SPECIAL EVENT PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau:
Email: events@pismobeach.org or Mail: 760 Mattie Road, Pismo Beach, CA 93449

Pismo Beach is a city that celebrates special events. From internationally renowned events to community-based festivals, parades, and athletic activities, the City of Pismo Beach is proud to host many events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Pismo Beach through the support of special events. So, thank you for choosing Pismo Beach for your event location.

PERMITS REQUIRED

Special Event Permits are required for any person, group, or organization that wants to conduct, manage, aid, or solicit attendance for an event on City property that has 50 or more attendees, or any event that involves the use of public property or facilities or requires the use of City services.

Special Event Permit Applications and application fee can be submitted to the Conference and Visitors Bureau, 760 Mattie Road, Pismo Beach, CA 93449, Monday-Friday 8am-5pm, via email to events@pismobeach.org. The application fee must be paid before the application will be reviewed.

Applications must be received **no less than 60 calendar days** before the first day of the event and no sooner than 2 years before the first day of the event. Applications received less than 60 calendar days before the event are subject to a $106.02 late filing fee and applications received less than 30 days before the event are subject to a $329.38 late filing fee. Annual events must reapply for each recurring event. Special Event Permits may be denied during holidays and peak season (April – October).

Incomplete applications will not be reviewed by the Special Events Committee. Any incomplete applications will be returned to event organizers.

For new and/or large events, staff members from the Conference & Visitors Bureau (CVB) may contact your event coordinator to schedule an appointment with our Special Events Committee (SEC). During this appointment, you will have an opportunity to present and discuss the details of your event.

PROVISIONS - This application is made according to the rules set forth in Pismo Beach Municipal Code Section 12.16, regarding Special Event Permits. In this application, the phrase "Special Event Code" shall be used to refer to these Code requirements.

An application for a Special Event Permit is deemed completed when the applicant has provided all of the information required herein including any additional information requested, such as payment(s), insurance and endorsement certificates, park/hall application and fees, copy of ABC license, copy of security guard contract, insurance certificates, business licenses from vendors and any other documents required by the City. Application must be approved by City Manager.

1. **Pismo Beach Municipal Code Section 12.16.** By submitting this application, the applicant understands that the City shall review the application under the procedures set forth in the Special Event Code. If the City approves the application, the CVB will issue a Special Event Permit.
2. **Application Fee.** Application must be submitted to the Conference & Visitors Bureau within 60 working days prior to the date of the event along with the application fee and required insurance. *Applications will not be processed or reviewed until application fee has been paid in full.* All fees, schedules and permits are subject to change without notice. Late applications may be accepted on a case-by-case basis and are subject to a $106.02 fee for applications received less than 60 days from the event and $329.38 fee for applications received less than 30 days from the event. Acceptance of late applications depends on there being time to process and review the application. Make check payable to: "City of Pismo Beach".

3. **Insurance Requirements.** All events must obtain a Certificate of Liability Insurance policy naming the City of Pismo Beach as additionally insured ***and*** an additional Endorsement Certificate with following wording: The City of Pismo Beach and its employees, officers, elected and appointed officials, agents and volunteers are added as additional insured. Coverage must be at minimum: Each Occurrence: $1M, Damage to Premises: $100k, Med Exp: $5k, Personal Injury: $1M, General Aggregate: $2M.
4. **Applicants' Financial Responsibility.** By submitting this application, the applicant understands that they will be financially responsible for any City fees or costs that may be imposed on the event.
5. **Designee of Organization.** If the application is submitted on behalf of an organization, written documentation giving authority to the applicant to sign this application on behalf of the organization by the head of the organization must be supplied.
6. **Sales/Vendors.** If selling of any sort is conducted, all vendors must provide and pay for a Special Events Vendor Business Tax License, and insurance certificate if vendor(s) is/are not covered by event organization. All booths and activities will be monitored by the City of Pismo Beach and upon request vendor must provide proof of this license.
7. **Display of Special Event Permit.** A copy of the Special Event Permit shall be displayed in the special event venue and shall be presented upon demand of any City official. Organizers may not advertise or market their event until final approval of permit.
8. **On-site Presence of Event Organizer.** The event coordinator or a designated representative is required to be on-site for the duration of the event for coordination and management purposes.
9. **Accessibility.** It is the event coordinator's responsibility to comply with all City, County, State and Federal accessibility requirements pertaining to the Americans with Disabilities Act (ADA).
10. **Use of City Logos Prohibited Without Authorization.** Use of the City Logo, Experience Pismo Beach Logo, or any other City insignia in association with a third-party special event is prohibited. The City Manager's Office may approve an exception, by explicit written authorization, in cases where the event organizers and City have agreed to an official sponsorship arrangement. Issuance of a Special Event Permit does not constitute such authorization. Unauthorized use of City insignia is subject to prosecution under Pismo Beach Municipal Code.

