13.54 provides the framework and guidance for the issuance of Specific Event Permits within the City of Huntington Beach.

Generally, any organized activity involving the use of, or having impact upon, public property including parks, beaches, parking lots and street areas in a manner that varies from its current land use, requires a permit. The Specific Event permit process is required of events that are large in scale and necessitate the involvement of more than one city department or division. Specific Event permits are also required for any event at Pier Plaza. The Beach Division issues permits for small events on the beach and they may be contacted at 714-536-5281. The Community Services Department issues permits for small events in the parks and may be contacted at 714-536-5486. The Planning Department issues permits for events on private property and may be contacted at 714-536-5271.

The Specific Event permit process begins when a completed Specific Event application is submitted, along with a site map and non-refundable application fee. It is strongly recommended that you discuss your event with the Specific Event Supervisor before submitting an application to discuss available dates and the feasibility of your plan. Submittal of an application should not be construed as approval of your request. In addition to your Specific Event Permit you may be required to obtain permits or licenses from other city departments or state or county agencies. These departments or agencies may have a longer approval process than the Specific Event Permit procedure.

The permit process varies based on the size and scope of the event. Generally, upon receipt of the application, a meeting is scheduled with the Specific Event Committee. The committee is composed of representatives of various city departments and outside agencies. You should be prepared to describe your event in detail and answer logistical questions posed by the committee at the meeting. Following the meeting, a letter that outlines your conditions of approval and estimated costs will be sent to you within approximately 30 days. A final permit is issued when all costs are paid and all conditions of approval have been met or verified. In most cases, the final Specific Event Permit is issued only a few days in advance of the event date.

Visit Huntington Beach maintains a calendar of events for the City of Huntington Beach. The calendar of events can be accessed on the internet at [www.surfcityusa.com](http://www.surfcityusa.com). You can provide information regarding your event to the HBCVB for listing on this site.

The City of Huntington Beach thanks you for contributing to the vitality of our community by considering our city as a site for your special event.

**CITY OF HUNTINGTON BEACH  
SPECIFIC EVENT APPLICATION**

**Event Information and Overview**

Event Title: \_\_\_\_\_

Actual Event Dates: \_\_\_\_\_

Actual Event Times: \_\_\_\_\_

Proposed Event Location: \_\_\_\_\_

**Set up/Assembly/Construction Date(s):**

Set-up Date(s): \_\_\_\_\_

Set-up Times: \_\_\_\_\_

Take-down Dates: \_\_\_\_\_

Take-down Times: \_\_\_\_\_

Please describe the scope of your set up/take down work:

Anticipated Attendance \_\_\_\_\_ Number of Event Staff/Volunteers \_\_\_\_\_

Is the event open to the public?  Yes  No

If no, please describe how the event will be restricted and indicate plan on the site map:

If admission is to be charged, what is the price of tickets? \_\_\_\_\_

Please provide a detailed description of the event including type of event and major components:

**Applicant, Sponsoring Organization and Contact Information**

Type of Event:        Commercial        Non-Profit

*If your organization is a "tax exempt, nonprofit" organization, you must attach a copy of your IRS 501 C tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.*

Event Applicant (Person): \_\_\_\_\_

Organization/Corporation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact person(s) "on site" during event, including times of set-up/take down:

\_\_\_\_\_

Cell Phone number of contact person(s): \_\_\_\_\_

*Contact(s) must be in attendance for the duration of the event and immediately available to city officials.*

**Contact Name and Number for Public Information**

*This information may be given out to the public*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please list any professional event organizer or event service provider hired by you that is authorized to work on your behalf to produce the event. Attach a written communication from the Chief Officer of the organization that authorizes the applicant or professional event organizer to apply for this Specific Event Permit on their behalf.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Security**

Will you hire a security company to develop and manage your event's security plan?

Yes  No

If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Private Patrol Operator License #: \_\_\_\_\_

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

For small events that need to leave event equipment on public property overnight, please describe your plan to have a responsible party present at all times until the event equipment has been removed from the site.