Questions? If the Applicant has any questions regarding the requirements of the Special Event Code, or this application, a request for clarification should be made to the Conference & Visitors Bureau Office, 805-773-7034, events@pismobeach.org. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.

Pismo Beach Special Event Permit Process

01 COMPLETE AND SUBMIT SPECIAL EVENT APPLICATION FOR REVIEW

Applicants can download the Special Event application from the City's website. Please fill out application in as much detail as possible so that the Committee has all of the information required to make a recommendation to approve or deny the application.

02 PAY SPECIAL EVENT PERMIT APPLICATION FEE

Applicants can pay the SEC fee either in person by cash or check, by mail with check or online. This non-refundable fee partially offsets the cost of reviewing the permit application and coordinating the event review process. It is not a rental fee.

03 SPECIAL EVENT COMMITTEE REVIEWS APPLICATIONS

The Special Event Committee is made up of City staff and members of the community. SEC meets on the 4th Tuesday of each month to review applications and makes recommendations to the City Manager to approve or deny applications.

04 CITY MANAGER COMMITTEE REVIEWS APPLICATIONS

Once the Special Event Committee reviews applications, the City Manager then reviews them as well. Final approval depends on a number of criteria and requirements being met.

05 SUBMIT ADDITIONAL REQUIRED DOCUMENTATION

SEC permit approval is pending receipt of additional required documentation. At this phase of the process, you will pay any additional fees, obtain insurance, business licenses, ABC forms, layout maps, vendor lists, timelines for set up and clean up as well as schedules of events.

06 SPECIAL EVENT PERMIT IS ISSUED

Once all of the required documentation has been received, your Special Event Permit will be issued.

SPECIAL EVENT PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau (CVB):
Events@PismoBeach.org | 760 Mattie Road, Pismo Beach, CA 93449

EVENT ORGANIZER CONTACT INFORMATION

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

EVENT INFORMATION

Name of event: _____ Location: Beach _____

Pier _____ Plaza _____ Parking Lot _____ Park _____ Hall _____

Date/Days: _____ Number of Attendees/Participants: _____

Start time: _____ End time: _____

Set-up time: _____ Take-down time: _____

Business/Organization: _____ Non/Profit _____ For-Profit _____

Please include a copy of your 501(c) determination letter from the IRS for non-profit status.

Please describe event details: _____

_____

_____

Describe set-up: _____

_____

_____

Share timeline of events: _____

_____

Does this event fall on a holiday _____ Off-season (Nov – March) _____

Please explain how this event benefits the residents, businesses and/or City of Pismo Beach:

_____

_____

_____

_____

CITY SERVICES REQUESTED
Check all that apply or write none, if none are requested. Describe each request such as time, duration and/or quantity requested.

Check	City Service	Description of request
	Police	
	Traffic Control	
	Fire/First Aid	
	Lifeguards	
	Public Works	
	Electricity	
	Water	
	No Parking	
	Gray Water	
	Dumpsters	
	Portable Restrooms	
	Other	

No-Parking: No-Parking must be set up at least 24 hours in advance. The Public Works Department will place the no-parking signs in requested area(s) but will not be responsible for enforcement. To request parking enforcement, please contact the Pismo Beach Police Department non-emergency number at 805-773-2208.

Electrical: If you are requesting electrical service, it must be requested on this form. Pismo Beach Public Works will provide the outlets at our discretion and power may not be available at all requested locations. Power from the City source to the vendor is the vendor's responsibility and in the event that the vendor miscalculates the amount of power needed, the City will not be able to accommodate additional power. The City of Pismo Beach is not responsible for the connection between the vendor and the power source, and no additional equipment, including extension cords, will be loaned to the vendor. It is the vendor's responsibility to confirm available power prior to the event.

REQUIRED:

- Access for other visitors must not be impeded during event.
- Vehicles are not permitted on the Beach, Pier, Plaza or Parks.
- The use of special equipment, such as canopies, arches, chairs, volleyball nets or other decorations will require further review and must be authorized by the City.
- All trash associated with your special event must be bagged and removed from City property.
- Prohibited acts on the beach and parks include: driving, open flames, sky lanterns, fireworks, smoking, digging, gray or black water dumping.
- Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notification to local residents and businesses in the form of a postcard, mailed within a two-block radius of event.

REQUIRED: Initial to acknowledge: _____

HOLD HARMLESS AGREEMENT

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of his/her/its use of City property.

The applicant certifies that they have read and agree to the City's Special Event procedures and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless, defend, and indemnify the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers from any damages that may arise as a result of the conduct of the special event for which the permit is being sought. The applicant agrees to defend, protect, indemnify, and hold the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers free and harmless against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or allegedly arising out of, related to, or resulting from the conduct of the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers resulting from the permitted event or activity.

I hereby submit this Application for a Special Event Permit for the event described in this application.

_____	_____	_____
Applicant Name	Applicant Signature	Date

FOR INTERNAL USE ONLY:

_____	_____
SEC Chairperson	Date
_____	_____
City Manager	Date

_____ Approve Event _____ Deny Event

SEC Comments:

_____
_____
_____

Stipulations for issuing permit:

_____
_____
_____

Notes:

_____
_____
_____

App Fee____ Ins ____ ABC/PD____ Security____ Map____ Schedule____ PW fees____
LG____ Elec____ Venue fees____ Rental Agreement____ Vendos____ BL____ Late____

SPECIAL EVENT SCHEDULE OF FEES: EFFECTIVE DATE: JULY 1, 2026

Event Name: _____ Date(s) of Event: _____

SPECIAL EVENT FEES	CHARGE RATE	Quantity	Total
APPLICATION FEES	**ONE TIME FEE**		
Beach Weddings			
Elopements, small beach weddings (2-100 people)	$128.66		
For-Profit Events			
Small Events (50-100 people)	$611.40		
Medium Events (100-500 people)	$970.63		
Large Events (500 or more people)	$1,397.79		
Non-Profit Organizations			
Small Events (50-100 people)	$305.70		
Medium Events (100-500 people)	$485.31		
Large Events (500 or more people)	$698.89		
Late Fees			
Late Application Fee (less than 60 days)	$106.02		
Late Application Fee (Less than 30 days)	$329.38		
Staff Costs	**PER HOUR**		
Public Works, Lifeguard, Fire Fighter, Police Officer, City Staff Worker	Actual Cost		
SPECIAL EQUIPMENT	**PER HOUR**		
Use of Electricity	$30.00/day/110v outlet $60.00/day/220v outlet		
City Vehicle (Public Works, Fire, Lifeguard)	Cost of Vehicle		
OTHER FEES	**PER HOUR**		
Pier Plaza Promenade	$3,322.58/event		
Pier Plaza Promenade – Non-Profit Events	$830.65/event		
Parking – Pier Plaza	$68.96/space/day from 10am – 6pm		
Parking – East of Dolliver & Addie Street Lot	$1.00/hr, $8.00/day, per space. May vary by season.		
Parking – West of Dolliver	$2.00/hr, $16.00/day, per space. May vary by season.		
Trash Pick up	$65.00		
Portable Restrooms	Vendor Pricing		
Facility Fees (from facility rental agreement)	Determined by location / time		
Barbeque Permit	$228.50		
Banner Installation	$360.26		
Event Grand Total			

___ Request to Waive ***City Fees*** ___ Approved ___ Denied

___ Request to Waive ***Application Fee*** ___ Approved ___ Denied

_____ _____

Jorge Garcia, City Manager Date

CAL FIRE
Pismo Beach Fire Department

760 Mattie Road • Pismo Beach, CA 93449
Phone: 805.773.7031 • Fax: 805.773.7035
www.calfireslo.org

Listed below are the requirements for events.