**Medical Plan**

After review of this completed application, the Huntington Beach Fire Department will determine if there is a need for ambulance or paramedic services. If these services are deemed necessary, the HBFD will provide the services at a cost to the event organizer.

Please describe your additional medical plan including your communications plan, the number of medical personnel, certification levels (MD, RN, Paramedic, EMT). Include management and deployment. You may attach the plan to this application if necessary.

**Road Closures and Traffic Impact**

Does your event require any closure of city streets or traffic lanes?  Yes  No

If yes, please describe and attach a detailed plan for road closure.

**Parking**

Please provide a detailed list of your anticipated parking needs for the public and for event staff, volunteers and VIP's. List in this section any shuttle or ride share plan.

**Trash and Sanitation**

Please provide a plan for pick up and removal of trash and sanitation equipment. Dumpster rentals must be made through the City's contracted service provider, Republic Services.

Distribution of stickers is prohibited in or around the event.

**Special equipment to be used for proposed event:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> P A System    | <input type="checkbox"/> Bleachers                    | <input type="checkbox"/> Amplified sound/music |
| <input type="checkbox"/> Booths        | <input type="checkbox"/> Banners                      | <input type="checkbox"/> Cooking fuel          |
| <input type="checkbox"/> Tents         | <input type="checkbox"/> Generator(s) - Hand Carried  |  |
| <input type="checkbox"/> Porta-Potties | <input type="checkbox"/> Generator(s) - Vehicle Towed |  |
| <input type="checkbox"/> Stages        | <input type="checkbox"/> Barricades                   |  |

Other: \_\_\_\_\_

**Stage**

Are you requesting to use the City mobile stage?  Yes  No

If yes, please list times of event and set up/take down.

**Electricity**

Are you requesting that the City hook up electrical power?  Yes  No

If yes, please describe your power requirements. (not all event sites have electrical access)

**Banners**

The City has a banner program that allows for the hanging of banners over the street at three locations on Main Street and at the entrance to the Pier. Banners are reserved on a first come basis through the Public Works Department at 714-960-8861. The City also has a pennant program that allows for the display of pennants on light poles at various sites throughout the City and on the Pier. Reservations for pennants are made through the Public Works Department at 714-375-5018.

Please describe your proposed use of banners, either within the City programs or within the event site.

**Entertainment**

Are there any musical entertainment features related to your event?  Yes  No

If yes, please attach a schedule of bands, times and type of music.

Will there be sound checks?  Yes  No

If yes, please indicate start and finish time: \_\_\_\_\_

Will sound amplification be used during the event?  Yes  No

If yes, please indicate start time and finish time: \_\_\_\_\_

Do your event plans include any casino games, bingo games, opportunity drawings, massage activities, live animals, OR fortune telling?

Yes  No

If yes, please describe.

**Merchandise**

Do you intend to sell merchandise?  Yes  No

If yes, please describe.

**Food**

Please describe your proposed food service for VIP's, participants or the public. Please list all food or beverage sampling proposed to be conducted by sponsors.

**Alcohol**

Does the event involve the sale or use of alcoholic beverages?  Yes  No

If yes, please describe. Proposed alcohol service areas must be included on overall site map as well as a separate detail map. Please note that a separate license from Alcohol Beverage Control (ABC) may be required.

**Filming**

Will film, video or photography be involved with the production of the event? If please list the equipment to be used.

Yes  No

If yes, please describe.

**Sponsors**

Please provide a list sponsors. The City of Huntington Beach has exclusivity contracts with certain corporations for the beach, particularly in the automobile category. These may affect your ability to provide sponsor recognition opportunities to your sponsors at that location. In addition, there are specific guidelines for alcohol sponsors.

**Marketing/Demographics**

Please describe your target audience and how the event will be marketed.

**Additional Information**

Please stage other pertinent information, activities or special requests not covered in this application.