Scope:

This standard shall apply to individual tents, temporary structures or membrane structures used as booths for carnivals, street fairs and flea markets.

Permits, approvals and inspections shall be in accordance with the California Code of Regulation Title 19, (Chapter 2), California Fire Code (Section 1002 & Chapter 31, Article 32), California Health & Safety Code (Division 104, Part 7 Chapter 4), CAL FIRE/San Luis Obispo County Fire Department, and the San Luis Obispo County Health Department.

CAL FIRE Pismo Beach Fire Department

BOOTHS/TENTS:

- Sidewalls, drops, and tops of all such structures shall be made of a flame-resistant material or treated with a flame retardant approved by the California State Fire Marshal. If chemically treated, provide sample material to CAL FIRE representative for testing or label or both.
- The approved California State Fire Marshal's label shall be permanently affixed to the structure or a label showing the name, type and applicant of flame retardant materials.
- All structures shall be adequately braced and anchored to prevent collapse or causing structure to go airborne.

PORTABLE FIRE EXTINGUISHERS:

- Each vendor will bring a portable fire extinguisher for their space.
- Portable fire extinguishers shall be a minimum rating of 2A, 10BC.
- Booths/Tents with cooking facilities inside or adjacent to them shall have a fire Extinguisher rating of a minimum 3A, 40BC. If vendor is heating oil the extinguisher will be K Class. If cooking with wood, the extinguisher will be a 2 ½ gal pressurized water and a 2A10BC fire extinguisher. Annual verification of service is required for all fire extinguisher. If fire extinguisher is less than a year old, a copy of invoice or receipt will serve as annual verification of service for first year.

IGNITION SOURCES:

- Smoking, fireworks, open flame or hot objects capable of ignited combustible materials shall not be allowed inside the booths/tent.
- 'No Smoking' signs shall be posted.
- Cooking devices with an open flame and barbecues shall be a minimum of 10 feet from any booth/tent and shall be protected from access by the public.

ELECTRICAL & GENERATORS:

- Extension cords shall be of a grounded type and listed for exterior use.
- Extension cords shall be unplugged after each daily use.
- Extension cords shall not be used in lieu of hardwire.

- Use of generators is discouraged.
- Generator shall be a minimum of 10 feet from any booth/tent and shall be protected from access by the public with a fence.

COMPRESSED GAS TANKS:

- LPG and other compressed gas tanks shall be secured in an upright position.
- All tanks shall be protected from public access.
- Empty tanks shall be removed on a daily basis.

COOKING AREA LAYOUT:

- A minimum of 6-foot side clear space shall be provided between the cooking space area and the back of the tent.
- A minimum of 18-inch wide clear space shall be provided between the cooking space and the side and rear of the cooking area.
- Cooking & barbecues shall be a minimum of 10 feet from any booth/tent and shall be protected from access by the public.

USE OF LIQUID PETROLEUM GAS:

- Vendors may use Liquefied Petroleum Gas (LPG) in booths/tents as defined above, when the booth/tent is separated from other booths/tents & canopies by at least twenty feet and approved by the San Luis Obispo County Health Department.
- LPG cylinders shall be located outside tents and canopies.
- Vendors using LPG or liquid fueled appliances in a tent or canopy will be evaluated on a case by case bases.

BARBECUES:

- Trailer barbecues shall not be located within 10 feet of combustible walls, roofs, or other combustible material.
- Charcoal and LPG gas barbecues may be located in the cooking space, but in other use locations shall not be located within 10 feet of combustible walls, roofs or other combustible material.
- Small barbecues and hibachis may be placed on tables in the cooking space if a non-combustible thermal barrier is provided between the barbecue and table. This may be a concrete block underneath the barbecue, as long as the entire area of the barbecue is provided with protection underneath.

EXITS:

- All exits shall provide a minimum width of 72”.
- For an occupancy load of more than 100 people, exits shall require externally or internally illuminated exit signs.
- Guide wires, guy ropes and other support members shall not cross a means of egress at a height less than 8-feet.
- The exits shall have a minimum separation of 1/2 the diagonal floor dimensions.
- The location of all emergency exiting shall be indicated by the announcer at the beginning of each show.

SPECIAL APPLIANCES:

- Warming appliances/steaming trays, electric and solid fuel types, shall be located inside tents. They will be monitored by the event organizers, the County Health Department and CAL FIRE/San Luis Obispo County Fire Department. The intent is that food preparation will occur within the tent.
- Deep-fat fryers and other unique appliances for cooking and holding of food until served will be reviewed by CAL FIRE/Pismo Beach Fire Department and are only approved on a case-by-case basis. A K Class extinguisher within the tent is required.
- If the appliances used would require food preparation to occur outside, the Fire Marshal may evaluate the heat potential of the appliance and approve its use within the tent.

CONTACT LIST:

CAL Fire Pismo Beach Fire Prevention Captain
805.779.1025 - inspection of the tents and BBQ permits

SLO Health Department (Food Vendors) 805.781.5552
State Alcohol Beverage Control 3220 S. Higuera St., Suite 233
San Luis Obispo, CA 93401 805.543.7183
SLO.Direct@abc.ca.gov
Contact: Leslie Pond

I confirm that I have read, understand and agree to comply with the Cal Fire policies and requirements for vendors at the aforementioned event. I will distribute this information to all vendors associated with the aforementioned event and will hold them accountable to follow these standards.

_____ _____

Name of Event Name of Organizer

_____ _____

Signature Date

CITY OF PISMO BEACH SPECIAL EVENTS ACCESSIBILITY PROGRAM

Event plans must comply with all city, county, state and federal disability access laws and regulations applicable to your proposed event activities. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas.

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event venue, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 48" in width, not including the curb.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than ½ " vertical or ½" beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- It is recommended that you replace similar parking in the same amount in another location on an accessible path of travel if your event venue, including production and other staff areas, displaces existing designated accessible parking areas.
- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place accessible parking areas as close to the event venue as possible.
- Include accessible parking for any VIP or other specifically designated parking areas such as limo and taxi zones.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- The portable restroom must have an accessible entrance. It is common to see a portable restroom that is marked as an accessible unit only to have a 6 inch rise or step to enter the restroom. In some cases a regular portable restroom may have an ISA (International Symbol of Accessibility) applied to the outside entrance to the portable restroom, and the restroom in actuality is not accessible.
- It is important that vendors state in writing that the portable restroom is accessible with federal and state accessibility codes.
- In any location where multiple restrooms are provided, at least one unit must be accessible.
- If only one restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one unit must be accessible.
- If only one sink or hand-sanitizing unit is placed in a location, it must be accessible.

- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Booths/Service Counters

- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service counters should be no more than 34” in height and must be 36” or greater in width.
- Accessible Staging/Seating
- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating in the designated seating areas.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed Signage should consist of high contrasting colors and should be placed in visible locations.
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

GUIDELINES FOR MUSIC/AMPLIFIED SOUND

Please note: Nothing in these guidelines supersedes the City's Municipal Code. In the event of a conflict between this document and the Municipal Code, the latter will control.

Municipal Code Chapter 9.24. No permit shall be issued for any activity that may violate Chapter 9.24.