## Site Map

A detailed site map must be submitted with the application and include the following:

- An outline of the entire event venue, including areas of equipment staging for set up/breakdown
- The location of all fencing or barricades
- The location of first aid facilities
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, food/alcohol service, cooking areas, trash containers and dumpsters and other temporary structures.
- The location and size of inflatable's and banners
- Generator locations and/or source of electricity
- Placement of vehicles and/or trailers
- Location of filming vehicles and structures
- Accessibility path of travel and provisions for disabled

*This site map is for review by the Specific Events Committee. Additional site maps may be required for permits through the Building, Planning and Fire Departments. If the event includes structures such as bleachers, elevated platforms or stages the City's Building and Safety Department may require the issuance of building permits. Applicants must provide all necessary structural calculations and drawings. A State of California licenses general contractor must pull Building and Safety Permits. Changes to the event site plan cannot be made within 30 days of the event date.*

## **Business License**

The event organizer is responsible for submitting a blanket business license 2 weeks prior the commencement date of the event. The blanket license will cover and encompass all business activity involved at the event. Those involved will be separated into two different tiers:

- vendors/sponsors/exhibitors – anyone promoting their business through the event, whether or not they are selling
- service providers - anyone hired to provide a service to the event, such as an announcer, bounce house, security, etc.

The cost of the blanket business license will be determined by the number of those involved in each tier (HBMC 5.16.317).

If your organization is a registered 501(c) non-profit, you will still need to obtain a blanket business license to cover any for-profit entity that is present at your event. Certain exemptions apply.

Please Note: The blanket business license does not cover Mobile Food Facilities aka Catering Trucks. They must be licensed individually.

Per State law, (R&T 6073) the organizer of an event is responsible for ensuring all of their vendors who are selling a “tangible sales taxable product or item” are in possession of a valid Seller’s Permit issued by the California Department of Tax & Fee Administration. (Vendors not selling and only exhibiting their product do not need to fulfill this requirement).

Any additional questions or clarification on this process can be directed to Elisabeth Ferguson in the Huntington Beach Business License office at [elisabeth.ferguson@surfcity-hb.org](mailto:elisabeth.ferguson@surfcity-hb.org) or at (714) 536-5451. Or in person at the Business License counter, located on the first floor of City Hall.

## **Insurance**

All insurance must be approved by the City prior to any event set up. A permit will not be issued unless insurance is in place. Submit insurance 30 days prior to event set up. Failure to submit insurance in a timely manner may result in the cancellation of your event.

A minimum of \$1 million general liability insurance is required. This insurance must be for "per occurrence" and must show that the coverage is provided to the City as an additional insured on the general liability on a primary and non-contributory basis. Coverage amounts required may be increased depending upon risk exposure. The attachment of a separate endorsement to the certificate of insurance is required. The separate, attached endorsement must be worded exactly as follows: "The City of Huntington Beach, it's elected or appointed officials, agents, officers employees and volunteers are named as Additional Insured" A mandatory 30 day cancellation clause is required. The words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" must be lined out on the standard ACORD form. Proof of workers compensation is required of all employers.

**APPLICANT AGREEMENT**

All applicable fees must be paid 30 days prior to the event date. No permit revisions will be accepted less than 14 days prior to the event date. The City of Huntington Beach retains the right to terminate the event at any time should a responsible city official determine any activity related to the event is a threat to public safety and/or property. I (we) agree to abide by all laws, rules and regulations that may apply to this area. I (we) accept specific responsibility for other members of my group and for any damage done to city property and/or facilities, and agree to clean and restore the site to the condition in which it was found prior to the holding of the specific event. The undersigned applicant hereby agrees to obtain and maintain insurance that is in compliance with the requirements set forth in City Council Resolution No. 2008-63. I certify under penalty of perjury that all the preceding information is true to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

If this is a non-profit organization, two officers of the organization must sign the application.

**Application must include:**

- Completed and signed application form
- Non-refundable application fee Application Fee:
  - Under 2,000 estimated overall attendance \$225
  - Over 2,000 estimated overall attendance \$450
- Detailed site map(s) on 8½ x 11 inch paper
- For non-profit organizations, a copy of non-profit status

Incomplete or illegible applications will not be processed.

**Send completed package to:**

City of Huntington Beach  
Community Services Department - Specific Events  
PO Box 190  
Huntington Beach, CA 92648-0190