(9.24.040) The factors that determine whether a Special Event Permit will be issued, and whether a violation of the City's codes exists, include, but are not limited to the following:

1. The sound level of the noise disturbance;
2. The sound level of the ambient noise;
3. The proximity of the noise to residential and visitor serving sleeping facilities;
4. The nature and zoning of the area within which the noise emanates;
5. The number of persons affected by the noise source;
6. The time of day or night the noise occurs;
7. The duration of the noise and its tonal, informational or musical content;
8. Whether the noise is continuous, recurrent or intermittent;
9. Whether the noise is produced by a commercial or noncommercial activity.

Outdoor Activities: The provisions of this chapter shall not apply to outdoor gatherings, public dances, shows and sporting and entertainment events, provided such events are conducted pursuant to a permit or license issued by the City relative to the staging of the events and are consistent with the permissible times for such activities.

No permit shall be issued for any activity that may violate section 12.20 of the Municipal Code.

"Except as permitted by written lease agreement with the City of Pismo Beach or by special events permit it shall be unlawful for any person or organization to sell, offer to sell, rent, offer for rent, or offer in exchange for a donation, goods, wares, merchandise, foodstuffs, refreshments, or other kinds of property or services in the Pier Zone."

GUIDELINES FOR EVENTS WITH ALCOHOL

If you are planning to sell or serve beer or wine at an event, you must obtain a Special Daily License from the California Department of Alcoholic Beverage Control (ABC). This license authorizes temporary sale or serving of beer or wine for consumption on the premises indicated on the license.

You must **<u>also</u>** complete an Alcohol Use Application from the Pismo Beach Police Department to be submitted with the event application as well as a copy of your Security contract for review.

Please note that the ABC office currently requires at least 10 business days to process requests for permits.

Event organizers should apply for the State ABC License after submitting the Special Event Permit application. The Pismo Police Department and State ABC representatives will review the applications before permitting.

Guidelines for the sale or serving or alcohol at events:

- Sale for consumption off the premises is strictly prohibited.
- Alcoholic beverages cannot be served between 2 am – 6 am.
- Sale of beer or wine must be under control of organizers at all times.
- There must be a designated closed off location (example: fenced in beer garden)
- The legal drinking age is 21 and identification is required from anyone who appears under the age of 30. Proper identification must be issued by a government agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Sale or service of beer or wine to anyone who is obviously intoxicated is prohibited.
- Food must be provided at events featuring beer and wine.
- No outside alcoholic beverages should be allowed at events that feature beer and wine.
- Event organizers must provide security at events that feature beer and wine.

Pismo Beach Police Department
1000 Bello Street Phone: (805) 773-7029
Pismo Beach, CA 93449 Fax: (805) 773-7023

ALCOHOL USE APPLICATION

Please Note: Alcohol Use Applications are required for any event in the City of Pismo Beach where alcohol will be served or sold to a group of 100 people or more or if required by the California State Alcoholic Beverage Commission.

APPLICANT INFORMATION			
Date of Application:			
Name of Applicant:			
Name of Organization: (Must be Non-profit)			
Name of Contact Person:			
Contact Address:			
Contact Phone 1:		Contact Phone 2:	

EVENT INFORMATION	
Name of Event:	
Dates(s) of Event:	
Time(s) of Event:	
Location of Event:	
☐ On Public Property or ☐ On Private Property	
Request to **Sell** (check all that apply):	☐Beer ☐Wine ☐Spirits ☐ Other:
Will alcohol be **sold** on premises?:	☐ Yes ☐ No
Will alcohol be **served** free of charge?:	☐ Yes* ☐ No *(if "Yes" indicate type of alcohol served below)
Request to **Serve** (check all that apply):	☐Beer ☐Wine ☐Spirits ☐ Other:
Number of People Attending (approx.):	
Number of Security Guards (1 per 100):	
Name of Security Company hired: (Attach contract or Guard Card to application)	
Will event host the following activities?:	☐ Dancing ☐ Live Entertainment
If live entertainment, name of provider:	
Is event being catered?:	☐ Yes ☐ No
If catered, name of catering service:	

CITY APPROVAL GRANTED, SUBJECT TO THE FOLLOWING CONDITIONS:

1. Beverage containers shall be non-breakable and disposable.
2. All alcoholic beverages are to remain in the designated area. Individuals found in areas of public access with alcohol will be subject to citations for violation of Municipal Code 9.44.010.
3. All sales of alcoholic beverages shall stop 30 minutes prior to close of event.
4. Additional conditions:_____

APPROVAL/SIGNATURE FROM THE CHIEF OF POLICE REQUIRED ON ALL APPLICATIONS: ❑ APPROVED ❑ DENIED

_____ _____

Chief of Police Date

State of California

Department of Alcoholic Beverage Control

DAILY LICENSE APPLICATION

ABC USE ONLY		
License #	Receipt #	Fee $
Conditions Requested ☐ Yes ☐ No		Diagram Requested ☐ Yes ☐ No
License Type ☐ B & W ☐ General ☐ Special		

Complete all applicable items. Submit this application to your local ABC District Office with the required fee payable to ABC. To determine fee(s) due, visit https://www.abc.ca.gov/licensing/license-fees. Once the daily license is issued, fees cannot be refunded. Listing of ABC District Office is available at https://www.abc.ca.gov/contact/. Please visit https://www.abc.ca.gov/abc-221-instructions/ for further instructions.

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

☐ Special Daily Beer and Wine
- ☐ Amateur Sports Organization
- ☐ Charitable
- ☐ Civic
- ☐ Cultural
- ☐ Fraternal
- ☐ Political
- ☐ Religious
- ☐ Social
- ☐ Other:

☐ Daily General
- ☐ Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure
- ☐ Organization Formed for Specific Charitable or Civic Purpose
- ☐ Fraternal Organization in Existence over Five Years with Regular Membership
- ☐ Religious Organization
- ☐ Vessel per Section 24045.10 B&P ($50.00)

☐ Special Temporary License
- ☐ Television Station per Section 24045.2 or 24045.9 B&P
- ☐ Non-profit Corporation per Section 24045.4 and 24045.6 B&P
- ☐ Person conducting Estate Wine Sale per Section 24045.8 B&P
- ☐ Women's Educational and Charitable Organization per Section 24045.3 B&P
- ☐ Other Special Temporary License

Per Section:

License #: Amount:

SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or consumption	Virtual Event ☐ Yes ☐ No *Mark Yes, if the event is 100% virtual*
		To	

Event Address (Street #, name, and city)	Event Location Description (Jones Park, Pavilion A, etc.)	Location Within the City Limit ☐ Yes ☐ No

Event Type	Type of Entertainment	Event Open to Public ☐ Yes ☐ No
☐Barbeque ☐Dinner ☐Sporting Event ☐Birthday ☐Festival ☐Social Gathering ☐Concert ☐Lunch ☐Wedding ☐Carnival ☐Mixer ☐Other: ☐Dance ☐Picnic		

Estimated Attendance	Security Guard ☐Yes ☐No	If Yes, how many	Outdoor Event ☐ Yes* ☐ No **If Yes, a diagram of the event area is required*

REQUIRED

☐ By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address

SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**

Department of Alcoholic Beverage Control

State of California
Gavin Newsom, Governor

SUPPLEMENTAL DIAGRAM

Instructions to Applicant:
Draw a sketch of the area on which the licensed premises is or will be located. Show adjacent structures and nearest cross streets. *If this is an event for a daily license, catering authorization, event authorization or miscellaneous use, show the area where sales and consumption of alcoholic beverages will occur. Post a copy of this diagram with Daily License, Catering Authorization or Event Authorization where the event is held. Sales and consumption of alcoholic beverages must be confined to the area designated in the diagram and supervised to prevent violations of the Alcoholic Beverage Control Act.*

1. APPLICANT NAME (Last, first, middle)	2. LICENSE TYPE
3. PREMISES ADDRESS (Street number and name, city, zip code)	**4. NEAREST CROSS STREET**

DIAGRAM

I have read the above instructions and I declare under penalty of perjury that the above diagram is true and correct.

APPLICANT SIGNATURE	DATE SIGNED

FOR ABC USE ONLY

CERTIFIED CORRECT (Signature)	PRINTED NAME	INSPECTION DATE